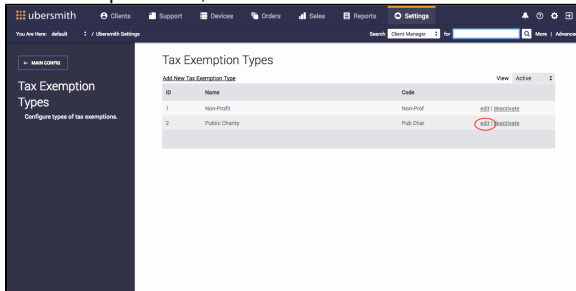


Managing Tax Exemption Types

Once you have [added a tax exemption type](#), you can perform various action.

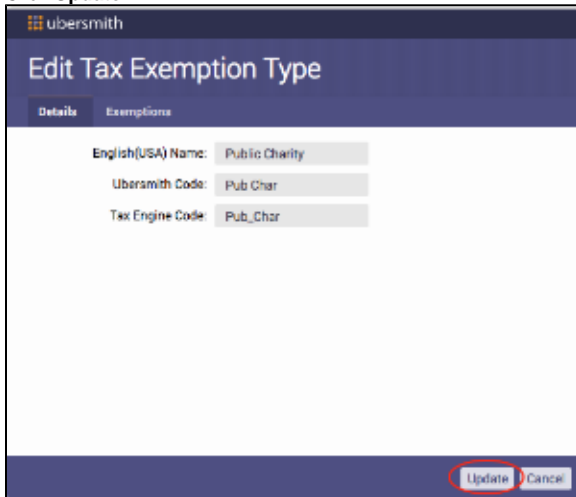
Editing Tax Exemption Types

1. [Access the Tax Exemption Types page.](#)
2. In the exemptions row, click **edit**.



The *Edit Tax Exemption Type* page appears.

3. Make any necessary updates you need.
4. Click **Update**.



On this page:

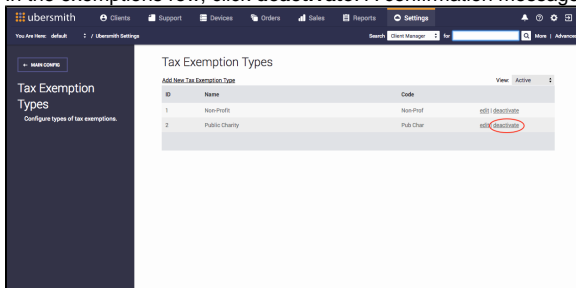
On this page:

- [Editing Tax Exemption Types](#)
- [Removing Tax Exemption types](#)
- [Approving Tax Exemptions](#)
- [Related Topics](#)

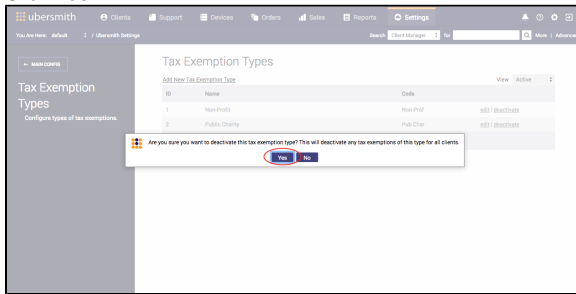
Removing Tax Exemption types

Removing, or deactivating, a tax exemption removes any exemptions of that type currently associated with any client accounts.

1. [Access the Tax Exemption Types page.](#)
2. In the exemptions row, click **deactivate**. A confirmation message appears.

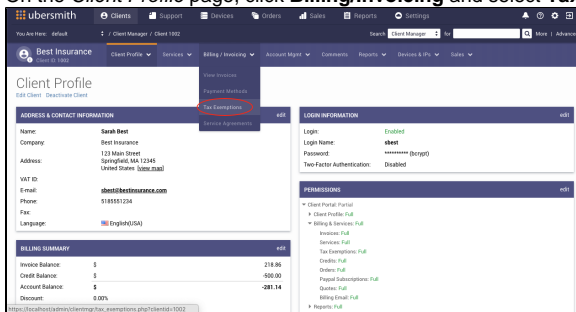


3. Click **Yes**.



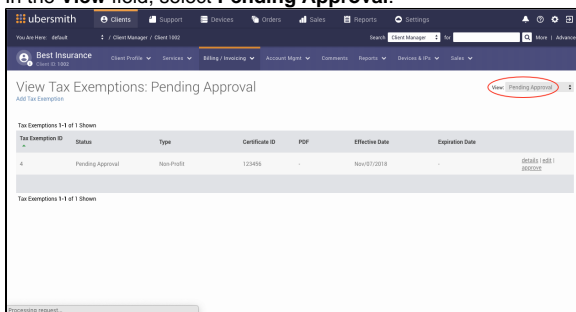
Approving Tax Exemptions

1. Access the [Client Profile page](#).
2. On the [Client Profile](#) page, click **Billing/Invoicing** and select **Tax Exemptions**.

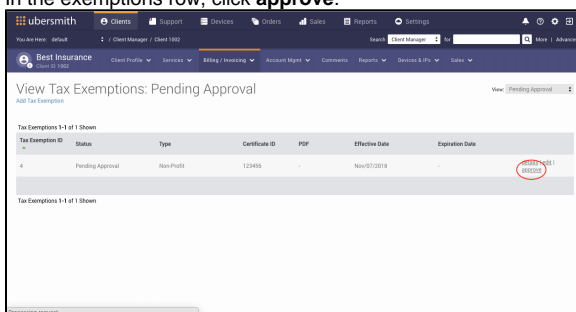


The **View Tax Exemptions** page appears.

3. In the **View** field, select **Pending Approval**.



4. In the exemptions row, click **approve**.



A confirmation message appears.

5. Click **Yes**.

Related Topics

[Adding Tax Engines](#)

[Adding Tax Rates](#)

[Adding Tax Exemption Types](#)

[Adding Tax Authority Numbers](#)

[Managing Tax Engines](#)

[Managing Tax Rates](#)

[Managing Tax Authority Numbers](#)

[Setting the Default Tax Calculation Method](#)