

Excise Tax Setup & Preparation for Client Prepared Books and Taxes

Call the licensing agencies for each jurisdiction in which you work and tell them how much revenue you anticipate earning in that jurisdiction. They will tell you about their license criteria and any applicable taxes.

Setup the Sales Tax Function in QuickBooks and setup Tax Items for each city/tax jurisdiction (i.e. Seattle Sales Tax) and put in the appropriate tax rate (Seattle = 9.5%). Do the same for each jurisdiction in which you do work. QuickBooks calculates the tax amounts when you post the invoice/sales receipt. When state and local taxes are due, you will want to print a variety of reports, depending on your business setup, to help you prepare.