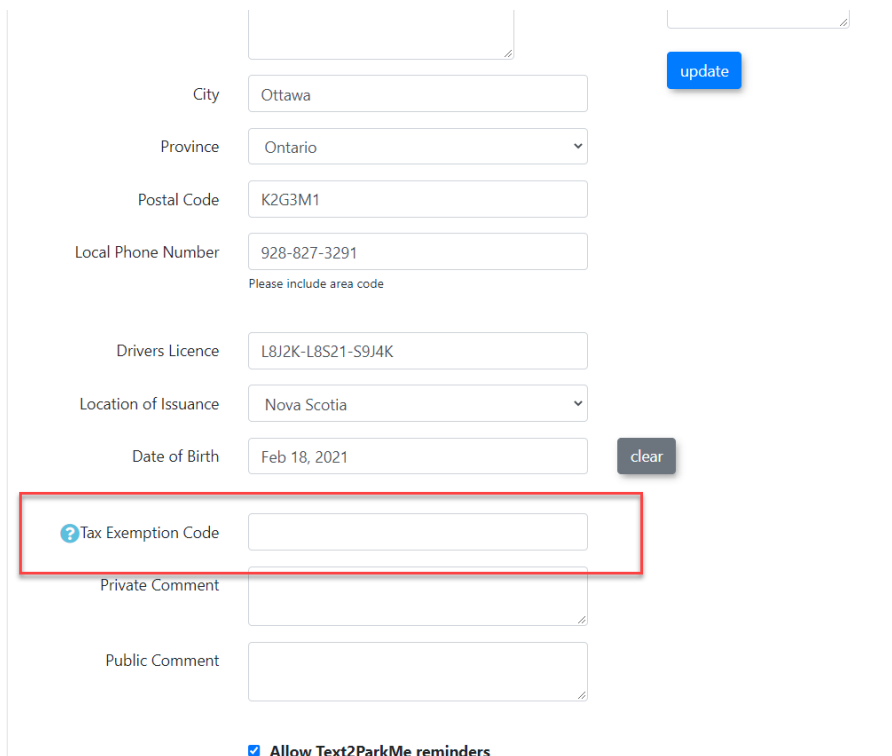


# Using Tax Exemption

## Adding a Tax Exempt ID

Search for a user and edit their profile. The Tax Exemption field is located on the User Profile screen and can contain alpha-numeric characters. New user profiles will also have this field.



A screenshot of a user profile edit form. The form contains several input fields: City (Ottawa), Province (Ontario), Postal Code (K2G3M1), Local Phone Number (928-827-3291), Drivers Licence (L8J2K-L8S21-S9J4K), Location of Issuance (Nova Scotia), and Date of Birth (Feb 18, 2021). A red rectangular box highlights the 'Tax Exemption Code' field, which is currently empty. Below this field are 'Private Comment' and 'Public Comment' text areas. At the bottom, there is a checkbox labeled 'Allow Text2ParkMe reminders' which is checked. An 'update' button is located at the top right, and a 'clear' button is next to the Date of Birth field.

City	Ottawa
Province	Ontario
Postal Code	K2G3M1
Local Phone Number	928-827-3291
Please include area code	
Drivers Licence	L8J2K-L8S21-S9J4K
Location of Issuance	Nova Scotia
Date of Birth	Feb 18, 2021
<b>? Tax Exemption Code</b>	
Private Comment	
Public Comment	

☒ Allow Text2ParkMe reminders

Note, Tax Exemption Code is included for viewing on the Basic Profile Info window for the User Profile.

## Licence Plate Alarm

## Basic Profile Information

Edit

Enabled	Yes
User Directory	OPSCOM
Unique ID	cc72f3d5-5e04-492b-8b54-46ceaa778e65
User Type	Full Time Student
Locker User Type	Full Time Student
Username	jrockwood
Name	Mr. James T Rockwood
Email Address	jrockwood@tomahawk.ca
Auto Login Address	<a href="#">Login as user</a> ?
Tax Exemption Code	OPSCOM-TX-3487

## Vehicles

Edit

Status	Plate	Type	Province	Make	Year
Active	JROCK	Passenger	Ontario	Acura	2010
Active	DAS3D	Passenger	Ontario	BMW	2020
Active	KD92D	Passenger	Ontario	Ford	2020

## Violations

	Ticket	Issued	Value	Notes
	TT-10017	Feb. 18, 2021	\$50.00	Overdue
	TT-10019	Mar. 4, 2021	\$50.00	Overdue
	TT-10020	Mar. 4, 2021	\$50.00	Overdue

When purchasing a permit with a user that has a tax exemption code taxes will not be shown as a line item of the payment or confirmation page.

## Payments Due

## Locker Payments

Submit Date	Locker	Amount	
✓ Jul. 21, 2021	13	\$100.00	<a href="#">Remove</a>
Total:		\$100.00	

No pending invoices.

## Parking Permit Payments

Submit Date	Permit	Amount	
✓ Jul. 21, 2021	52	\$150.00	<a href="#">Remove</a>
Total:		\$150.00	

There is a tax exemption report that can be run under the Payments menu. You can choose to copy or export the records from the report which contains 3 fields, **First Name**, **Last Name**, **Tax Exemption Code**.

Show 100 entries

Search:

First Name	Last Name	Tax Exemption Code
James	Rockwood	OPSCOM-TX-3487

Showing 1 to 1 of 1 entries

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