



bookkeeper
LAUNCH

Canadian Practical Exam Instructions

To bypass the tax differences and ensure maximum success, please follow these additional instructions:

For Customers, create a tax rate of 8.9% titled “US Atlanta Tax Rate”—

1. Go to the left tab titled Taxes.
2. Click on Manage Sales Tax.
3. Select Add Tax.

For vendors, change all amounts to “Out of Scope of Tax”—

1. Above the tax field, select the drop-down menu.
2. Choose “Out of Scope of Tax.”

You may use any Canadian address for the company setup. We used the following address and tax form information when setting up the company settings:

Address: 288 Bremner Blvd, Toronto, ON M5V 3L9, Canada

Business Number: 123456789

Tax Form: Corporation, one or more shareholders

GST/HST: 123456789 RT0001