# Flagging Companies as Tax Exempt

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> This guide explains how to exempt a company from taxes. It is intended for general users.

Some of your customers may be tax exempt. To ensure a customer's orders are tax exempt, enter the required information on the Company record:

1. Navigate from **Main Menu** > **CRM & Sales** > **Companies**.
2. Use the Quick Search bar (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) to locate the desired company.
3. On the **Finance & Accounting** tab, in the Tax Details section, enter the needed info.
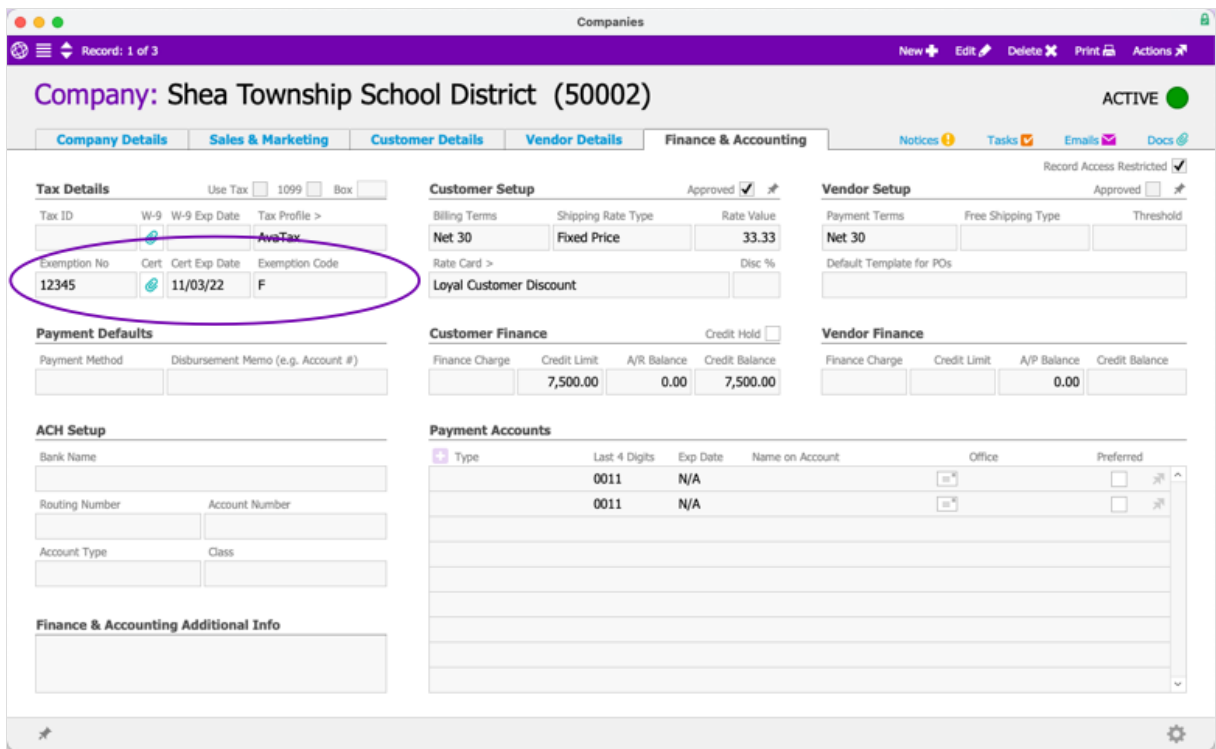
4. Click **Save**.

Tax exempt companies should be linked to a tax exempt profile. The tax exempt profile should be empty (i.e. no values set in Tax Setup, Default Rates, or Exceptions fields).