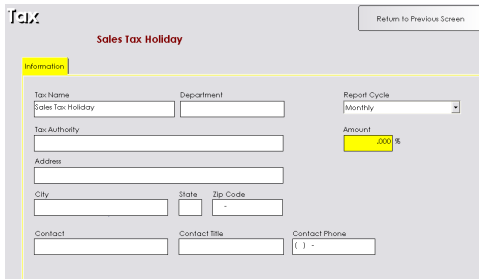


# sales tax holiday

Use this as a guide to correctly set up your taxes for your State Sales Tax Holiday.

***It is extremely important that you link the correct taxes prior to open of business on the first day of the holiday and then re-link all appropriate taxes at close of business following the holiday. You MUST restart SalonBiz/SpaBiz for the tax change to take effect.***

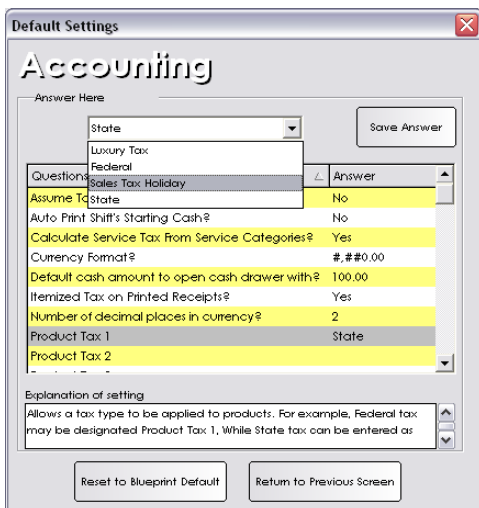


## Adding a Tax

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click the Accounting button.
3. Click the Add button.
4. Type in the name of the tax you wish to add, example State Tax Holiday. Click the Add button.
5. From the Report Cycle drop down menu, select the way you report your taxes from the list.
6. Type in the tax amount in the Amount field.
7. Enter the information in the remaining fields. Although not necessary for the functionality of the feature this is a great place to keep the information.
8. Click the Return to Previous Screen button.

**Linking a Tax – When your state and local taxes are combined**  
*Follow the instructions above to add the State Tax Holiday amount with the total of your local taxes minus state tax.*

1. From the Accounting button in Blueprints.
2. Click the Set Default Settings button.
3. Highlight by clicking once Product Tax 1.
4. In the drop down menu select the tax you just created.
5. Click the Save Answer button.
6. Click on the Return to Previous Screen button.



**Linking a Tax – When your state taxes are a separate item**

1. From the Accounting button in Blueprints.
2. Click the Set Default Settings button.
3. Highlight by clicking once on the Product Tax item where your State Tax is linked.
4. In the drop down menu select the tax you just created called Sales Tax Holiday at zero value.
5. Click the Save Answer button.
6. Click on the Return to Previous Screen button.

**You MUST restart SalonBiz/SpaBiz for the tax change to take effect.**

