

How to obtain a sales tax report for my short-term rental unit to give to the Town of Granby:

Note that reports should include your gross revenue and tax collections.

Airbnb

<https://www.airbnb.com/help/article/2524#section-heading-0-2>

How to download your tax report:

1. Go to your **Transaction History**
2. Select the **Gross Earnings** or **Completed Payouts** tab
3. Click **Download CSV**
4. Find **Pass Through TOT** under the **Type** column to identify the taxes collected.

Vrbo

<https://help.vrbo.com/articles/View-taxes-in-your-dashboard>

Where to find tax reports:

1. Available in your account under **Reservation manager**
2. Select the **Financial reporting** section
 - a. Reports only include accepted bookings after a tax collection option is chosen

If you signed up for **MyLodgeTax** services, tax reports will be available in your Avalara and Vrbo accounts.

Evolve

<https://help.evolve.com/s/article/how-do-I-file-my-taxes>

1. Go to your **Financial Reporting** tab
2. Select **Tax Report** – shows gross revenue, nights, and your tax responsibility.
 - a. If you see rows with \$0.00 tax amounts, it means that taxes are being remitted by another party (ex. Airbnb).



888 Brannan Street
San Francisco, CA 94103
Airbnb tax ID number: 26-3051428

Host name: Example
User ID:
Report generated: June 25, 2024

2023

Earnings report

Summary	Gross earnings	Adjustments*	Service fees	Taxes**	Total (USD)
All earnings sources	\$14,552.75	-\$550.00	-\$436.58	\$0.00	\$13,566.17

This year, **\$1,455.28** in occupancy taxes was collected from your guests and remitted to taxing authorities on your behalf.

Nights booked 60	Avg night stay 4.3
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Listings

Listing	Gross earnings	Adjustments*	Service fees	Taxes**	Total (USD)
STR in Granby, CO	\$14,552.75	-\$500.00	-\$436.58	\$0.00	\$13,616.17

Occupancy taxes by listing

Occupancy taxes are collected from your guests and remitted to taxing authorities on your behalf.

Listing	Total (USD)
STR in Granby, CO	\$1,455.28

Stats by listing

Listing	Nights booked	Avg night stay
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Payout methods

Payout method	Total (USD)
Jane Doe	\$13,566.17

Monthly earnings

Month	Gross earnings	Total (USD)
January	\$0.00	\$0.00
February	\$0.00	\$0.00
March	\$2,601.00	\$2,522.97
April	\$0.00	\$0.00
May	\$740.00	\$717.80
June	\$0.00	\$0.00
July	\$3,828.75	\$3,663.89
August	\$1,975.00	\$1,915.75
September	\$2,200.00	\$2,134.00
October	\$1,458.00	\$914.26
November	\$0.00	\$0.00
December	\$1,750.00	\$1,697.50

*Adjustments can be discounts, reservation changes, cancellations, or more. [Learn about adjustments.](#)

**Income tax withheld

Vrbo Example Report																		
Property ID	Address	Reservation ID	Check-in date	Check-out date	Nights	Booking date	Payout date	Jurisdiction name	Jurisdiction level	Tax type	Vrbo's Taxes Taxes sent to Vrbo	Vrbo's Taxes Currency	Vrbo's Taxes Taxes Vrbo pays	Vrbo's Taxes Local Currency	Your Taxes Taxes sent to you	Your Taxes Currency	Your Taxes Taxes you pay*	Your Taxes Local Currency
123456	0 Jasper Ave	AB-CDEFG	2-Jul-23	5-Jul-23	3	19-Jun-23	20-Jul-23	COLORADO	STATE	General Sales and Use Tax	16.91	USD	16.91	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	2-Jul-23	5-Jul-23	3	19-Jun-23	20-Jul-23	GRANBY	CITY	General Sales and Use Tax	23.32	USD	23.32	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	2-Jul-23	5-Jul-23	3	19-Jun-23	20-Jul-23	GRAND	COUNTY	Accommodations Tax	10.5	USD	10.5	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	2-Jul-23	5-Jul-23	3	19-Jun-23	20-Jul-23	GRAND	COUNTY	General Sales and Use Tax	7.58	USD	7.58	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	5-Aug-23	13-Aug-23	8	27-Jul-23	6-Aug-23	COLORADO	STATE	General Sales and Use Tax	31.41	USD	31.41	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	5-Aug-23	13-Aug-23	8	27-Jul-23	6-Aug-23	GRANBY	CITY	General Sales and Use Tax	43.32	USD	43.32	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	5-Aug-23	13-Aug-23	8	27-Jul-23	6-Aug-23	GRAND	COUNTY	Accommodations Tax	19.49	USD	19.49	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	5-Aug-23	13-Aug-23	8	27-Jul-23	6-Aug-23	GRAND	COUNTY	General Sales and Use Tax	14.08	USD	14.08	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	15-Jul-23	21-Jul-23	6	20-Jun-23	20-Jul-23	COLORADO	STATE	General Sales and Use Tax	27.32	USD	27.32	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	15-Jul-23	21-Jul-23	6	20-Jun-23	20-Jul-23	GRANBY	CITY	General Sales and Use Tax	37.68	USD	37.68	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	15-Jul-23	21-Jul-23	6	20-Jun-23	20-Jul-23	GRAND	COUNTY	Accommodations Tax	16.95	USD	16.95	USD	0	USD	0	USD
123456	0 Jasper Ave	AB-CDEFG	15-Jul-23	21-Jul-23	6	20-Jun-23	20-Jul-23	GRAND	COUNTY	General Sales and Use Tax	12.24	USD	12.24	USD	0	USD	0	USD
* If the lodging taxes appear disproportionate, the traveler may have paid in a different currency. The "Your Taxes Taxes you pay" column shows the exact amount of taxes you will need to pay in the local currency.																		