

## Escape Tips – Update Sales Tax

### Sales Tax Rates Effective April 1, 2019

#### Do you know where to update this in Escape?

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

- Be careful when making the change because it's not date driven
- You will need to make the change **on April 1, 2019**

SALES TAX RATES	Effective 4/1/2019
Unincorporated County	8.250%
City of Santa Rosa	9.000%
Windsor	8.250%
Sebastopol	9.000%
Cotati	9.250%
Rohnert Park	8.750%
City of Sonoma	8.750%
Healdsburg	8.750%
Cloverdale	8.250%
Petaluma	8.250%

Description	ABC
State Tax Rate	8.625
County Tax Rate	0.000
Local Tax Rate	0.000

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](mailto:helpdesk@scoe.org) to update.

➤ **Go to System – Setup – Organizations**

1 - Location Information	
Location	0001
Location Name	ABC District Office
Short Location Name	District Office
CDS Code	
Contact	
Contact Title	
Phone #	(707) 522-3120
Phone Extension	
Override Tax Rate	8.250