

How to Configure Payment Collection on your Booking Calendar [New]

Each of your **Booking Calendars** can have their own unique payment collection settings, depending on the service you are charging for.

Follow the steps below to configure these settings.

Navigating to the Booking Calendar

1. Click **Booking Calendars** in the left menu.
2. Select the Booking Calendar you want to enable payment collection for.

Configuring the Payment Collection Settings

1. Scroll to **Payment Collection** in the **Bookings Settings** tab.
2. Select **Collect payments via Stripe**.
3. Set the **Price** for any meeting made with this Booking Calendar.
4. **(Optional)** Provide a **Payment Terms** message to be displayed to guests while scheduling.
5. Click **Save** to confirm.

NOTE: OnceHub does not automatically collect VAT/ sales tax for bookings paid via Stripe. You are responsible for paying any taxes required by law and you are advised to include any applicable taxes within the price set on the Booking Calendar.

For more information on how guests receive payment details after booking a paid meeting, please read [How Payment Transaction Details are Sent to Your Guest](#).
