

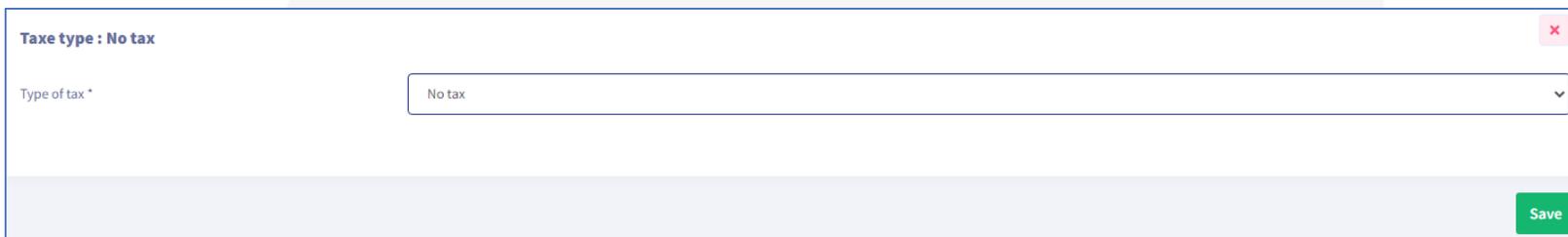
ESTABLISHMENT TAXES

Set up the taxes included and excluded from your establishment according to the rules in force in the country where your establishment is located.

Example: 10% VAT per stay included in the price, Tourist tax € 1 per person and per night excluded from the price, service charge 2% per night excluded from the price applicable only to the Classic Suite...

If you have no applicable tax, it is imperative to perform the following settings:

Click on **Add** and select at the level of "Type of tax" "No tax". Then click on **Save**.

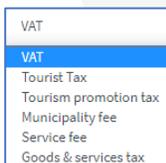


a. « By default » taxes

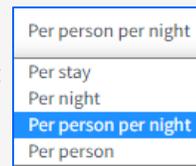
The first setting is that of the so-called "By default" taxes. If all the taxes are the same for all your distributors, it will not be necessary to make different settings.

Click on **Add** to configure a tax.

1. Select the type of tax:



2. Select whether the tax is due per stay, per night, per person or per person per night:



3. Fill in either: Included in the price Not included in the price (To be paid at the hotel)

4. Fill in either: This tax is different from one room to another This tax is fixed for all room categories

5. Enter the amount of the tax and check either % or the currency of your establishment for a fixed amount.

10 % EUR

If the tax is different according to the category of the room, check the room (s), Enter the amount of the tax and fill in either % or the currency of your establishment for a fixed amount.

This tax is different from one room to another This tax is fixed for all room categories

Amount * 10 % EUR

Select room *

<input type="checkbox"/> Deluxe Double Room			
<input type="checkbox"/> Executive Double Room			
<input checked="" type="checkbox"/> Family Suite (2 Adults + 2 Children)	20	<input type="radio"/> %	<input checked="" type="radio"/> EUR
<input checked="" type="checkbox"/> Prestige Double Room	25	<input type="radio"/> %	<input checked="" type="radio"/> EUR
<input checked="" type="checkbox"/> Duplex Triple Suite	27	<input type="radio"/> %	<input checked="" type="radio"/> EUR

7. You can set up several taxes by clicking on **Add** .

Once all the taxes have been set click on **Save** .

Once your taxes have been recorded, the "By default" tab has a green tick and you can configure the taxes applied at your different distributors including the "Official Site" (if you have loaded prices manually). This operation is only necessary if the taxes are different.

Set up property taxes: **By default** ✓

b. Different taxes between distributors

It is possible that your taxes are different between distributors or that you have decided not to apply any tax for a particular OTA.

If this is the case, you must re-enter **all** taxes and not just the additional ones.

1. Click on the distributor concerned:

Set up property taxes : By default ✓ Booking.com Hotels.com Expedia

2. Click on to configure a tax.

In order to make your work easier, the taxes set "By Default" are already displayed. You just need to modify them or add a new tax if this is the case by clicking on .

If a tax does not exist for this distributor click on and confirm the deletion of the tax.

Once all the taxes have been set click on .

Repeat the operation for distributors with different taxes from those set at the "Default" level.

