



*This topic is under construction. It may be incomplete and is subject to change.*

## When to use this procedure

Follow the steps below to adjust your tax rate and tax authority for tax-free weekends or similar sales events.

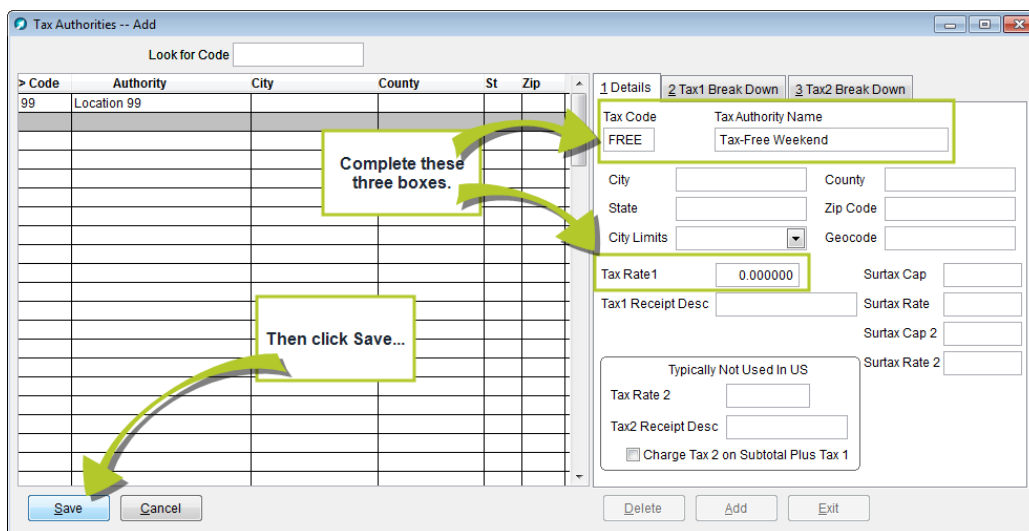
### Example of use

example text here

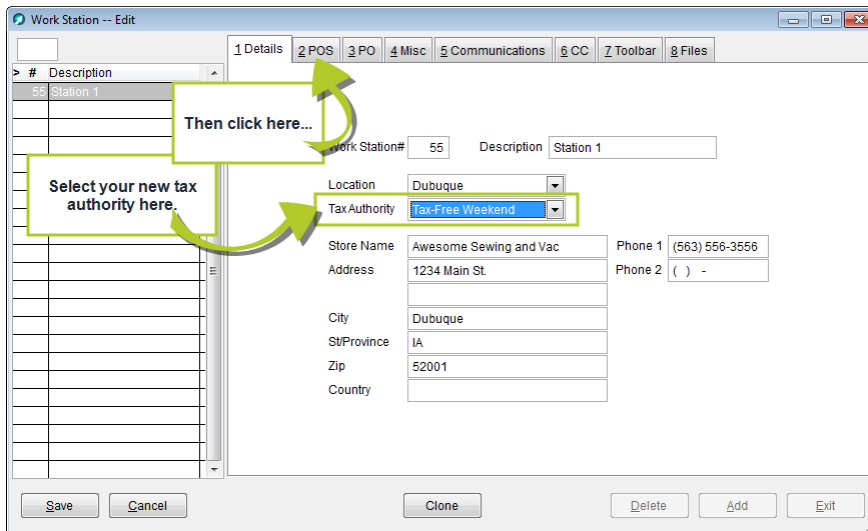
## Steps to complete

Add a unique tax-free tax authority. Skip to the end for alternative steps.

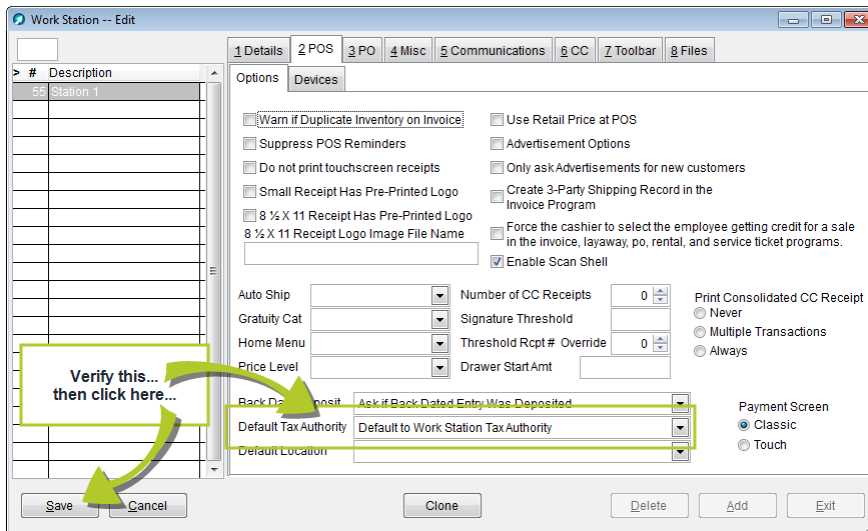
1. On the **Maintenance** menu, point to **General Maintenance** and click **Tax Authorities**. The **Tax Authorities** window displays.
2. Click **Add**.
3. Enter a **Tax Code** (up to 5 alpha-numeric characters) for your new tax-free tax authority, such as FREE.
4. Enter a **Name** (up to 25 alpha-numeric characters) for you tax authority, such as Tax-Free Weekend.
5. Enter **0.00** in the **Tax Rate 1** box.
6. Click **Save**.



7. On the **Maintenance** menu, point to **General Maintenance** and click **Work Stations**. The **Work Station** window displays.
8. On the **Details** tab, change the value in the **Tax Authority** box to your new tax-free tax authority.



- On the **POS** tab, verify that the **Default Tax Authority** is set to **Default to Work Station Tax Authority**.



- Click **Save**.
- Repeat steps 8-10 for each workstation where you want to use the tax-free tax authority.

**Caution:** Remember to reset the tax authority on each workstation after tax free weekend.

### Alternative steps

Alternatively, you can change the **Tax Rate 1** value to **0.00** for the default **Tax Authority** on your workstation.

- On the **Maintenance** menu, point to **General Maintenance** and click **Work Stations**. The **Work Station** window displays.
- On the **Details** tab, verify the value in the **Tax Authority** box.
- Click **Exit**.
- On the **Maintenance** menu, point to **General Maintenance** and click **Tax Authorities**. The **Tax Authorities** window displays.

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5. Highlight the tax authority from step 2 in the grid.
  6. Enter **0.00** in the **Tax Rate 1** box.
  7. Click **Save**.