



QuickBooks Online Sales Tax Setup Checklist

A comprehensive guide for setting up sales tax tracking in QuickBooks Online.

Company Information Setup

Ensure your company's sales tax settings are accurate to avoid compliance issues.

Enter your business address and confirm nexus states.

Verify your business registration details in each nexus state.

Customer Profile Configuration

Properly configure customer profiles to manage tax exemptions efficiently.

Add exemption certificates for qualified customers.

Verify customer addresses to ensure correct tax application.

Product and Service Tax Categorization

Categorize your products and services to apply correct tax rates.

Assign tax categories to each product/service.

Review taxability rules for each product/service category.

Report Generation and Reconciliation

Regularly generate and reconcile reports to ensure accurate tax reporting.

Run Sales Tax Liability reports monthly.

Reconcile sales tax collected with reported amounts.

Filing and Payment Process

Follow these steps to file and pay sales tax accurately and on time.

Ensure all tax collected is reconciled before filing.

Submit sales tax returns by the due date for each state.