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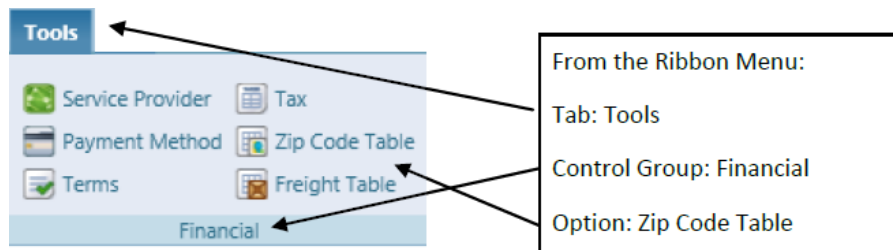
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## How Do You Use a Zip Code Table?

Tammy Mason - 2022-07-20 - in Tools & Controls

### How Do You Use a Zip Code Table?

Ensure your quotes, orders, and invoices have the correct sales tax information by using zip code tables.



Select the country and enter the beginning/ending zip/postal codes. Then add the appropriate sales taxes to the table.

Country	<input type="text" value="UNITED STATES"/>	Starting Zip/Postal Code	<input type="text" value="50660"/>
		Ending Zip/Postal Code	<input type="text" value="50665"/>

Taxes	Description	Rate
IA State	Iowa - State Sales Tax	6.0000%
2881	Iowa - Bremer County Sales Tax	1.0000%
<b>+ Add Tax</b>		

When the customer is selected on a quote, order, or invoice; the zip code from the ship address will be checked against the zip code table resources. When the zip code falls into the range of one of the zip code tables, the sales tax information from the zip code table will updated into the quote, order, or invoice.

No other action is needed by the user to ensure that proper sales taxes have

been assigned. Changing the zip code in the ship address will cause the check to occur and the proper sales tax information will be applied to the quote, order, or invoice.

When the customer or customer contact on the quote, order, or invoice have their sales tax codes all set to a 0.0000% rate, the zip code table's sales tax that default into the order will also have all their rates set to 0.0000%.

Ship		Update Destinations	
Company	<input type="text"/>		
Attention	<input type="text"/>		
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	State/Province	(S) <input type="text"/> <input type="button" value="Q"/>
Zip/Postal	<input type="text"/>	County	<input type="text"/>
Country	UNITED STATES <input type="button" value="Q"/>		
Phone	( ) - <input type="text"/>	<input type="text"/>	
Fax	( ) - <input type="text"/>	<input type="text"/>	
Cell	( ) - <input type="text"/>	<input type="text"/>	Extension Number <input type="text"/>