

## Airbnb and Vrbo Reporting Instructions

Airbnb, Vrbo and all other reports can be submitted online, by email, in person or by mail.

Please reference your TOT account or certificate number in the submission.

### Airbnb Gross Earnings Report:

1. Go to [Earnings Dashboard](#)
  - If the link does not work, click on 'Menu', and select 'Earnings' from the dropdown.
2. Show all paid
3. Update the dates for the current reporting period
4. Get report > Create report. You can choose what to include in the report. **Start Date, End Date, Gross Earnings and Occupancy Taxes must be included.**
  - Please note TOT should be reported when the stay occurs
5. Download the report to your device and save as an excel file (preferred) or PDF file.
  - **Mac/Apple Numbers users:** Click on 'File', then 'export to', select excel, then save.
  - **Google Sheets users:** Click on 'File', then 'Download' and select 'Microsoft Excel,' then save.
  - **If you need to print the report:** print in Landscape and scale to fit all to one page.
6. If your account has been set up correctly to tax the appropriate items, you may report your Airbnb gross earnings using the total from the gross earnings column.

### Airbnb Resources:

- [A new dashboard gives you a clear view of your earnings](#)
  - [Where do I find my Airbnb earnings for tax purposes?](#)
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### Vrbo Stay Tax Report:

To generate the stay tax report, log into your Vrbo host account (please note this report is only available if you have at least one transaction with stay tax):

1. Click Reservation Manager.
2. Click Financial Reporting.
3. If you have at least one transaction with stay tax, a report will be available in a Stay Tax tab.
4. Update the Start and End dates for the current reporting period
5. From the 'Includes' dropdown, select 'Stays within this date range.'
6. Click Refresh
7. Click the Download Icon.
8. Save the report to your device as an excel file (preferred) or PDF file.
  - **Mac/Apple Numbers users:** Click on 'File', then 'export to', select excel, then save.
  - **Google Sheets users:** Click on 'File', then 'Download' and select 'Microsoft Excel,' then save.
  - **If you need to print the report:** print in Landscape and scale to fit all to one page.
7. The report will include columns labelled **Vrbo's Taxes | Taxes Vrbo pays** and **Your Taxes | Taxes you pay\***. If your account has been set up correctly to tax the appropriate items, you are responsible for remitting the amount from the **Taxes you pay** and Vrbo is responsible for remitting the amount from **Taxes Vrbo pays**.

### Vrbo Resources:

- [How to view tax settings page](#)
- [About the stay tax report](#)