

Add sales tax

This article applies to:

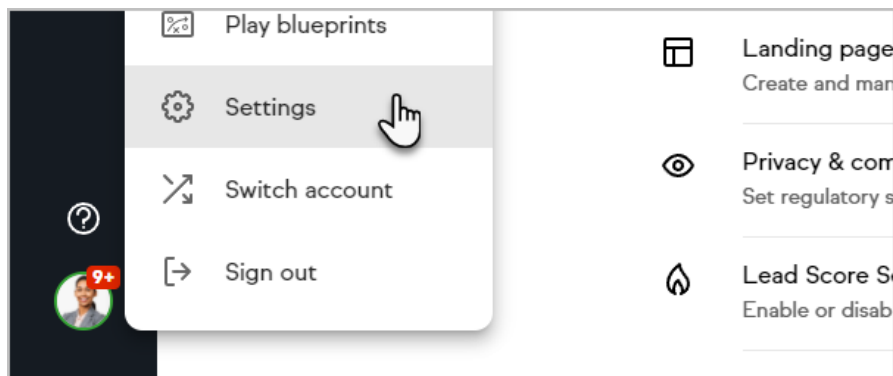
[Pro](#)

[Max](#)

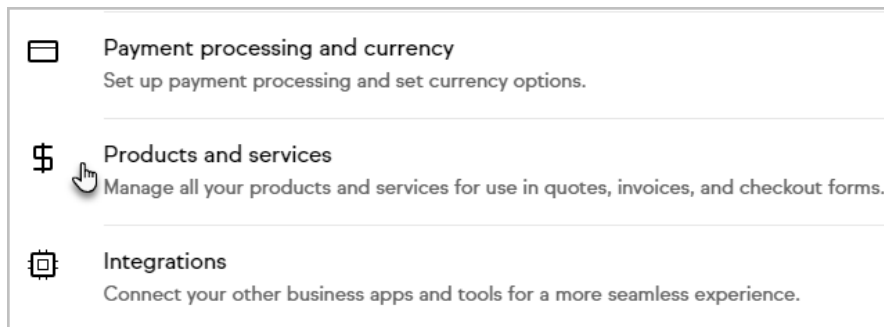
1. [Add a sales tax template](#)
2. [Apply sales tax to a products](#)

Add a sales tax template

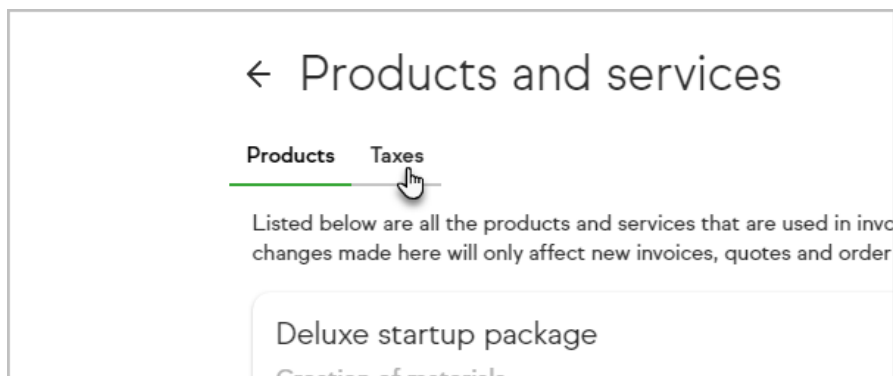
1. Click your profile icon and select **Settings**



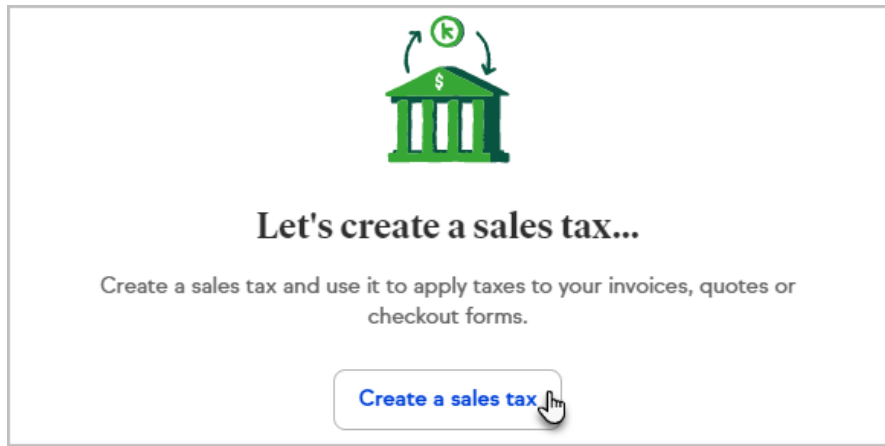
2. Click **Products and services**



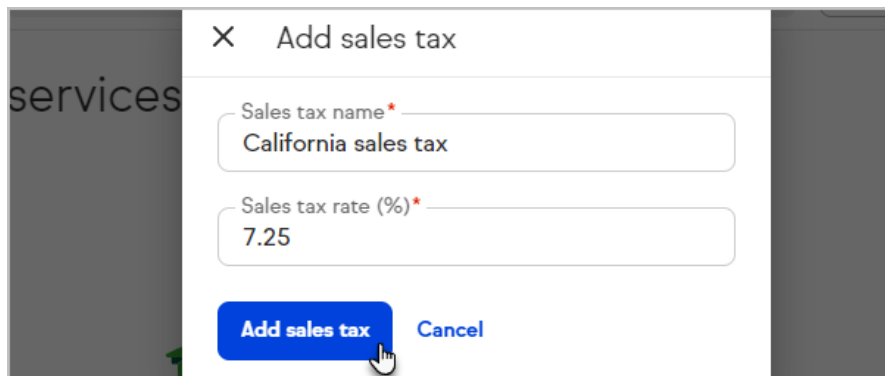
3. Click **Taxes**



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

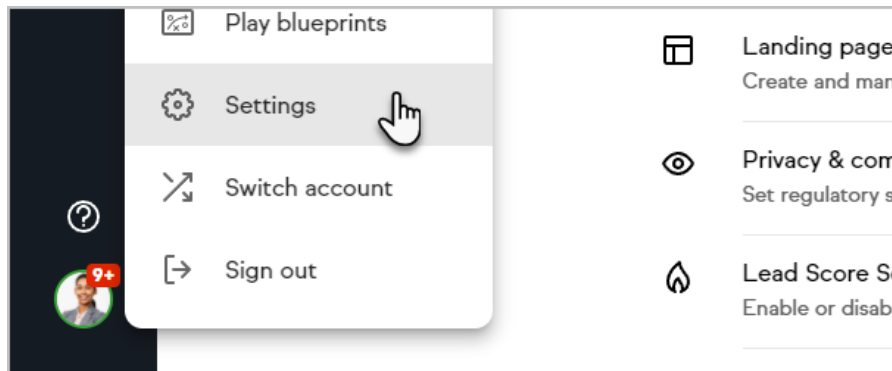


5. Enter a **Sales tax name** and **Sales tax rate (%)**
6. Click **Add sales tax**

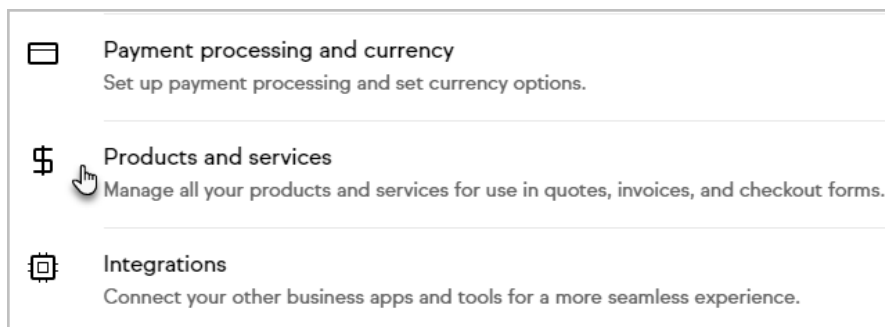


Apply sales tax to a products

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



2. Click **Products and services**



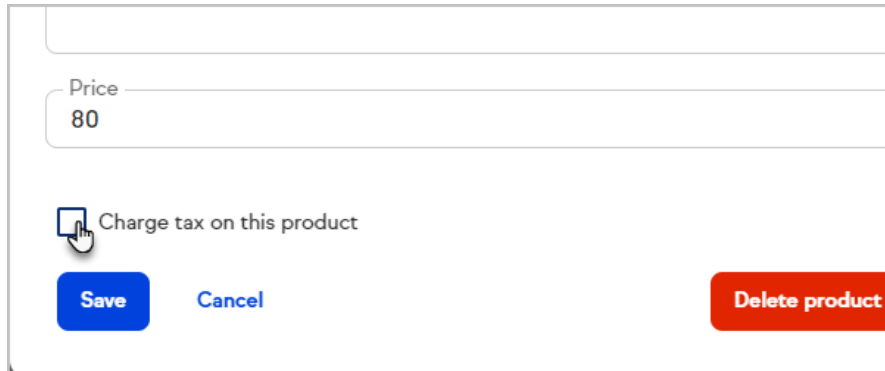
3. Click **Edit**



Deluxe startup package
Creation of materials
Price
\$80.00

Edit

4. Select **Charge tax on this product**

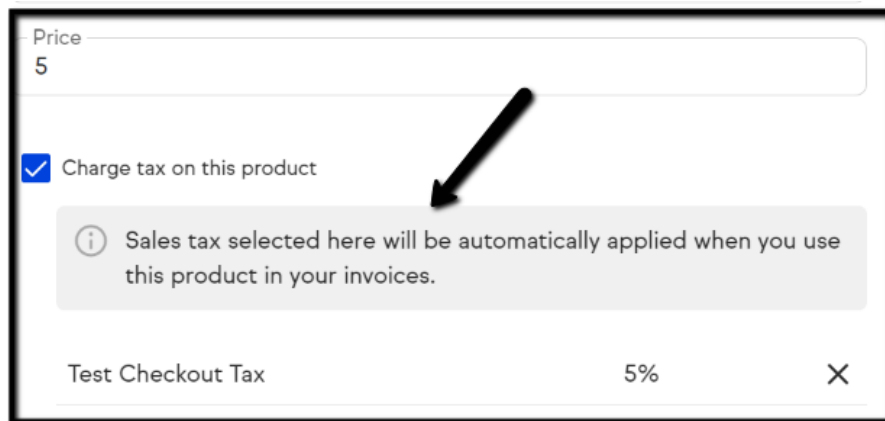


Price
80

Charge tax on this product

Save Cancel Delete product

5. Click + **Add another sales tax**



Price
5

Charge tax on this product

Sales tax selected here will be automatically applied when you use this product in your invoices.

Test Checkout Tax 5% X

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

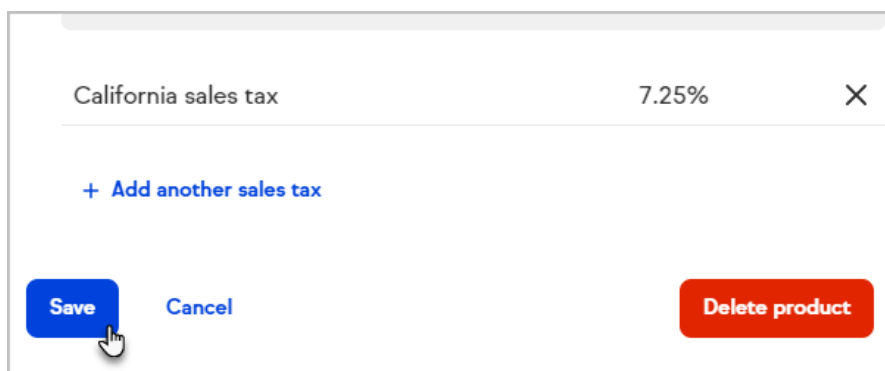


Select a sales tax

+ Add a new sales tax

California sales tax

7. Click **Save**



California sales tax 7.25% X

+ Add another sales tax

Save Cancel Delete product

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.
