

Your business contact details in OnceHub

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In this article, you can learn more about the contact details you provide and how to update them.

Your business contact details

When you pay for your account, OnceHub asks for the following business contact details:

- **Business name**
- **Country**
- **Street address**
- **City**
- **State**
- **ZIP/Postal code**

Depending on your address, you may be charged a sales tax according to regional law.



Note:

Is your organization tax-exempt? [Submit your certificate](#)

Updating your business contact details

If you change your residing address, you can update this for accuracy.

In your OnceHub account, go to **Billing** -> **Transactions**. Above the listed invoices, you can see your current business contact details. Select **Edit** to update your account with new contact details.