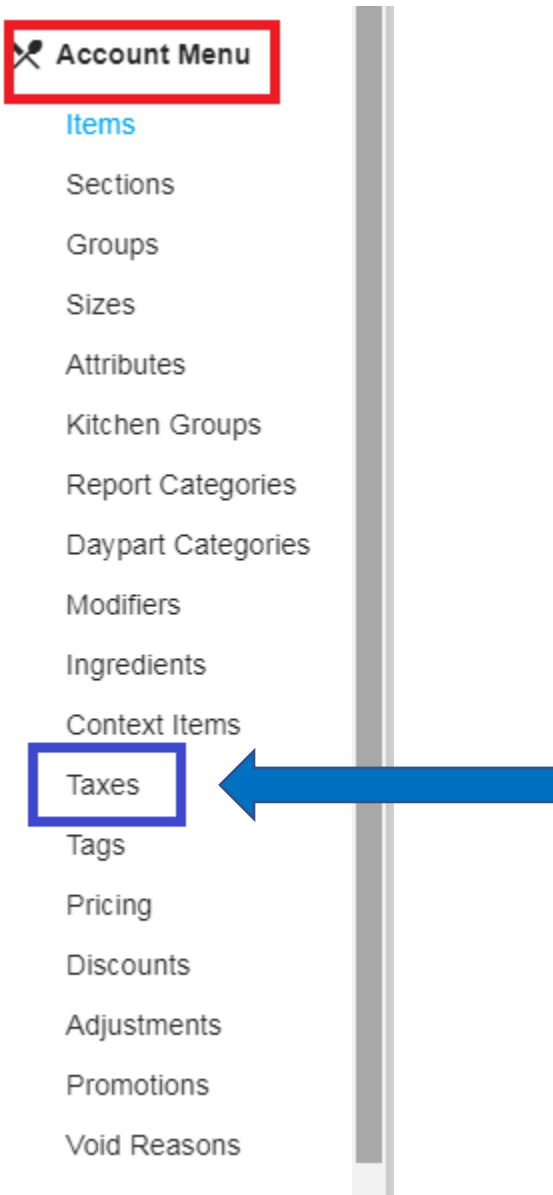


Creating/Modifying Taxes In Mobilebytes

Step 1

Navigate to **Account Menu**. Then navigate to **Taxes**



Step 2

If creating a new tax, click the **CREATE A TAX** button.




Taxes

Setup taxes to be applied globally in your locations or specified with rooms and tags.



If modifying an existing tax, **select** the tax you want to change.



Tax	Tax Rate
Food Tax	8.100%

Step 3

Enter the **TAX NAME** and **TAX RATE** and hit the save button and/or select the **TAX RATE** you want to change then hit the [save](#) button.

The screenshot shows a mobile application interface for adding a new tax. At the top, there is a blue header bar with a back arrow and a user profile icon. Below the header, the title "New Tax" is displayed. The form contains two input fields: "Name (required)" with the text "(NEW)" and "Default Amount". A red rectangular box highlights both input fields. In the center of the screen, there is a red text block that reads: "IMPORTANT NOTE: PLEASE VISIT YOUR TAXING AGENCY'S WEBSITE OR CALL A TAX PROFESSIONAL TO GET YOUR CORRECT SALES TAX RATE. THE NUMBERS ON THIS SHEET ARE JUST FOR INFORMATIONAL PURPOSES". At the bottom right, there are two buttons: a black button with a white 'X' (cancel) and a blue button with a white floppy disk icon (save). A blue arrow points from the top right towards the save button, and a red box highlights the save button.

Name (required)

Food Tax

Default Amount

8.100

**IMPORTANT NOTE: PLEASE VISIT YOUR
TAXING AGENCY'S WEBSITE OR CALL A TAX
PROFESSIONAL TO GET YOUR CORRECT SALES
TAX RATE.**

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