



Next Steps & FAQs

Hello!

Excellent news that Airbnb and the City of Union City, California, have come to an agreement to start collecting and remitting Occupancy Taxes! As a refresher, below is a high-level overview of the terms of the Voluntary Collection Agreement (VCA), as well as Frequently Asked Questions (FAQs) to help kick off collecting and remitting going forward.

VCA Overview

- Airbnb will collect and remit Transient Occupancy Tax on behalf of hosts with listings located in Union City.
- Airbnb will assume the role of its hosts, in lieu of its hosts, as the registered taxpayer of record, solely for the purpose of collecting and remitting on the hosts' behalf. Airbnb does not assume the role of its hosts for any other legal or commercial purpose (short-term rental permitting, zoning, health and safety requirements, etc.).
- As a result, Airbnb reports and remits all of the occupancy taxes related to transactions booked through Airbnb in one lump sum. Airbnb does this on a single return in Airbnb's name.
- Airbnb collects and remits the tax for all listings in Union City. A Host does not get to opt in or out of Airbnb collecting and remitting to Union City.
- Our users' data privacy is of utmost importance. We will not be able to provide any personally identifiable information on the returns per the VCA.

Next Steps

The next phase of the process will be to set-up Airbnb to start remitting taxes to Union City. Now that the VCA has been signed, registration and compliance need to be addressed. Please provide the Airbnb contact with the following:

1. Copy of the tax return
2. Filing cadence (monthly/quarterly)
3. Filing due date(s)
4. Copy of the tax registration form, if applicable
5. Registration fee amount, if applicable
6. Renewal date, if applicable
7. Renewal fee, if applicable

Airbnb Host Audit

In the event of an audit, hosts can view detailed information about their earnings at any time from the Transaction History located in their Airbnb account.

Collected Occupancy Taxes are listed in the Gross Earnings section of the hosts' Transaction History, and the Occupancy Taxes also appear as a line item on all guest receipts. Please see examples of each in the attached Exhibits A and B.

Hosts can click "export to csv" to export their Transaction History for a defined period of time, based on the host payout date. This is useful in the event a host needs to provide proof that Occupancy Taxes were collected on their Airbnb bookings to an auditor. Please see the attached Exhibit C.

If an auditor has any questions regarding the information in the csv download, they should contact Airbnb directly, since Airbnb is assuming the responsibility of collecting and remitting Occupancy Taxes booked through the Airbnb platform on behalf of hosts.

The link to the Airbnb Help Center article that explains how Occupancy Tax collection works on our platform can be found [here](#) and an explanation of how hosts can access their Transaction History can be found [here](#).

Please be sure to review the important FAQs for Union City and Hosts below!

FAQs for Jurisdiction

The following are helpful FAQs regarding the compliance and registration process.

1. Q – What is the filing cadence for Occupancy Taxes?
A – Airbnb can file returns on either a monthly, quarterly or annual basis. Quarterly filings must relate to calendar quarters. Apologies in advance that no other schedule can be accommodated.
2. Q – How will Airbnb file the return(s)?
A – We will either e-file or mail in paper returns.
3. Q – What method is used to remit the payment?
A – We will remit via the method that is required by the jurisdiction.
4. Q – Will Airbnb send transaction-level detail along with the return?
A – No. With over 3,000 taxing jurisdictions in the U.S. alone, we are unable to accommodate any special requests given the scale of the operation.
5. Q – Will Airbnb submit exemption-level detail along with the return?
A – No. All non-taxable revenue reported is from long term reservations only. If an additional guest exemption applies, Airbnb deals with refunding the guest directly, and maintains any necessary documentation to support the exemption, to be provided if requested upon audit.
6. Q – Does Airbnb need to fill out a Business License application?
A – No. Per the terms of the VCA, Airbnb has agreed to register as an Occupancy Tax collector solely for the purpose of collecting and remitting such taxes on behalf of hosts. Entering into the VCA does not mean that Airbnb is doing business in Union City, or that it is subject to any business taxes or fees. Unless there is a systems requirement to register for a Business License application, we are unable to fulfill this request.
7. Q – Does Airbnb need to fill out a Short Term Rental application?
A – No. Per the terms of our VCA, Airbnb has agreed to register as an Occupancy Tax collector solely for the purpose of collecting and remitting such taxes on behalf of hosts. Airbnb is not a short-term rental operator and is not responsible for hosts' compliance obligations related to land use or zoning regulations.
8. Q – Does Airbnb need to fill out an Occupancy Tax application (or similar) for the purpose of collecting and remitting such taxes?
A – Yes, if required by the jurisdiction.

FAQs for Hosts

The following FAQs are helpful to hosts if posted on jurisdiction's website.

1. Q – When will Airbnb begin collecting and remitting Occupancy Tax?
A – On August 1, 2017, Airbnb will begin collecting and remitting Occupancy Taxes on behalf of all hosts for all bookings on the Airbnb platform from that date forward. Hosts will no longer be responsible for collecting such taxes and will not have an option to opt-out of collection by Airbnb.
2. Q – Who is responsible for paying Occupancy Taxes on bookings prior to August 1, 2017?
A – As in the past, each Host is responsible for collecting Occupancy Taxes and remitting to the Union City Finance Department. Any booking you have through Airbnb prior to August 1 will still need to be reported to the Union City Finance Department.
3. Q – Do I still need to register for Occupancy Taxes if Airbnb is collecting the tax?
A – If your rentals are booked exclusively through Airbnb, then you may, but will not be required to, register for Occupancy Taxes. You will need to register and collect Occupancy Taxes on rentals booked through other methods or platforms.
4. Q – Do I still need to have a business license if Airbnb is collecting the tax?
A – Depending on the jurisdiction, there may be business license requirements for hosts. Please refer to your jurisdiction's regulations to determine whether business license requirements apply.
5. Q – What if I book my home through other websites?
A – The collection and remittance of Occupancy Tax is required for all short-term rentals (up to the first 30 days). Although Airbnb is handling the tax for bookings on their site, you are still required to collect and remit the tax for bookings made outside of the Airbnb platform.
6. Q – How do I report my Airbnb activity?
A – You should not be reporting your Airbnb activity to Union City. Airbnb will be remitting Occupancy Taxes to Union City on your behalf.
7. Q – Where do I find information about the taxes Airbnb has remitted on my behalf?
A – You can view detailed information about your Airbnb bookings at any time from your [Transaction History](#), including the gross amount you charged the guest for the stay, and the amount of taxes Airbnb collected and remitted on your behalf.
8. Q – Any further recommendations to Hosts?
A – While Airbnb has contractually agreed to collect TOT on your behalf, we strongly recommend that you maintain your books and records of all transactions running through the Airbnb platform.

For more information regarding Airbnb, please refer to [Airbnb.com Help Center](#).

For more information, please contact the Union City Finance Department at (510) 471-3232.