



First, you'll need to set up new tax codes themselves. To do that, visit <http://support.orchestrated.com/hc/en-us/articles/206413488-Tax-codes-add-new-or-adjust-existing>

Then, you'll want to attach this tax code to the Ship-To Address for each Customer you want it to automatically pertain to. Note: each customer can have multiple ship-to addresses and, thus, multiple tax codes automatically pull on sales documents. For more information, see: <http://support.orchestrated.com/hc/en-us/articles/206414578-Tax-Code-on-Sales-Purchasing-Docs>