



# TOT + TBID

A guide on how to set up your TOT + TBID on Airbnb & Vrbo

Below is a step-by-step guide on how to set up your TOT and TBID on Airbnb and Vrbo so they are both automatically added to each reservation.

## AIRBNB

Transient Occupancy Tax (TOT)

- First, turn on [Professional Hosting Tools](#)
- Follow the link above or click your profile photo in the upper right-hand corner and select "Account" and then select "Professional Hosting Tools"
- Turn on Professional Hosting Tools

Next, add taxes:

- Go to "Listings"
- Click on your property (if you have more than one)
- Click on "Pricing and availability"
- Scroll down to "Taxes" - click on "Edit"
- Click on "Add a tax" (in the black box)
- Under "Tax type" select "Transient occupancy tax"
- Under "Type of charge" select "Percentage per booking"
- Under amount, enter 11.5%
- Under Business tax ID, enter your Business tax ID or social security number - Under "Accommodations tax registration number" enter your TOT number
- Under "Does your region provide exemptions for long-term stay?" select YES and enter 29 days
- Click the check box next to "Terms for adding taxes"
- Click "Save"

## AIRBNB

Tourism Business Improvement District assessment (TBID)

Make sure you already have "Professional Hosting Tools" turned on (see above).

- Go to "Listings"
- Click on your property (if you have more than one)
- Click on "Pricing and availability"
- Scroll down to "Taxes" - click on "Edit" - Click on "Add a tax" (in the black box)
- Under "Tax type" select "Tourism Assessment/Fee"
- Under "Type of charge" select "Percentage per booking"
- Under amount, enter 1%
- Under Business tax ID, enter your Business tax ID or social security number
- Under "Accommodations tax registration number" enter your TOT number
- Under "Does your region provide exemptions for long-term stay?" select YES and enter 29 days (NOTE: this is for the City of Palm Springs - other cities may have a different number of days to qualify for TOT exempt stays)
- Click the check box next to "Terms for adding taxes"
- Click "Save"

## VRBO

Transient Occupancy Tax (TOT) + Tourism Business Improvement District assessment (TBID)

- Go to main Dashboard
- On the left hand side, click the dropdown menu next to "Calendars" and select "Rates"
- On the right side of your calendar, click "Rates settings" and scroll down to "Taxes"
- Under "Tax Collection" check the circle next to "I collect a tax that is a percentage of the rental amount (collected during booking)". NOTE: Vrbo does not allow you to break out TOT and TBID separately so you will need to adjust this percentage based on the date.
- From now until June 30, under "Percent" enter "11.500"
- From July 1st onwards you'll need to adjust this amount, so under "Percent" enter "12.500" to include both TOT and TBID.
- Click "Save"



**Please note:** Owners/managers are required to collect TBID starting from July 1st onwards.

This information has been provided by Vacation Rental Owners and Neighbors of Palm Springs (VRON-PS).

For more information, visit [vronsps.org](http://vronsps.org).

