

Airbnb Marketing Levy Set Up, collection and remittance: Summer 2025

Directions supplied by AirBnB to the Town of Bridgewater

Airbnb offers professional tools that hosts can use to automatically collect custom taxes on their bookings. Once set up, the system will collect these taxes from guests and send them to the host to remit. This tool must be activated by the host. To enable this feature, you may go to your account settings and follow the prompts to get started.

1. Head to your account settings and opt-in to professional hosting tools.
2. Click Listings and select the listing you want to edit.
3. Under Listing editor, click Edit preferences.
4. Click Taxes, and then tap Add a tax.
5. Choose the Tax type and the Type of charge.
6. Enter the Amount being collected (3%).
7. Enter 042025 under Accommodations tax registration number.
8. Choose whether your region provides an exemption for long-term stays (if you choose Yes, you'll be given the option to provide additional details).
9. Agree to the terms and click Save.

Once a host sets up custom taxes, the system will collect those taxes from guests and then send them to the host to remit at the time of payout. Hosts can see the custom taxes as a "Pass through tot" payout line item in their transaction history.

Hosts who have added the 3% levy per the above instructions should have those funds set aside in their Airbnb payouts account.

Operator must then remit the Levy Fees to the Municipality directly.