



## TEHAMA COUNTY TREASURER-TAX COLLECTOR TRANSIENT OCCUPANCY TAX

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### VRBO Report Instructions

#### Instructions for generating your VRBO report.

To generate the proper report for VRBO, the client would need to log into their VRBO Owner Account, then:

#### Payout Summary Report:

1. Click Reservation Manager.
2. Click Financial Reporting.
3. Select the **"Payout Summary Report."**
4. Select the Dates.
5. Change from "payouts within this date range" to **"Stays Within This Date Range."**
6. Click Refresh.
7. Click the Download Icon.
8. The report should open to a spreadsheet, **with column Q (Payout currency) as the last column.**
  - a. Save the report to your desktop for electronic filing, using .XLS, .PDF or .CSV file format.
  - b. If you are using Numbers (for Mac), you will need to export to Excel. To export to Excel, click on FILE, then "export to" and select Excel, then save to your desktop.
  - c. If you need to print the report, print in **Landscape** and **scale to fit all to one page.**

#### Lodging Tax Report:

1. Click Reservation Manager.
2. Click Financial Reporting.
3. Select the **"Stay Tax Report."**
4. Select the Dates.
5. Select "Stays within this date range."
6. Click the Download Icon.
7. The report should open to a spreadsheet, **with column S (Your taxes | Local Currency) as the last column.**
  - a. Save the report to your desktop for electronic filing, using .XLS, .PDF or .CSV file format.
  - b. If you are using Numbers (for Mac), you will need to export to Excel. To export to Excel, click on **File**, then "export to" and select Excel, then save to your desktop.
  - c. If you need to print the report, print in **Landscape** and **scale to fit all to one page.**

\*Please note, **TOT should be reported when the stay occurs (check in date)**, not when the payment is received (payout date).