

**AIRBNB Adjustment must be supported by Airbnb’s Gross Earnings Report  
You will be billed for unsupported Airbnb Deductions**

Airbnb Gross Rents must be included in the amount reported on Line 1, along with your bookings from all other methods or platforms. For audit purposes you are required to maintain accurate records of all reported transactions, including those from Airbnb.

**Airbnb’s Gross Earnings Report Is Required:**

- A Gross Earnings Report from the Airbnb website that shows **Gross Earnings AND Occupancy Tax** for each booking, is needed to support all Airbnb Adjustments.
- The Gross Earnings Report displays the total amount of each Airbnb transaction, including; rents, host fees, cleaning fees and occupancy tax collected.
- The Tax Collector needs the Gross Earnings report to validate that Airbnb is collecting and remitting transient occupancy tax on your behalf.
- Paid Out Reports/amounts cannot be used to validate your Airbnb Adjustment.

**Invalid Airbnb Adjustments:**

- Airbnb adjustments cannot be validated without a corresponding Airbnb Gross Earnings Report. You will not receive credit for an Airbnb Adjustment, unless a Gross Earnings Report is provided.
- If a Gross Earnings Report is not provided, you will remain liable for the tax due.
- If the Airbnb Gross Earnings Report shows that Occupancy Tax is \$0, then those transactions must be reported and the taxes must be paid by you, the Operator.

**Steps to obtain an Airbnb Gross Earnings Report:**

Below are the steps necessary to export the Airbnb Gross Earnings Report. If you have multiple properties, you must clearly identify each property because Airbnb does not. When requesting the report, please select only the beginning and ending months that apply to the filing period. Contact Airbnb if you need additional assistance obtaining the Gross Earnings Report.

**Exporting Airbnb Gross Earnings Report to a spreadsheet:**

1. Log into your Airbnb portal
2. Click: Transaction History Report
3. Click: Gross Earnings Report
4. Click: Export to CSV to download
5. The CSV file can be opened by any standard spreadsheet program (Microsoft Excel, Google Docs, or Apple Numbers)

Date	Type	Confirm	Start Date	Nights	Guest	Listing	Details	Reference	Currency	Amount	Paid Out	Host Fee	Cleaning Fee	Gross Earnings	Occupancy Taxes
10/25/2018	Reservation	HM9J3I	10/24/2018	2	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			505.37		15.63	119	521	52.1
10/23/2018	Reservation	HMP2E	10/22/2018	2	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			454.93		14.07	119	469	46.9
10/20/2018	Reservation	HMMAI	10/19/2018	2	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			528.65		16.35	119	545	54.5
10/17/2018	Reservation	HMFDC	10/16/2018	3	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			551.93		17.07	119	569	56.9
10/13/2018	Reservation	HMNAI	10/12/2018	2	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			118.82		0.74	0	119.56	12.25
10/12/2018	Reservation	HMSCA	10/11/2018	5	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			1110.65		34.35	119	1145	114.5
10/8/2018	Reservation	HMFMI	10/7/2018	3	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			624.68		19.32	119	644	64.4
10/4/2018	Reservation	HM4D1	10/3/2018	4	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			823.53		25.47	119	849	84.9
10/1/2018	Reservation	HM2XE	9/30/2018	3	Guest Name	2 BR/ 1 BA Vacation House in Ti	USD			610.13		18.87	119	629	62.9