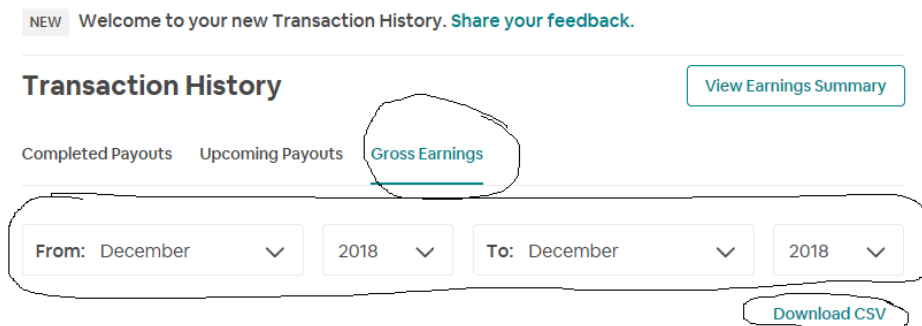


## To access your gross earnings report from Airbnb:

- Log into your Airbnb portal
- Click on Host (top bar)
- Click on Host Dashboard (first option)
- Click on Profile Photo (top right corner)
- Go to Transaction History
- **Click on “Gross Earnings” (see illustration 1A below)**
- **Select dates for the reporting period, EACH MONTH separately\* (see illustration 1A below)**
  - March to March 2018
  - May to May 2018, etc.
- **Now, click on “Download to CSV”** and it should download to a spreadsheet (if you have EXCEL or NUMBERS) (see illustration 1A below). **If you do not have either of these programs, please do an internet search for “google sheets” for information on how to download this spreadsheet software for free.**

### Illustration 1A



- Once in the spreadsheet, you want to make sure the last two columns are “gross earnings AND occupancy tax.” (see illustration 2A below) If not, you are not in the gross earnings report.
  - Total the gross earnings and occupancy tax columns for each month. This will help in completing the tax return

### Illustration 2A

Date	Type	Confirmat	Start Date	Nights	Guest	Listing	Details	Reference	Currency	Amount	Paid Out	Host Fee	Cleaning	Gross Earnings	Occupancy Taxes
12/31/2018	Reservati	HMW8KQJ	12/30/2018	2	Kevin	The Zen Octopus Garden		USD	421.95		13.05	75		435	43.5
12/29/2018	Reservati	HM94SC8I	12/28/2018	2	Laurel	The Zen Octopus Garden		USD	303.61		9.39	45		313	31.3
12/25/2018	Reservati	HM2TSXN	12/24/2018	2	Josepl	The Zen Octopus Garden		USD	421.95		13.05	75		435	43.5
12/22/2018	Reservati	HM82TZJH	12/21/2018	2	Ryan f	The Zen Octopus Garden		USD	421.95		13.05	75		435	43.5
12/15/2018	Reservati	HMPEA5JJ	12/14/2018	3	Lana C	The Zen Octopus Garden		USD	596.55		18.45	75		615	61.5
12/2/2018	Reservati	HM3QHP8	12/1/2018	7	Corne	The Zen Octopus Garden		USD	1050.51		32.49	75		1083	108.3
														3316	331.6

- Before printing/saving the spreadsheet, you want to make sure:
  - If any date columns have #####, widen the column to reveal the data.
  - Printing in Landscape Orientation (so all columns are showing)
  - Fit sheet on one page or fit all columns to one page (so all columns print to one page instead of two)
- **Please save the file in either a .CSV, .XLS or .PDF format.**
  - **Please note, if you use Apple Products, such as Numbers\* or Pages, we can not open those files. You will need to convert the file and save (or export) to one of the formats above.**