

Instructions to elect the Assessment through Airbnb and Vrbo

Airbnb:

To elect the Assessment from guests:

1. Select 'Listings' from the administration panel at the top of your screen
2. Under 'Listing Editor' there are 3 dots next to 'Arrival Guide' – please click on the dots
3. Under 'Edit Preferences' select 'Taxes'
4. Select the options under 'Custom Tax Collection' and choose "Tourism Assessment/Fee" to be 2% per booking

The screenshot shows the Airbnb host dashboard interface. At the top, the navigation bar includes 'Today', 'Calendar', 'Listings' (highlighted with a red '1'), 'Messages', and 'Menu'. Below this, the 'Listing editor' section is visible, with 'Your space' and 'Arrival guide' tabs, and a red '2' next to the 'Arrival guide' tab. The 'Edit preferences' section is shown on the left, with 'Taxes' highlighted with a red '3'. The 'Local tax collection' section is on the right, with 'Local taxes collected and remitted by Airbnb' and 'Custom tax collection' (highlighted with a red '4') sections. The 'Custom tax collection' section shows a 'Tourism Assessment/Fee' option set to '2% per booking' and an 'Add a tax' button.

Today Calendar **1** Listings Messages Menu

← Listing editor

Your space Arrival guide **2**

← Edit preferences

- Listing status >
● Listed
- Property management software >
● Connected - Hostaway
- Languages >
English
- Guest requirements >
Profile photo not required
- Local laws >
- Regulations >
- 3** Taxes >
Review tax collection and manage custom taxes
- Remove listing >
Permanently remove your listing

Photo tour

Manage photos and add details. Guests will only see your tour if every room has a photo.

Local tax collection

Taxes/fees may apply to your bookings. Airbnb collects tax(es) on your behalf and you have the option to set, collect and remit additional tax(es) yourself.

Local taxes collected and remitted by Airbnb

We automatically collect these taxes from guests for each booking and remit them directly to local tax authorities. [Learn more](#)

Transient Occupancy Tax (Sonoma)

Review the tax amounts collected by Airbnb >

4 Custom tax collection

If additional taxes are applicable to your bookings, you have the option to add them in the Custom Tax Collection tool. Taxes collected will be sent to you to remit to the tax authorities. [Learn more](#)

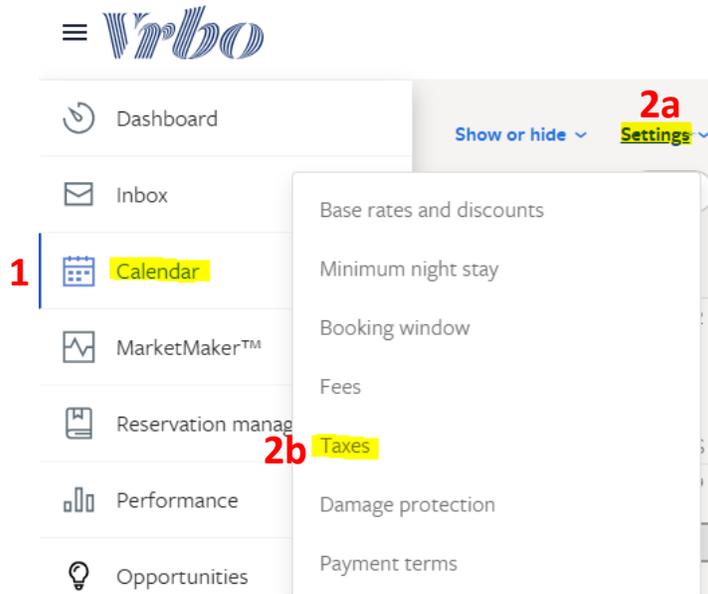
Tourism Assessment/Fee
2% per booking >

Add a tax

Vrbo

To elect the Assessment from guests:

1. Select 'Calendar' from the left tool bar
2. Above the calendar select the 'Settings' dropdown and click on 'Taxes'
3. Select 'Collect my taxes and send them to me'. For the Hotel Occupancy Tax Number, please enter your TOT Certificate number.



You are required to collect and pay the following taxes on bookings:

| Taxing authority | Government level | Tax rate | Tax type | Taxable amounts | Effective Date |
|------------------|------------------|----------|---|------------------|----------------|
| SONOMA | County | 2% | Sonoma County Tourism Business Improvement Area | Rent & Your Fees | Active |

How would you like to manage your taxes? New!

No tax collection

You are responsible for collecting, filing, and paying your taxes to tax authorities.

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Collect my taxes and send them to me

Your taxes will be collected during booking and sent to you. You are responsible for filing and paying your taxes to tax authorities.

The following tax IDs are required for your taxes to be collected on your behalf:

HOTEL OCCUPANCY TAX NUMBER



Format: 1234