

Sales Tax in QuickBooks Online

QUICKBOOKS ITEM LIST

PURCHASE ITEMS FROM VENDORS & RESALE CERTIFICATE

SELL YOUR ITEMS

TURN ON YOUR SALES TAX/SET THE TAX RATE

PAY YOUR SALES TAX

**Your POS system may handle your sales tax amounts. Be sure to communicate any questions with your bookkeeper.

Spend some time making sure your taxable items are set up in QuickBooks.**

*The ST4 is Massachusetts Resale Certificate

Provide your vendors a resale certificate* to purchase items that you resell to avoid paying sales tax twice.

Make sure that the items you invoice for are taxable if they are, and the client is set to taxable.

YourQB Guru can help with any of these steps. Reach out to your bookkeeper.

Under Sales Tax in QBO, run the liability report for the time period - accrual basis. Submit sales tax on state DOR Website. Record payment in QBO

Navigate to Sales Tax in QBO. Turn it on and follow their prompts to set the sales tax rate(s) and how often you pay. (Monthly or Quarterly)