



# *TOWN OF SAINT ANDREWS*

## **TOURISM ACCOMMODATION LEVY HOW TO CHANGE ONLINE BOOKING SYSTEMS**

The following guidelines are for accommodation businesses that allow for online bookings either through their website or through online booking systems.

### **Changes to Website**

- Businesses that take online bookings from their website will need to contact their web designer to add the 3% levy to their room rate charges and descriptions on your website.

### **Channel Manager Booking Systems**

- Businesses that use a RMS (Reservation Management Systems) such as Little Hotelier or Hotelogix as their Channel Manager for listings with Expedia.com, Booking.com, Hotels.com, Vacations Rental By Owner (VRBO) may still have to contact each of their providers by phone or email to have them add the 3% Levy on each base room rate and/or at checkout.
- Businesses that use a RMS should also be able to add the 3% Levy to their room rates for use on their websites and front desk system through the administration section in their system.
- In some instances, businesses can change their rates through Channel Manager option settings.
- You may be required to provide a Letter of Proof that the levy has been added to By-Law. The Town of Saint Andrews will provide a signed Letter of Proof identifying the levy change as an official document.

### **Additional Booking Systems**

- Business using flipping.com, homeaway.com, hometogo.com, tripping.com, luxuryrentals.com etc. will have to contact their representative companies and have the levy added or changed.
- Airbnb – Operators will need to contact Airbnb to have the 3% added onto their room rates. You will need to have your registration number in order to set this up.

### **Paper Booking**

- Businesses using paper booking systems will need to add their 3% to their checkout receipts.

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## **Assistance**

For those businesses that need further assistance or tutoring in changing their Booking Systems please contact:

Christy Kennedy	Treadwell Inn	<a href="mailto:contact@treadwellinn.com">contact@treadwellinn.com</a>	(506) 529-1011
Sue Lister	Picket Fence Motel	<a href="mailto:pfmotel@gmail.com">pfmotel@gmail.com</a>	(506) 529-8985
Shelley Turner	Tara Manor Inn	<a href="mailto:shelley@taramanor.ca">shelley@taramanor.ca</a>	(506) 529-3304

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