Sonoma County Office of Education

Escape Sales Tax Update

August 2022
Sales Tax Update

Sales tax may change each April. It is important to verify the District Sales Tax Rate on the California Department of Tax and Fee Administration website. [https://maps.cdtfa.ca.gov/](https://maps.cdtfa.ca.gov/)

- Enter Address
- Click the Search button
- Confirm Matched Address is accurate

Rate displayed is based on rate in effect as of the current date.

Sales tax is based on where the item(s) are received. If the district has sites in various city/town locations be sure to check those addresses.
Enter Sales Tax Rate

Go to **Finance – Setup – General - Fiscal**

Rate cannot be post dated, instead, the rate needs to be **updated on April 1, 20XX**

For Districts with multiple Sales Tax Rates, the override is in the Locations in the Organizations record. This is read only for most Districts, please send email to helpdesk@scoe.org to update.

Go to **System – Setup – Organizations**