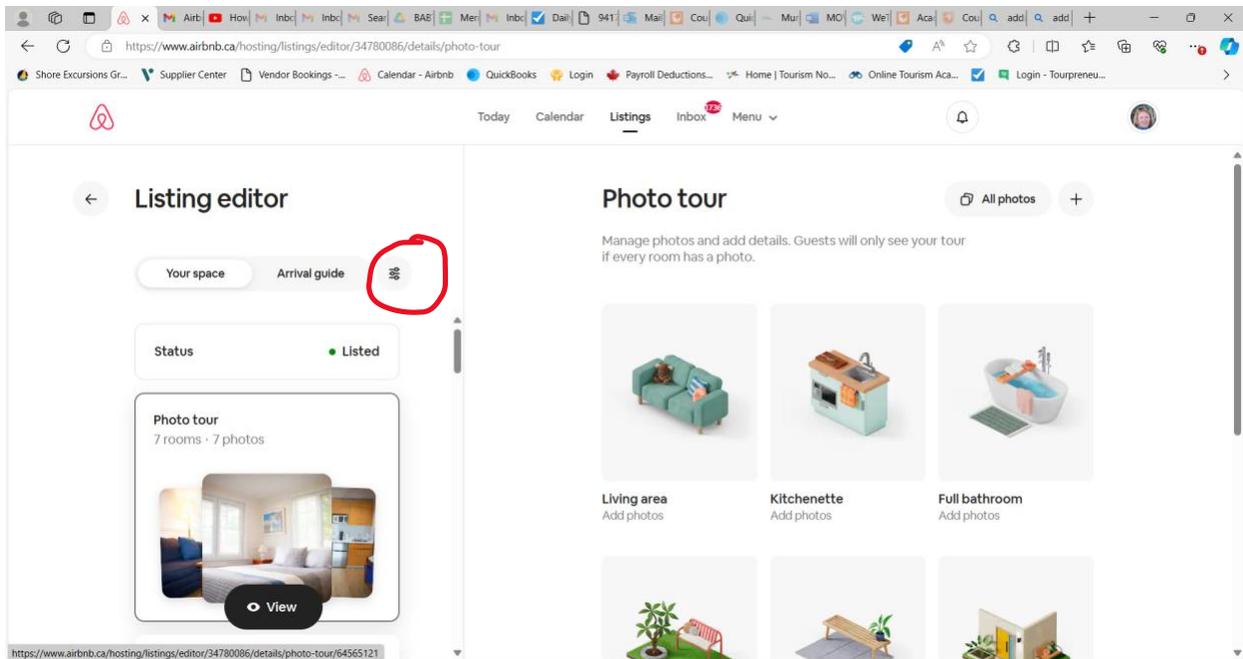
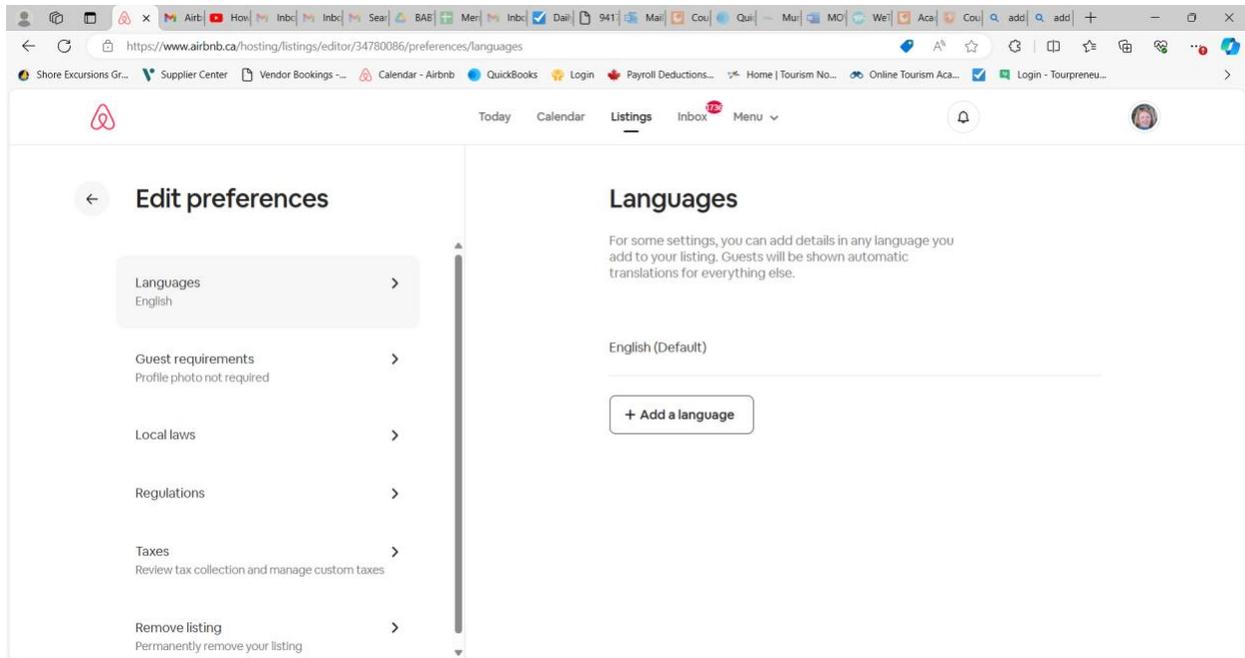


Under the hosting, go to listings in the center and you should see each listing as above.

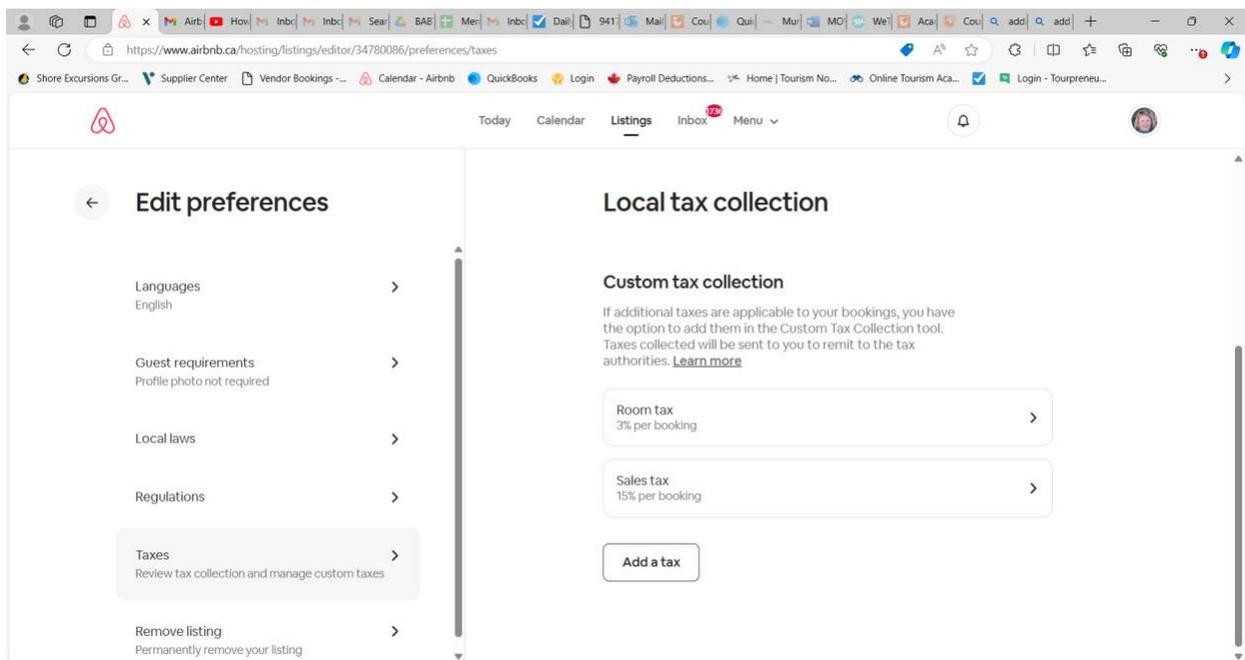
Click on the listing for which you wish to add the marketing levy (in this case I go into each individually).



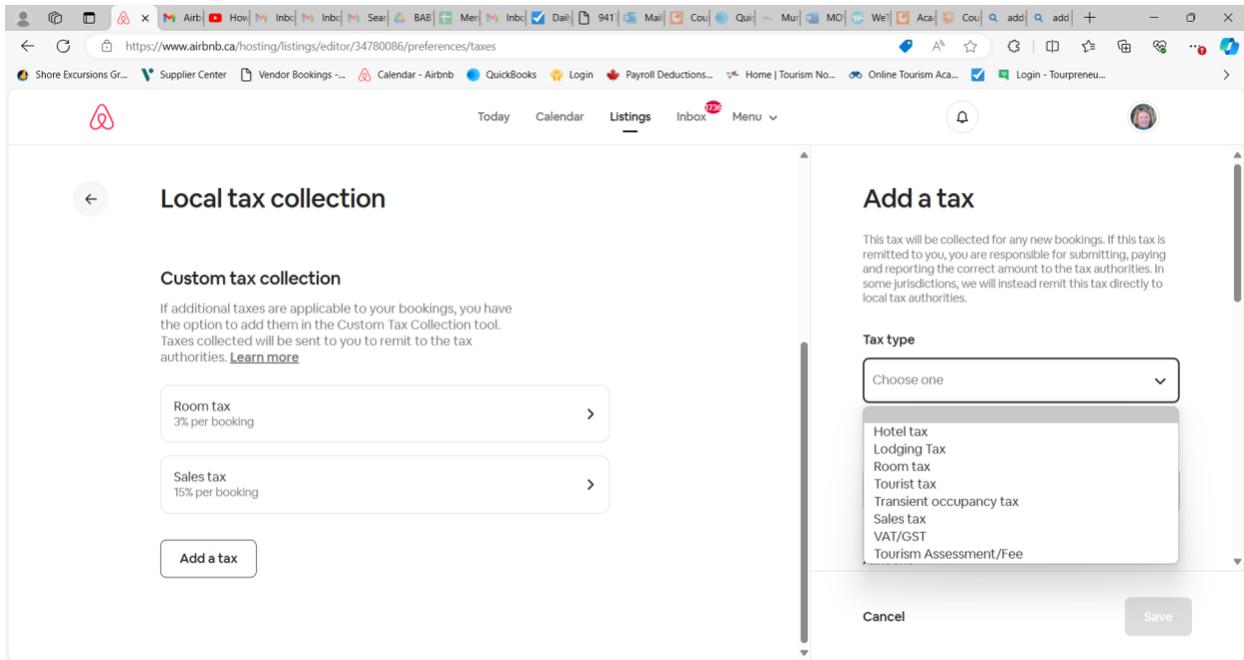
You should see the listing editor as above. There is an icon with three things that look like circles on a stick. You have to click on this to get the menu.



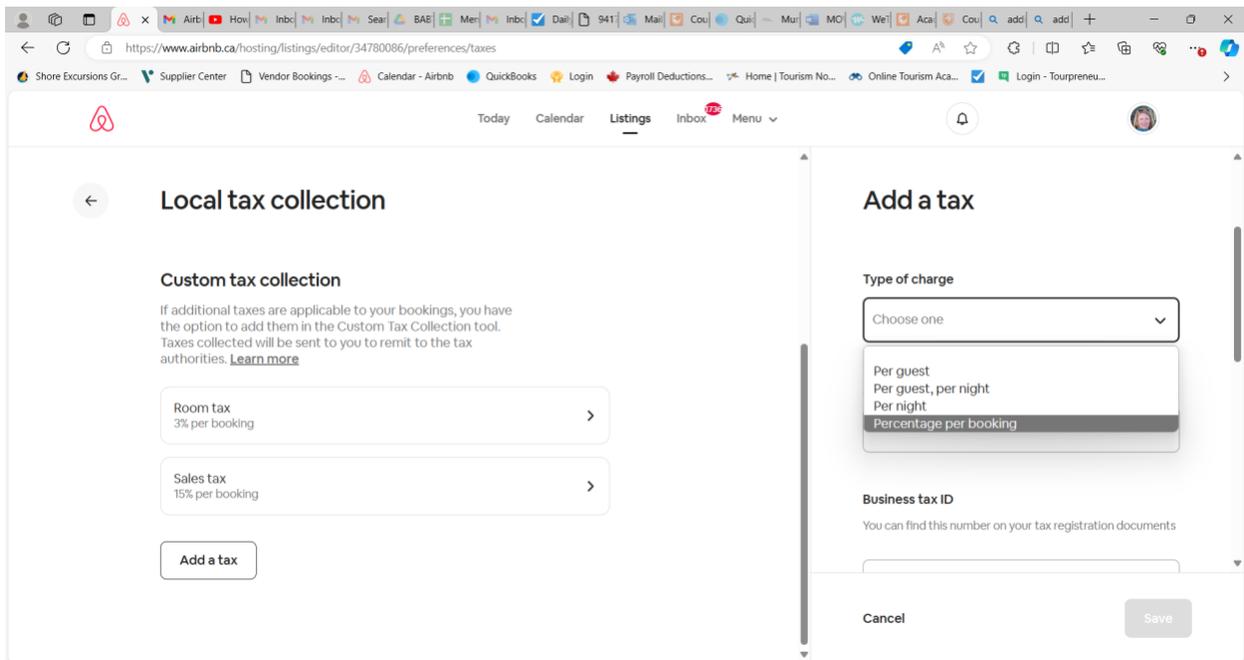
Select Taxes from the list.



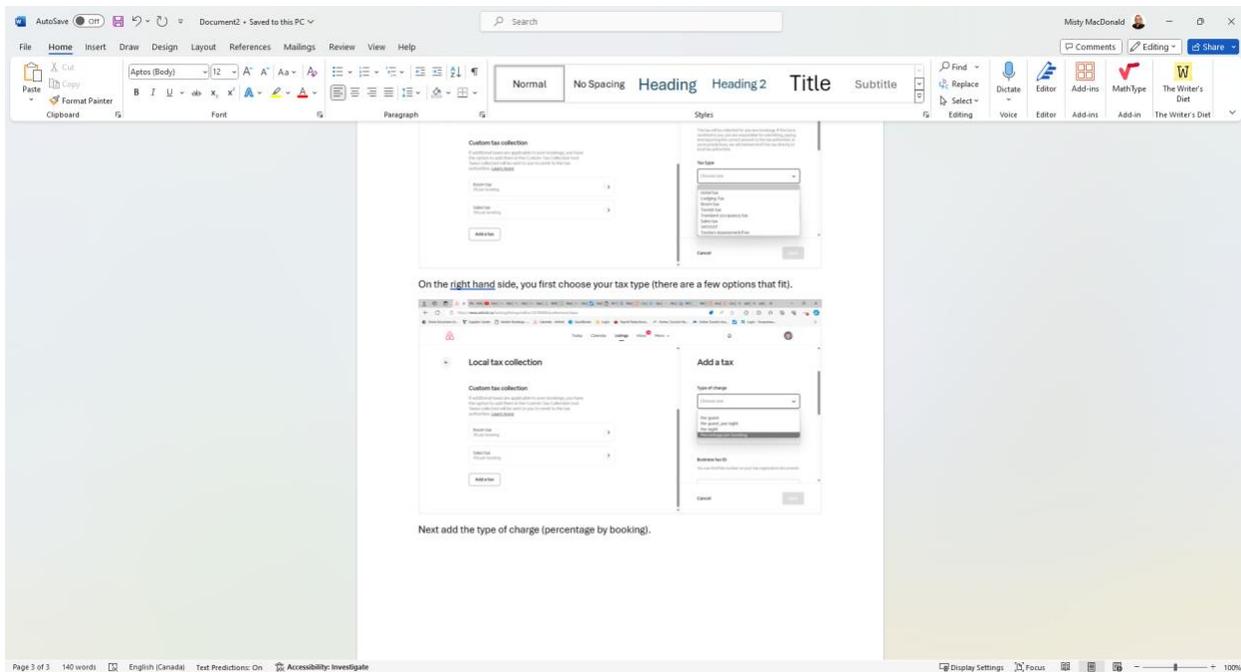
You have to scroll down a bit to see the local tax collection. You can see my taxes are already there but if I was doing this for the first time, I would click on Add a tax.



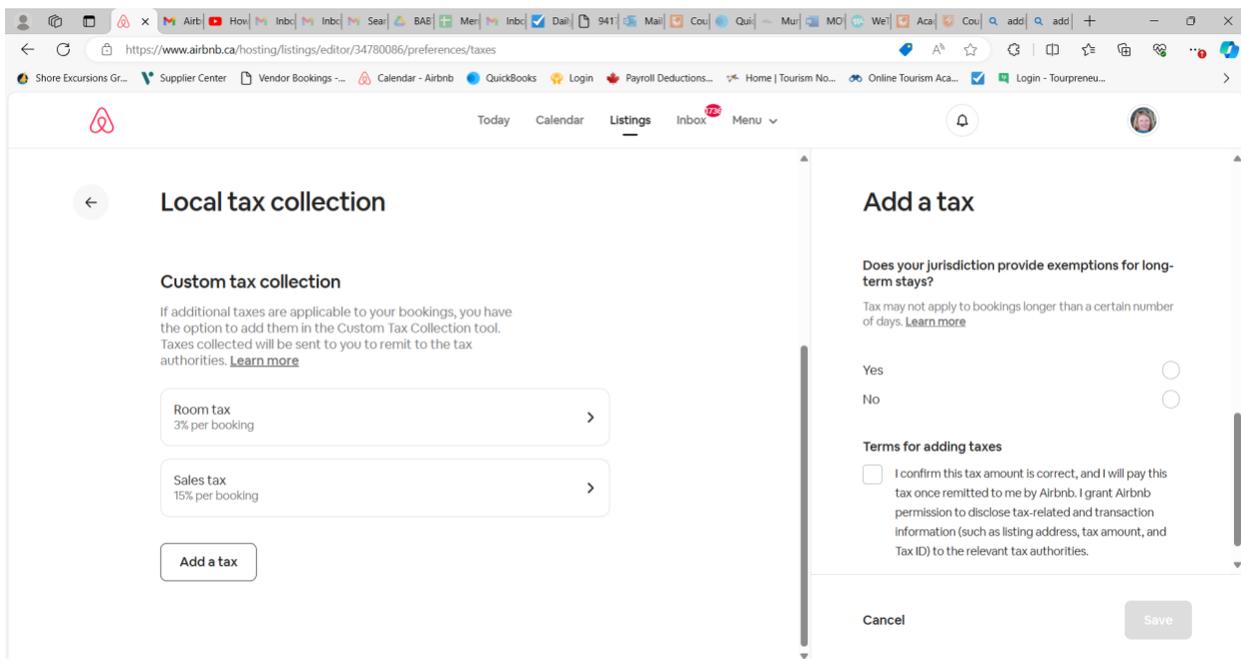
On the right hand side, you first choose your tax type (there are a few options that fit).



Next add the type of charge (percentage by booking).



Then you add your business tax ID (HST number) and then the Accommodations tax registration number from the Province of Nova Scotia.



Finally, select yes to the question about the long-term stay exemption. The window will open up with a space enter the number of days (30 days for NS). Then, check the box to accept the terms and hit save.

