



Online Platform Instructions Guide

AIRBNB Instructions

Old AIRBNB webpage: Once logged into your account, click into your **Host Page** and click the menu drop down select **Earnings** then select your **date range** and click on the **Gross Earnings tab** and then **export the CSV file**. This will pull up an excel spreadsheet with all the information you'll need to file your quarterly tax return. You would then submit this proof with your return. You'll know you have the correct Excel file if you have two columns towards the far right labeled **gross earnings and occupancy taxes**.

New AIRBNB webpage instructions: Once logged into your account, click into your **Host Page** and click the menu drop down and select **Earnings** scroll down the page and select **Show All Paid** then select your **date range** (must click Apply for it to accept the date range you select) select your **property** (if you only have one property you can skip this step) and then click **Get Report** to get the CSV file with all of the information needed.

VRBO Instructions

Instructions to pull proof from VRBO: From your **Dashboard** and go to **Reservation Manager** and **Financial Reporting** select your **date range** and go to **"Payouts"** to get your **Gross earnings** go to **"Stays"** (or **Stays Tax**) to get your **taxes paid**. Must provide both for proof to be acceptable.