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	
eral Settings	Booking	Engine Setti	ngs I	Marketing And Po	licies N	letwork Partner	Marketing	∢1	ax Configuration	Site Details
Primary C	urrency		Dollar	- United States		Apply Ta:	kes to Depo	sits	No	
Use Occu	pancy		Yes			Use Occ	upancy2		Yes	
Occupancy Rate			12	12			Occupancy2 Rate			
Prices include Occupancy		No	No			Prices include Occupancy2				
GDS Occu	ipancy Mappi	ng	Bed 1	ax		GDS Occ	cupancy2 N	lapping	Bed Ta:	x
Note: The t	axes above on	ly support 2 d	ecimal pl	aces, if you need 3	3 decimals,	please use "Add	Tax" button	below to	add another Tax	
Change	Occupancy Da	•	Cha		Data					Eda
Change	оссирансу ка	te	Cila	lige occupancyz	Rate					Eun
Additional	Taxes									
							Tau Bat	-		Add Tax
Tax ID			escription				ax rat	e		SOIL

In this section

- General SettingsMarketing 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".

	Front Desk	Bookings	Rates	Relationships	Owners	Parameters	Settings	PMS	Features/Images	
ral Settings	s Booking	g Engine Setti	ngs	Marketing And P	olicies	Network Partn	er Marketing	*	Tax Configuration Si	te Details
Primary Currency		Dollar	lar - United States		Apply Taxes to Deposits			Yes		
Use Occupancy Tax Yes			Yes			Use County Tax			Yes	
Occupancy Tax Rate 19			19			County Tax Rate			0	
Prices include Occupancy Tax		No	No		Prices include County Tax			No		
GDS Occupancy Tax Mapping Occu		Occu	Occupancy Tax		GDS County Tax Mapping		County Tax			
Note: The t	taxes above onl	y support 2 de	cimal pla	ces, if you need 3	decimals, p	lease use "Add T	ax" button be	elow to a	add another Tax	
Change C	Occupancy Tax	Ral	Cha	inge County Tax P	tate					Edit
Additiona	al Taxes									Add Tax
			Deser	ntion	_		Tay P	ate		Sort
Tax ID			Descri	puon			Tuxit	ares		3011

• 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	
	blocked URL	