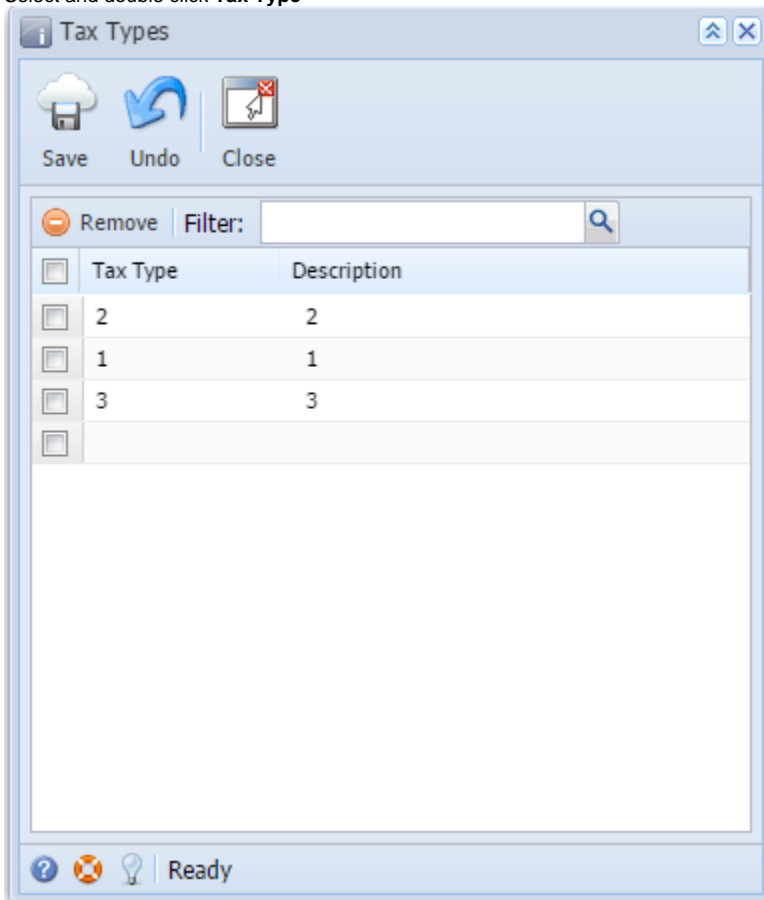# How to Delete a Tax Type

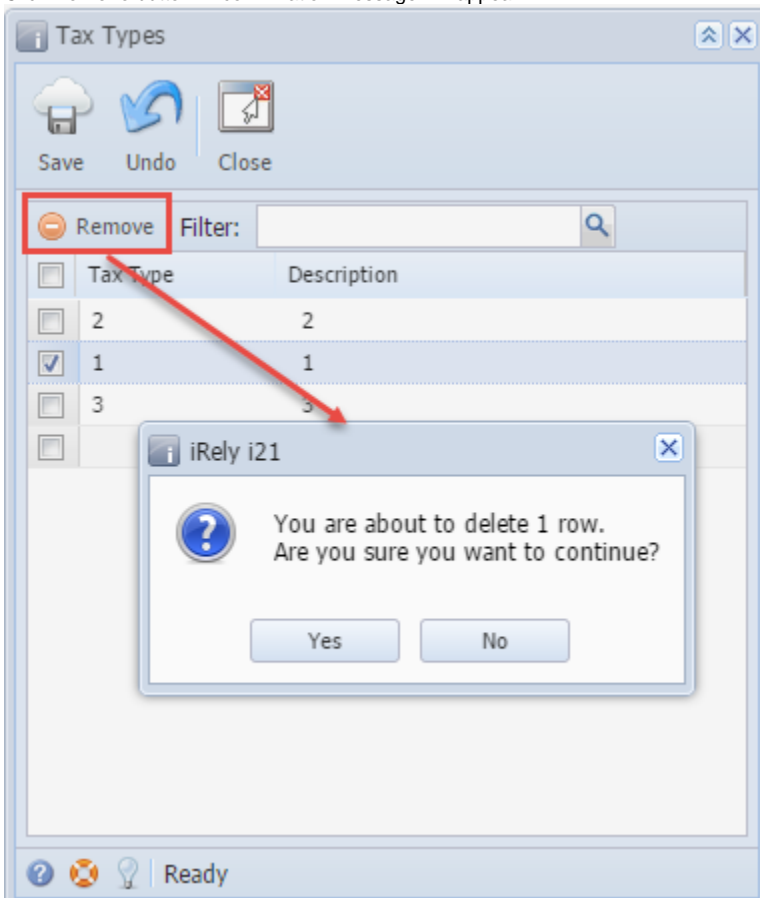⚠ This feature is no longer applicable on i21 version **15.2** and higher

1. Log in **Admin user**
2. On the user's menu panel go to **Common Info** folder
3. Select and double click **Tax Type**

4. Select a record from the list by clicking on it or the check box besides it.

5. Click **Remove** button. A confirmation message will appear.

6. Click **Yes** on the message box.
7. Click **Save** toolbar button.