

Setup Wizard | Step 3 Tax Configuration

Now configure the taxes that you just named in System Labels. You will see the label you entered for your Primary and Secondary taxes appear here. For example, if you entered "Occupancy", then the label in the Tax Configuration will read "Occupancy Tax".

There are two main taxes, the Primary and Secondary tax. When these taxes are enabled, tax is automatically calculated on room rent in bookings and posted to guest folios.

You can enable one or both of the Primary and Secondary taxes depending on your needs. If you have either Primary or Secondary Tax enabled, the values of these fields will automatically populate the RENT item and taxes will be calculated and posted to the guest folio when room rents are posted. It is critical that your primary and secondary tax fields are using the correct values for your business.

Additional taxes can be added later in MyPMS and applied to Room Rent and/or applied to inventory items. This is useful for flat fees or sales tax on inventory items.

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

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Complete Step 3 - Tax Configuration

- **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, "No".
 - **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".

 **BookingCenter | SETUP WIZARD**

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Step 3: Tax Configuration

Now configure the taxes that you just named in System Labels. Taxes are automatically calculated and applied to bookings made online and at the front desk. Taxes are also itemized on bookings and posted to the guest folio when room rent is charged.

First, choose the primary currency to use across the system and whether or not to apply taxes to deposits.

Then, enter the tax information related to your accommodation cost. Enable the tax for use by choosing Yes in "Use Tax". If you don't have a secondary tax, choose "No". Then, enter the tax rate and whether it should be included in the Room Rates. If you need additional taxes they can be added later.

Primary Currency

Dollar - United States

Apply Taxes to Deposits

Yes

Hotel Tax Information

Use Hotel Tax

Yes

Enter Hotel Tax Rate

8

 %

Include Hotel Tax in Rates

No

City Tax Information

Use City Tax

Yes

Enter City Tax Rate

2

 %

Include City Tax in Rates

No

Save

Save & Continue

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Here is an example of Occupancy Tax posted to a guest Folio. The Occupancy Tax appears on the folio, guest receipts, booking confirmation, etc.

Click image to enlarge

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