## Linking Tax Profiles to Postal Codes

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This guide explains how to link tax profiles to specific postal codes. It is intended for system administrators.

- 1. Navigate from Main Menu > System Admin > Postal Codes.
- 2. Use the <u>Quick Search bar (http://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> to find the desired postal codes or click **Show All**.
- 3. Click Edit > Update Tax Profile for List.

• • •						Postal	Code	es					
🕅 🗮 🖨 Re	cord: 1	of 45,013									New 🕇	Edit	ns 🖈
D												Update Postal Format for List	
Posta	al C	odes										Update Tax Profile for List	
0												Update Sales Rep for List	Q
Postal Code		City	County	State	Country	Country Code		Postal Format	Tax Profile	a Sales Rep		Update Account Manager for List	
99501	*	Anchorage		AK	USA	US	> 4	American	> 00S			Update County for List	<b>F</b> K
99502	*	Anchorage		AK	USA	US	> 4	American	> OOS			Update State for List	r,
99503	*	Anchorage		AK	USA	US	> 4	American	> OOS			Update Country for List Update Country Code for List	r,
99504	*	Anchorage		AK	USA	US	> 4	American	> 00S			Update Country Code for List Update Territory for List	FR
99505	*	Fort Richardson		AK	USA	US	> 4	American	> 00S				r.
99506	*	Elmendorf Afb		AK	USA	US	> 4	American	> 005			Update City to Proper Case for List	F

- 4. At the confirmation dialog box, click **Select**.
- 5. Click the tax profile you want to associate with the selected postal codes.

Note: aACE will automatically update and return to the list view.

Tax Profile	Abbr	Start Date	End Date	Default	Use	EU	Status						
<pre>rofiles</pre>				Selected	Profiles								
Name		Abbr					Name						
California		CA	^	AvaTax									
New York		NY2022											
New York City		NYC											
New York State		NYS											
Out of State		OUT											
Use Tax		USE											
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