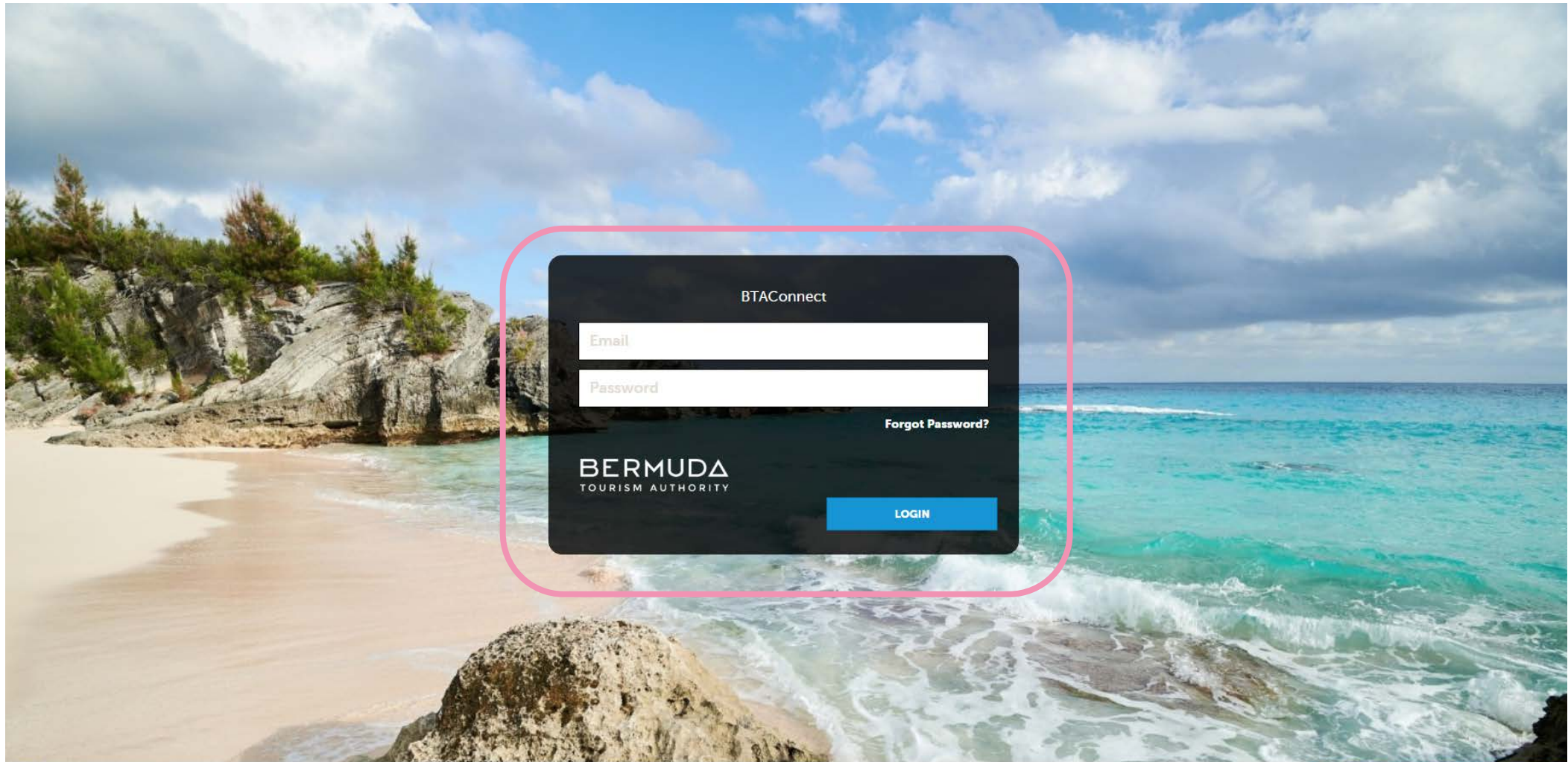


# *Vacation Rental Payment Process*

BERMUDA

# *Log in To BTACConnect*

Through [gotobermuda.com/BTACConnect](https://gotobermuda.com/BTACConnect), you will be taken to the login screen



**NOTE:** If you have not been provided with a login, please email [BTACconnect@bermudatourism.com](mailto:BTACconnect@bermudatourism.com) with your business name and contact details to receive access.

# Vacation Rentals Tile

Click on the  
“VACATION  
RENTALS” Tile  
to access the  
payment form



**BERMUDA**  
TOURISM AUTHORITY

BTACConnect

HOME

PROFILE

**VACATION RENTALS**

REPORTS

QUESTIONS?

Partner Bulletins

**Tourism Summit Presentations Available!** (Not Read)  
Click on the Reports Tile (to the left) for the 2018 Tourism Summit Presentations  
[View Full](#)

**2018 Q3 Tourism Measures Report is now available!** (Not Read)  
[View Full](#)

**Welcome to BTACConnect!** (Not Read)  
BTACConnect will empower you to...  
[View Full](#)

**BTACConnect FAQs** (Not Read)  
[View Full](#)

**Post Board**

**Little Longtails Baby Gear Ren**  
Linda Cook  
11/18/2018  
We are very proud to announce of GABERCO. (The Global Ass order to become a member v worldwide standards and ethi  
Your guests can relax safe in l  
[Read More...](#)

0

# Vacation Rentals Payment Section

**BERMUDA TOURISM AUTHORITY** BTACConnect

## Vacation Rentals

[+ Filters \(0\)](#) [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the icon from the grid to add filters from the available list and set a default value to use in the future.

[ADD VACATION RENTAL](#)

Page 1 of 1 Go to Page:

Actions	Account	Month	Year	# Guests	# Nights	Total Sales	
	BTACConnect Test Account	11	2018	24	6	\$490.00	
	Bermuda Tourism Authority	10	2018	1	1	\$1.00	

Page 1 of 1 Go to Page:

Click on “**ADD VACATION RENTAL**” blue box to add your monthly reporting and to generate your invoice

**NOTE:** All past records will be viewable for you on this screen



# Vacation Rentals Payment Form

## New Vacation Rental

SUBMIT

CANCEL

Sections:

Rental Information

**Account-** Your Vacation Rental Account Name. If you operate multiple vacation rentals, you will see all of your properties listed. You will need to submit this form for each property.

**Total Number of Visitor Nights:** The total number of visitor nights for the report month.

Rental Information

**BERMUDA**  
TOURISM AUTHORITY

### TOURISM AUTHORITY FEE RETURN FORM

WELCOME TO THE BERMUDA TOURISM AUTHORITY VACATION RENTAL FORM.

Instructions:

- Ensure that you are filling in ALL the relevant spaces provided
- If paying by direct deposit, please provide the wire confirmation number in the relevant spaces provided
- Monthly return fees are due on the 14th of the following month
  - ie. January fees are due by ~ 14th of February

If you have any questions, call the BTA at 296-9200

<b>Account:</b> ◀Required --Choose One--	<b>Month:</b> --Choose One--
<b>Year:</b> --Choose One--	<b>Total Number of Visitors:</b> ◀Required
<b>Total Number of Visitor Nights:</b> ◀Required	<b>Nights booked through Airbnb:</b>
<b>Nights booked through Bermuda Rentals:</b>	<b>Total Sales NOT including nights booked through Airbnb and/or Bermuda Rentals:</b> ◀Required
<b>Wire Transfer Confirmation Number:</b>	<b>Invoice Amount:</b> \$0.00

**Total Number of Visitors:** The total number of visitors for the report month.

**Total Sales-** The amount received for stays for the selected month. This total should **NOT** include any stays booked through Airbnb and Bermuda Rentals

# Vacation Rentals Payment Form- (cont.)

## New Vacation Rental

**SUBMIT**

**CANCEL**

Sections:  
Rental Information

**Submit Button-**  
Once the form is complete hit the "SUBMIT" button

Rental Information

**BERMUDA**  
TOURISM AUTHORITY

### TOURISM AUTHORITY FEE RETURN FORM

WELCOME TO THE BERMUDA TOURISM AUTHORITY VACATION RENTAL FORM.

Instructions:

- Ensure that you are filling in ALL the relevant spaces provided
- If paying by direct deposit, please provide the wire confirmation number in the relevant spaces provided
- Monthly return fees are due on the 14th of the following month
  - ie. January fees are due by the 14th of February

If you have any questions, call the BTA at 296-9200

<b>Account:</b> ◀Required	<b>Month:</b>
--Choose One--	--Choose One--
<b>Year:</b>	<b>Total Number of Visitors:</b> ◀Required
--Choose One--	
<b>Total Number of Visitor Nights:</b> ◀Required	<b>Nights booked through Airbnb:</b>
<b>Nights booked through Bermuda Rentals:</b>	<b>Total Sales NOT including nights booked through Airbnb and/or Bermuda Rentals:</b> ◀Required
	\$
<b>Wire Transfer Confirmation Number:</b>	<b>Invoice Amount:</b>
	\$0.00

Provide the Wire Transfer Confirmation only if you wired your payment

**Invoice Amount-** Your total sales amount multiplied by the 4.5% tax

# Vacation Rental Invoice

After hitting SUBMIT on the form, you will be presented with your invoice

## Invoices

RETURN

PRINT INVOICE

PAY NOW

Sections:

[Recipient Details](#)  
[Invoice Details](#)  
[Item Details](#)  
[Payment Details](#)  
[General](#)

**Pay Now:** Click to complete payment of your invoice

### Recipient Details

Recipient Company	BTAConnect Test Account
Recipient Fullname	Kristin McSweeney
Recipient Title	
Recipient Email	<a href="mailto:kmcsweeney@bermudatourism.com">kmcsweeney@bermudatourism.com</a>


### Invoice Details

Invoice ID	11
Type	Membership
Description	# of guest: 15 # of guest nights: 0 Total Sales: 2500 Submitted By: Kristin McSweeney
Invoice Date	11/30/2018
Due Date	12/14/2018
Invoice Amount	\$112.50
Paid Amount	\$0.00
Balance Due	\$112.50
Payment Date	
Payment Method	
Taxes	

# Vacation Rentals Payment Completion

## BERMUDA TOURISM AUTHORITY

Purchase Details			
Item	Price	Qty	Extended Price
# of guest: 15 # of guest nights: 0 Total Sales: 2500 Submitted By: Kristin McSweeney	\$112.50	1	\$112.50
<b>Total Amount Due:</b>			<b>\$112.50</b>

Payment Information	
<b>Full Name on Card</b> <input type="text" value="Kristin McSweeney"/>	
<b>Address</b> <input type="text" value="e.g. 1600 Pennsylvania Avenue"/>	
<b>City</b> <input type="text" value="e.g. Washington"/>	
<b>State</b> <input type="text" value="Select a State..."/>	
<b>Zip</b> <input type="text" value="e.g. 20500"/>	
<b>Country</b> <input type="text" value="United States"/>	
<b>Email Address</b> <input type="text" value="e.g. jsmith@gmail.com"/>	
<b>Credit Card Number</b> 16 digits on the front of your card <input type="text" value="e.g. 1234567890123456"/>	
	
<b>Expiration Date</b> Month <input type="text" value="Month"/> / Year <input type="text" value="Year"/>	
<b>CVV2/CVC2</b> <input type="text" value="000"/> 3 digits on back; Amex: 4 digits on front	
You will be charged \$112.50	
<input type="button" value="Cancel"/> <input type="button" value="Complete Transaction"/>	



## Common Errors When Submitting Payment:

- **Incorrect Payment Method**
  - BTACONnect will only take Visa and Mastercard payments
- **Incorrect Billing Information**
  - BTACONnect's payment gateway is very sensitive and will require the user to submit their billing address EXACTLY as it states on your bank statement. If the billing information is placed even on the wrong address line it will decline the payment
  - Please note that although there may be a hold on your account, BTACONnect has not taken the funds from you. The funds will be released within the next day or so. When in doubt, please contact you bank for assistance

**NOTE:** If you have multiple properties, you will need to complete this process for each.



# *Wire Transfer Bank Details*

**BNTB 0600029710016 BMD**  
**BNTB 8400029710028 USD**

*Questions about entering and completing  
your payment using BTAConnect? Email:*

**BTACONNECT@BERMUDATOURISM.COM**

*Questions about the tax and your  
Vacation Rental? Email:*

**VACATIONRENTAL@BERMUDATOURISM.COM**