

# How to Make a Customer Tax Exempt in Managely

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Organizations such as churches are tax exempt. Follow these steps to make a customer tax exempt

1) Log into the customers page in question, click on the Site/System tab below and click on the Site in question you would like to make tax exempt

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2) Click the edit button and in the Tax Exempt field type in the Tax Exempt number or you may simply indicate that this customer is tax exempt

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3) When you create an invoice the customer will not be charged tax

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