

Set Up / Edit Fee Tax Details

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One tax rate can be set to automatically calculate tax on either or both service and non-service related fees.

Example: *Canadian clients charge GST on both services and fees.*



Fee Taxes are different than Item Taxes. Only one tax rate may be set for fees. Items (sold via the Store) may have different tax rates. See the [Store Setup](#) topic for details on creating Item Tax Rates.

Typically, a fee tax rate is added during [Organization Set Up](#). To check or update a fee tax rate for your Jackrabbit database:

1. Point to **Tools** and clicking **Edit Settings**.
2. Scroll to **Tax Settings**.
3. Set *Make Sale/Post Fees: Add tax in the "Post Fees" section* to **Yes** or **No**. (If this is yes, the "Post Fees" section of Make Sale / Post Fees will default to having tax automatically calculated.)
4. If you charge tax on services, set *Tax Tuition and enrollment fees (excluding Web Registration)* to **Yes**. (Setting this to Yes will charge tax on *Tuition Fees* when using *Post Tuition Fees*, *Web Registration*, and the *Parent Portal*.)
5. Enter a **Tax Rate**. (Example 7.5 for 7.5%)
6. In the *Tax Label* field, give the tax a **name**. (Examples: Sales, Tax, GST, VAT, etc.)
7. Scroll up and click **Save Changes**.

