



Hotel Checklist to Prepare for 1% Implementation

Immediately

Email or contact all market managers with the OTA's your hotel does business with to ensure your hotel's tax rate is changed on their sites.

Contact all future groups to inform them of the tax change via letter or phone call. (sample letter in tool kit)

Contact all travel managers with negotiated accounts to inform them of the tax change and its effective date.

Contact any crew accounts to inform them of the tax change and its effective date.

Edit any group contracts templates with the new tax rate.

Update your website and central reservation systems with the new tax rate.

For the next three weeks

Prepare your plan to reprogram your property management system for the October 1, 2017 activation.

Right Before Activation

Prepare and share information letter for guests effected by tax change and staying the night of September 30th. (We have prepared an example letter if you would like to use any portions).

Send notification of any guest issues to hello@meetnky.com