

# Add Additional Taxes

To add or modify your taxes, go to **SETUP | SETTINGS | TAX CONFIGURATION**.

Additional taxes can also be added and applied to Room Rent and/or applied to inventory items. This is useful for flat fees or sales tax on inventory items. See instructions below.

To change the name of your taxes, go to [Custom System Labeling](#).

- Click **Add Tax**
- Add a unique Tax ID followed by a brief description.
- Choose a flat rate or a percentage rate.
- Enter the rate as a number. For example, enter 15 if you have a 15% tax rate
- Select whether this tax will be applied on top of other taxes.
- Choose yes or no for the Nonrecurring Tax. This is used if the tax is applied each day of the stay or only on the total.
- If you want this tax to automatically calculate on the Room Rent. Go to **SETUP | PARAMETERS | INVENTORY ITEMS**. Choose Room Rent and click on the Item ID to open it. Click Edit and go to bottom of page. Click apply tax.

Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images
General Settings	Booking Engine Settings	Marketing And Policies	Network Partner Marketing	Tax Configuration		Site Details		
Primary Currency	Dollar - United States	Apply Taxes to Deposits	No					
Use Occupancy	Yes	Use Occupancy2	Yes					
Occupancy Rate	12	Occupancy2 Rate	0					
Prices include Occupancy	No	Prices include Occupancy2	No					
GDS Occupancy Mapping	Bed Tax	GDS Occupancy2 Mapping	Bed Tax					
Note: The taxes above only support 2 decimal places, if you need 3 decimals, please use "Add Tax" button below to add another Tax								
Change Occupancy Rate		Change Occupancy2 Rate		Edit				
Additional Taxes				Add Tax				
Tax ID	Description	Tax Rate	Sort					
SALES	Sales Tax	5.000%	2					

## In this section

- [General Settings](#)
- [Marketing And Policies](#)
- [Cancellation Policies](#)
- [Network Partner Marketing](#)
- [Tax Configuration](#)
- [Site Details](#)
- [Booking Engine Settings](#)
- [Custom System Labeling](#)
- [Add Additional Taxes](#)
- [General Ledger](#)

## Modify your current Tax Settings

To change the Tax Settings, click Edit and this screen will appear. Make any changes and click Save. To change the Tax Rate, go to the next step.

Primary Currency		Apply Taxes to Deposits	
Use Occupancy Tax		Use County Tax	
Occupancy Tax Rate	19	County Tax Rate	0
Prices include Occupancy Tax		Prices include County Tax	
GDS Occupancy Tax Mapping		GDS County Tax Mapping	

- **Primary Currency:** Choose the currency you will use in your daily operations. This will be used in MyPMS and on guest bookings.
- **Apply Tax to Deposits:** This is applicable only on the Booking Engine (Not through GDS or OTA connections). To calculate taxes on deposits taken for online bookings on your website, choose "Yes".
- **Tax Settings for Primary and Secondary Taxes:** Note, If you do not have Secondary Tax, then choose

- **Use [Tax Name] Tax:** Do you want to use this tax? Choose "Yes or No". To enable this tax to automatically calculate on room rent for guest bookings and folio charges, choose "Yes".
- **[Tax Name] Tax Rate:** The tax rate is displayed as a number representing the percentage, i.e.. 19 is a 19% tax rate. To edit the tax rate, go to the next step
- **Prices include [Tax Name] Tax:** Do you want the Room Rates to include Tax? Choose "Yes or No". To itemized your Room Rent and Taxes and have Rates appear without tax included, choose "No".
- **GDS [Tax Name] Tax Mapping: (GDS)** If you are connected to GDS channels, then choose the name of the tax you want displayed. The GDS requires specific tax labels. Please choose the one that most closely resembles what you charge your tax for.. The label for taxes that you use for your website will not change and will display as entered in the primary and secondary taxes.

## Modify your current Tax Rate

- Click on the button "Change [Tax Name] Tax Rate".

The screenshot displays the 'Tax Configuration' section of a PMS. The top navigation bar includes tabs for Front Desk, Bookings, Rates, Relationships, Owners, Parameters, Settings (active), PMS, and Features/Images. Below this, a sub-navigation bar shows General Settings, Booking Engine Settings, Marketing And Policies, Network Partner Marketing, Tax Configuration (active), and Site Details. The main content area contains a grid of settings for occupancy and county taxes, including checkboxes for 'Use' and 'Prices include', and dropdowns for 'GDS' mapping. A note states that taxes only support 2 decimal places. Two buttons, 'Change Occupancy Tax Rate' and 'Change County Tax Rate', are highlighted with blue arrows. An 'Edit' button is also present. Below the settings is a section for 'Additional Taxes' with an 'Add Tax' button and a table listing existing taxes.

Tax ID	Description	Tax Rate	Sort
SALES	Sales Tax	5.000%	2

- This screen will appear. Enter the new tax rate and leave "Update Inventory Items" checked. This updates your manual Rent Rent Charge in Inventory items. Click Change.

Old Occupancy Tax Rate:	19.00	
	New Occupancy Tax Rate:	(Supports Only 2 Decimal Places)
	Update Inventory Items	
	<a href="#">blocked URL</a>	