

# Using Tax Exemption

OPS-COM supports **Tax Exemption Codes** for users, allowing the system to automatically waive applicable taxes during their purchases of items like permits, violations, and lockers. This feature ensures accurate billing for tax-exempt individuals or organizations and simplifies compliance with specific tax regulations.

## Using this Feature

1. Locate the user you wish to edit/update by [searching](#).
2. Click on the **Username** from the search results, and their [User Profile Landing Page](#) will display.
3. Confirm that the name of the user displayed at the top right-hand corner of the page matches the user whose account you intend to modify.
4. Click the **Edit** button on the **Basic Profile Information** bar, or click the **Profile** dropdown menu and select **Edit Profile Information**.

## Adding or Updating a Tax Exemption Code

1. On the **Edit User Profile** screen, locate the **Tax Exemption Code** field.
2. Enter or update the alphanumeric tax exemption code in this field.
3. Click **Submit Profile Information**.
4. On the subsequent confirmation screen, click **Information Correct** to save the changes to the user's profile.

## Verifying the Tax Exemption Code

The **Tax Exemption Code** is displayed in the **Profile Overview** window on the user's profile landing page for easy reference, allowing administrators to quickly verify its presence.

## Tax-Free Transactions

When a user with a valid tax exemption code on their profile proceeds to purchase items (such as a permit), applicable taxes will **not** appear as a line item on the payment or confirmation page. The system automatically waives these taxes.

## Generating the Tax Exemption Report

Administrators can generate a report to view all users with active tax exemption codes.

1. Generate the **Tax Exemption Report** from the **Payments** menu.
  2. This report includes three key fields: **First Name**, **Last Name**, and **Tax Exemption Code**.
  3. You can print or export the report records for further use, such as auditing or external reporting.
- 

## Best Practices & Considerations

- **Accuracy is Crucial:** Ensure that tax exemption codes are accurately entered and validated against official documentation to maintain compliance and prevent incorrect billing.
  - **Internal Verification:** Establish clear internal procedures for verifying a user's eligibility for tax exemption before entering a code on their profile.
  - **Compliance:** Understand your organization's tax compliance requirements and how this feature integrates with your overall financial processes.
  - **Reporting and Auditing:** Regularly run and review the **Tax Exemption Report** for auditing purposes, ensuring that all tax-exempt transactions are correctly accounted for and supported.
  - **User Communication:** Clearly communicate tax exemption policies to eligible users.
- 

Revision #4

Created 30 April 2024 08:30:19

Updated 26 June 2025 10:30:29 by Shannon Jones