

## EVERYTHING ABOUT TOURIST TAX

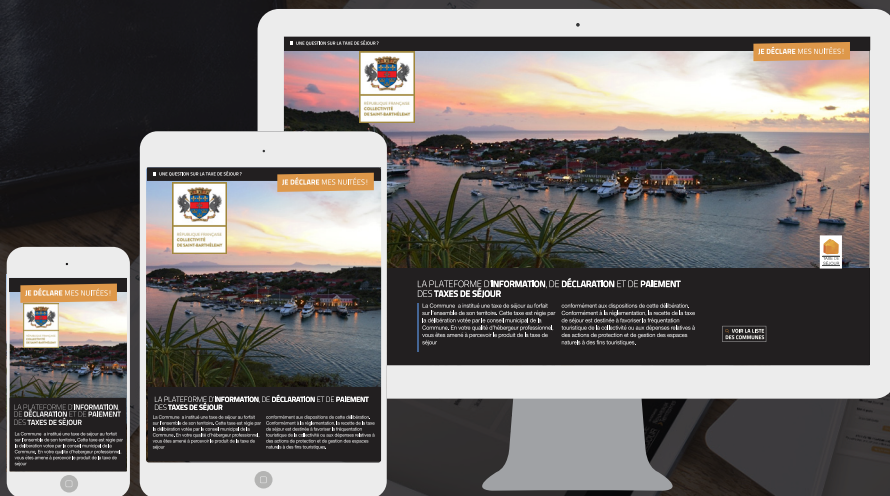
Find on our website dedicated to the tourist tax, all the answers to your questions :

- How to calculate the tourist tax ?
- How to collect it ?
- How, when and where repay it ?
- Regulatory documents
- Video tutorials

TO CONTACT US

[comstbarth@taxesejour.fr](mailto:comstbarth@taxesejour.fr)

Phone : 05 90 29 80 36



ALL THE ANSWERS TO YOUR QUESTIONS ON THE TOURIST TAX  
ARE AVAILABLE ON

<https://comstbarth.taxesejour.fr>

Issue : Octobre 2019

**TAXE DE  
SÉJOUR** UN TÉLÉSERVICE  
Nouveaux  
Territoires



## HOST GUIDE TELECLARE AND REVERSE SIMPLY TOURIST TAX

- Log in
- Confirm your informations
- Teledeclare
- PAY



WITH YOUR LOGIN NAME AND PASSWORD, SIGN UP ONLINE TO :

CALCULATE

COLLECT

DECLARE

PAY

<https://comstbarth.taxesejour.fr>

## 1 CALCULATE

Your web portal : <https://comstbarth.taxesejour.fr>

- ▶ Give all the information on the tourist tax and how it is applied in your area.
- ▶ Proposes a tool to calculate the amount to collect in the "Rates & calculation mode" section.
- ▶ Allows connection to your remote account.

## 2 COLLECT

The tourist tax is levied on persons who are accommodated for a fee as long as they are subject to and not exempt. The perception is done before the departure of these people.

## 3 LOG IN



**A** Click on the button "I declare my nights".

**B** Log in with your email address and the password you chose when activating your account.

Once connected, you **Need help ?**

Click on the vertical tab located on the right of your dashboard. You will benefit from explanations that will introduce you to the practice of your platform.



**ACCOMPANIED TOUR**  
Be guided in entering your data



**TUTORIALS**  
View our available features

Need help ?

## 4 DECLARE

At the beginning of each month, you receive an email invitation.



**Declare before the 15th**



**The declaration takes less than 2 minutes**

**4.1 You are a professional or you have an accounting obligation**, you benefit from the simplified declaration, accompany it with the export of your invoicing software as a voucher and declare only the number of nights sold and the amounts collected.

**4.2 You are an individual**, online the register allows you, in accordance with the law, to make your declaration at the stay.

Add a stay, fill in the date, the price of the stay, the number of persons as an indication, the amount of the tourist tax is automatically calculated by the platform.

**This register of stays will automatically generate the declaration, adding the data of the stays when you validate it, once the month is finished.**

**If your establishment is closed for long periods**, indicate it in the "Closure-leave" section. Declarations will be automatically filled in at 0 for you at the end of each month and you will not receive an invitation to declare for the months of complete closure.

## 5 PAY

As soon as you confirm your stay register for the past month, this generates your return. You will instantly receive an email summary.

This recapitulative statement tells you the amount to be paid in euros, the deadline and the means of repayment.

The declaration can be carried out indifferently in euros or dollars. The repayment will always be made in euros.

The conversion will be automatically applied to each stay declared in dollars at the currently of chancery on the last day of said stay.

**Find the conditions of application of tourist tax on our territory :**

<https://comstbarth.taxesejour.fr>