

Login as a Host

- 1. Go to your Dashboard, located on the left side of your screen
- 2. Go to "Reservations Manager", click the drop down menu arrow / carrot
- 3. Choose "Financial Reporting"
- 4. Select "Stay Tax", this is the third option on the financial reporting page, located under the Financial Reporting heading
- 5. Enter a "Date Range", this enters a starting & ending month (Example shows QTR 3 2021 as <u>"START"</u> July 1, 2021 <u>"END"</u> September 31, 2021)
- 6. Make sure the next box located to the right says "Includes Stays Within This Date Range" this should be the default, but check to be sure
- 7. Click the "Refresh" button on the far right, this will update the tax data, you will notice the "Taxes VRBO Paid" amounts will update accordingly
- 8. Go to the "Taxes VRBO Paid" amount in the Deschutes County row and divide the dollar amount by 8% (Example: \$464.16 / .08 = \$5,802.00) the VRBO Total Gross for QTR 3 2021 is \$5,802 (NOTE: If you forgot to "REFRESH" your data (step 7) your report will be incorrect, please check)