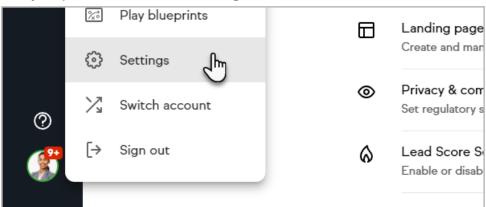
Add sales tax

Last modified on: 04/11/2025 1:16 pm MST

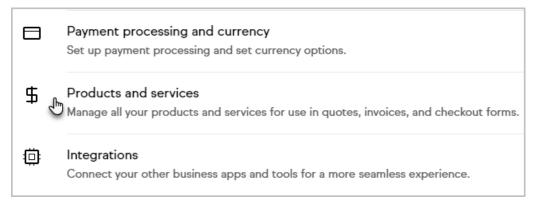
Tags: Keap-Pro Keap-Max

Add a sales tax template

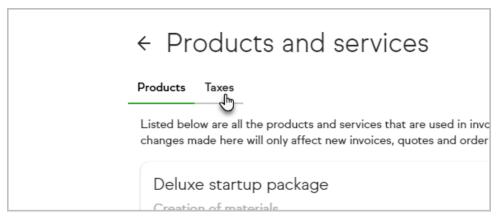
1. Click your profile icon and select **Settings**



2. Click Products and services



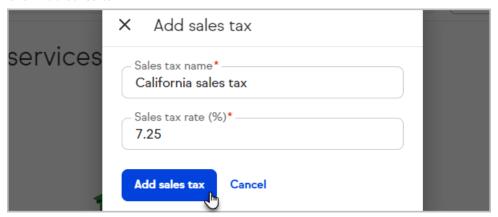
3. Click Taxes



4. Click Create a sales tax or Add > Sales tax

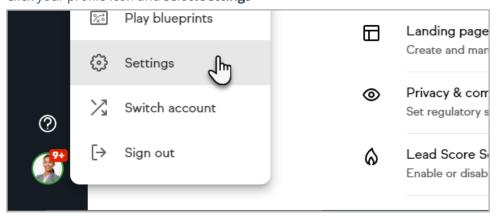


- 5. Enter a Sales tax name and Sales tax rate (%)
- 6. Click Add sales tax

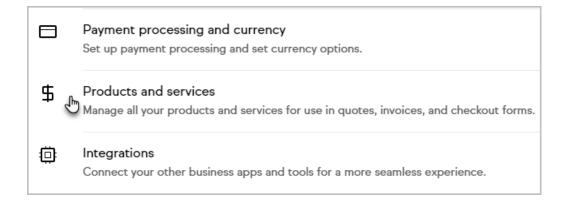


Apply sales tax to a products

1. Click your profile icon and select **Settings**



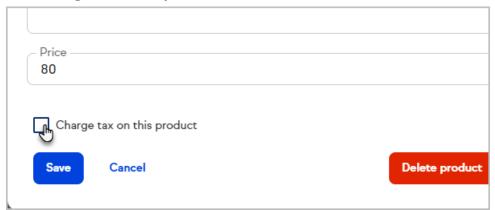
2. Click **Products and services**



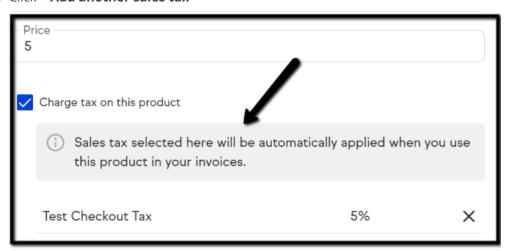
3. Click **Edit**



4. Select Charge tax on this product



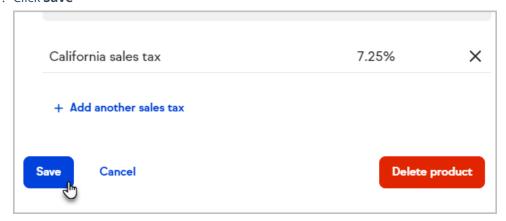
5. Click + Add another sales tax



6. Select an existing sales tax or add a new one



7. Click Save



a

Please Note - Sales Taxes are calculated on the net total of an invoice. If a discount is applied, the sales taxes are calculated using the discounted total.



Please note: Sales tax will **NOT** automatically be applied to either **Quotes** or **Checkout Forms**. You would either need to add another product to your **Quote** or **Checkout Form** to include the tax amount, or you can attempt to collect after the completion of purchase.