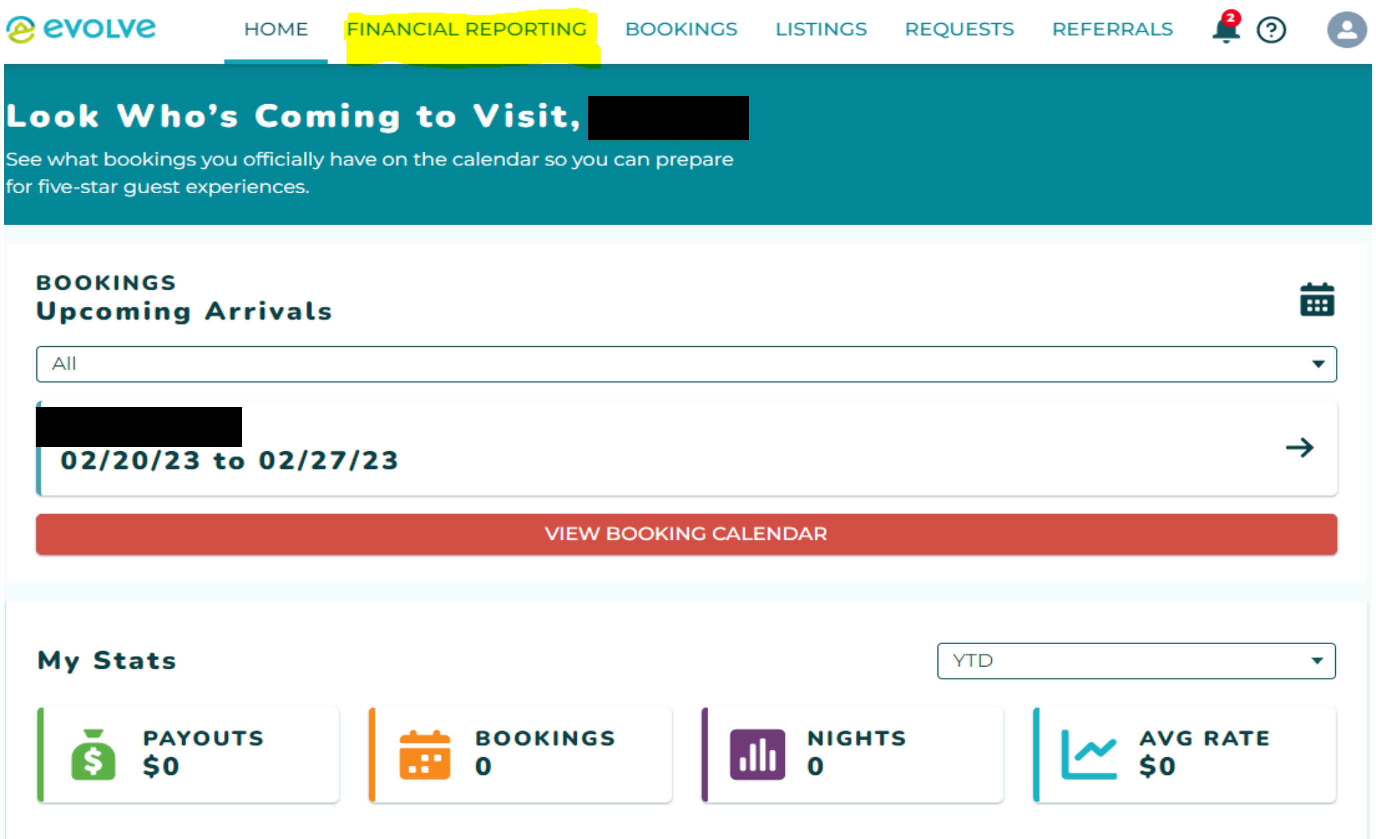
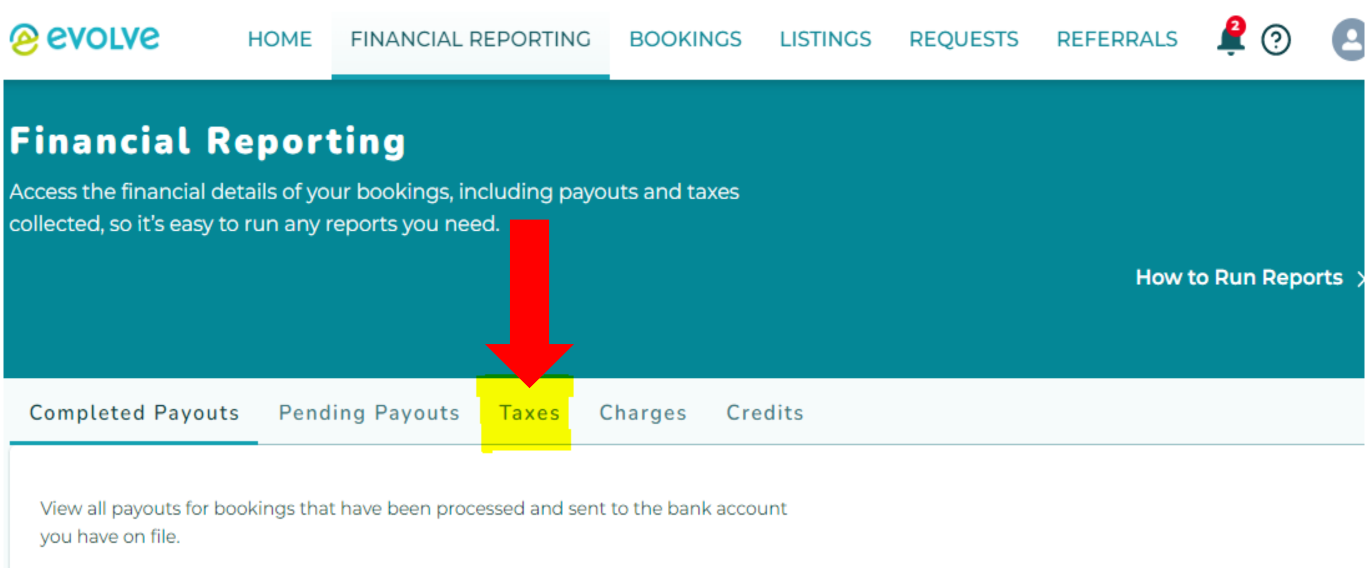
evolve Cheat Sheet

STEP ONE: Log In

STEP TWO: Click on "Financial Reporting"



STEP THREE: Click on "Taxes"



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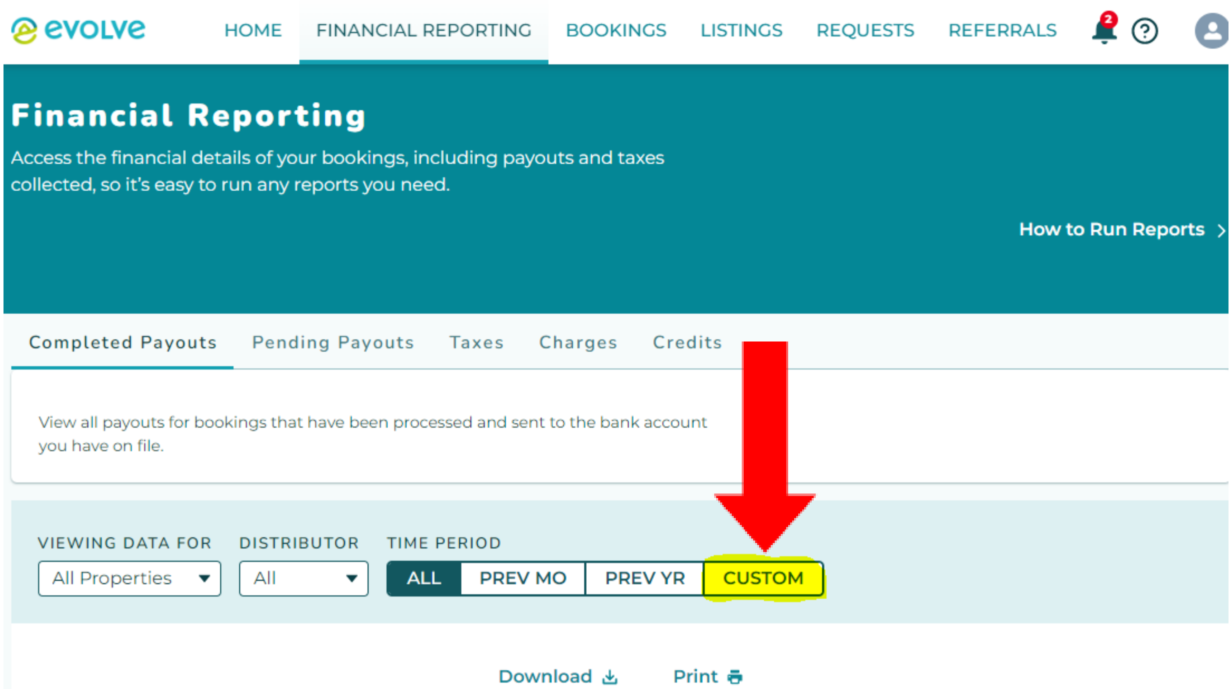
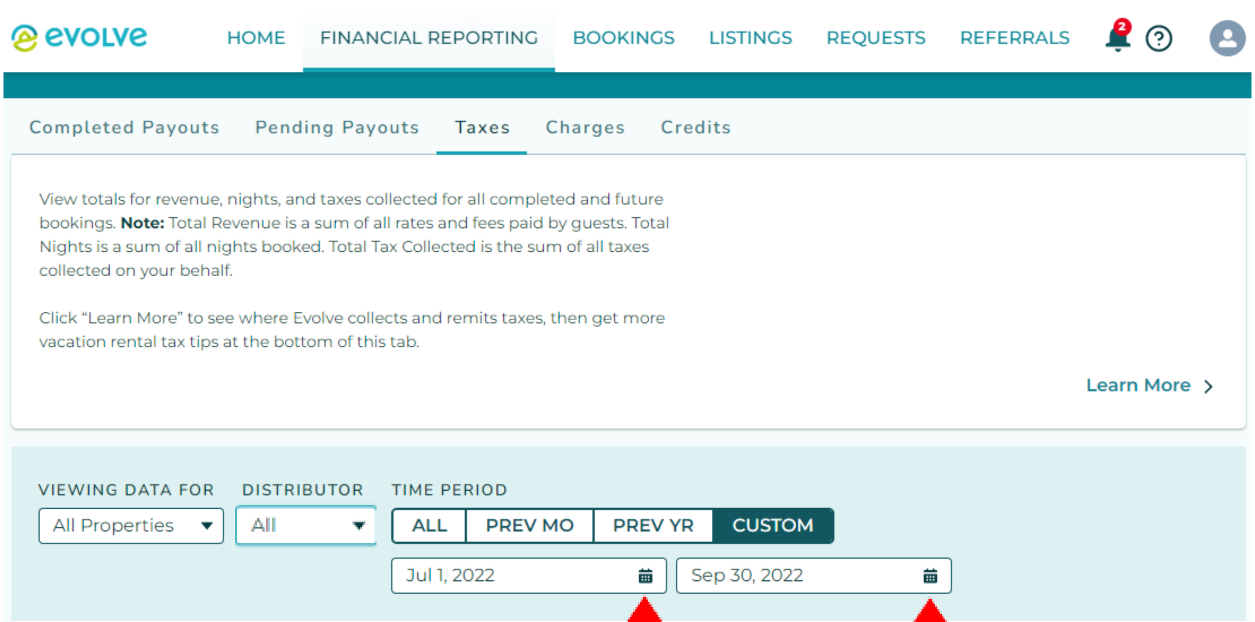
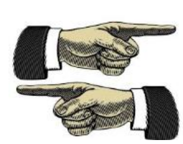
STEP FOUR: Click on “Custom”



STEP FIVE: Enter the date range for the QTR you will be filing (this example is QTR 3)





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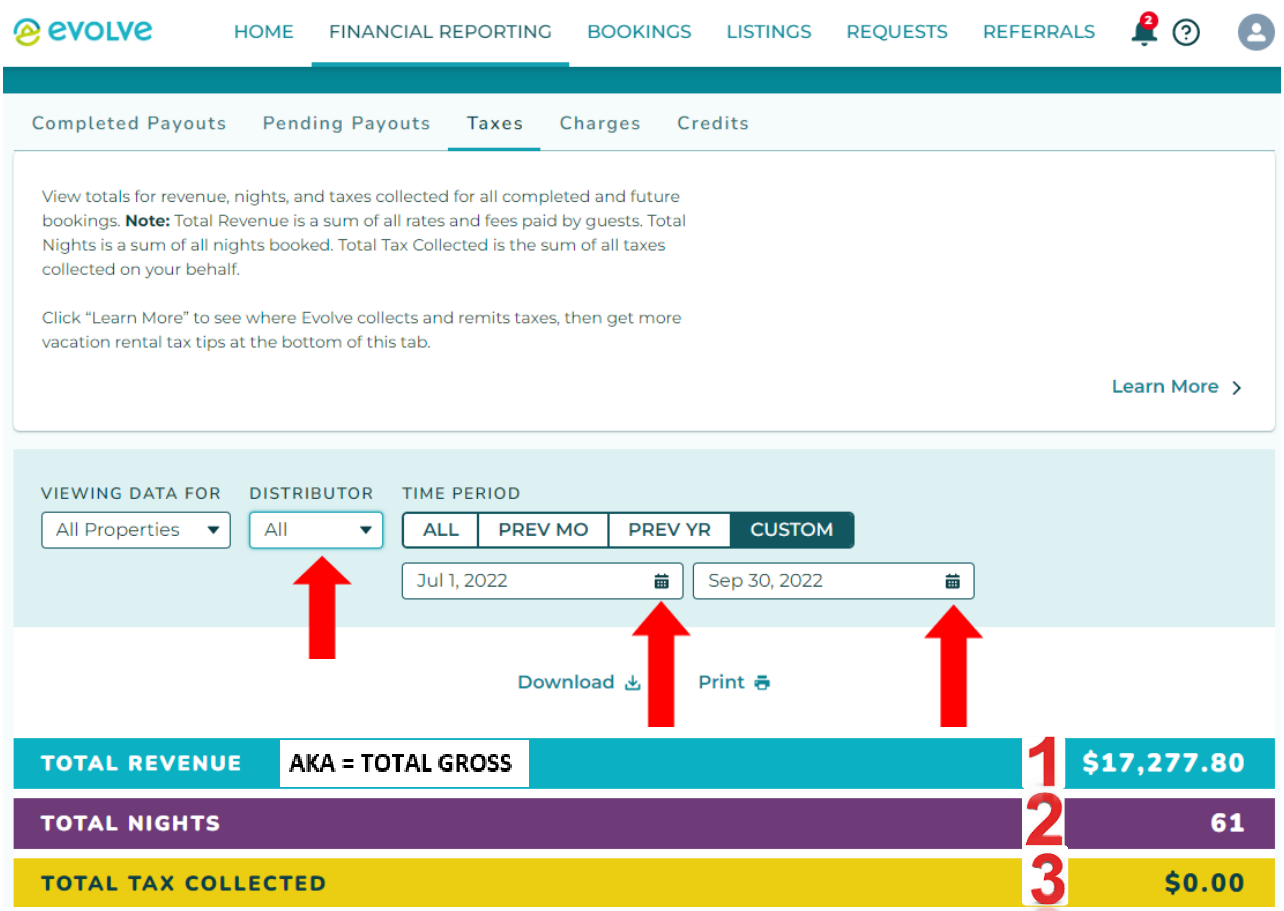
STEP SIX: As soon as the date range is entered **ALL** data will appear! See **Distributor** box with drop down arrow defaults to **ALL**. This shows all the companies Evolve uses to book short term rentals " such as AirBnB, VRBO, Evolve, Flipkey, etc and combines them to provide the following.

1) Your Total Gross (Entered into box #2 on the MuniRev Report – visual example shown in second to last page of these instructions)

2) The total number of nights rented (Entered into box 1c on the MuniRev Report – visual example shown in second to last page of these instructions)

3) Total tax collected… this should be zero since AirBnB and Evolve are paying all taxes on your behalf. You will be reporting Total Gross so the County can calculate the amount of tax they should be paying on your behalf.



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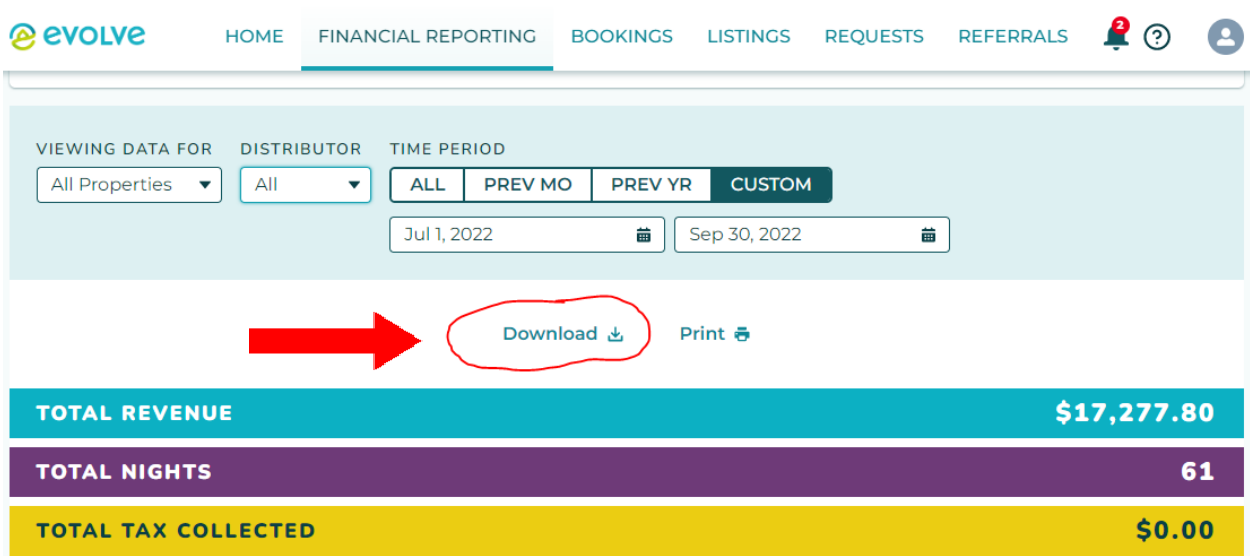
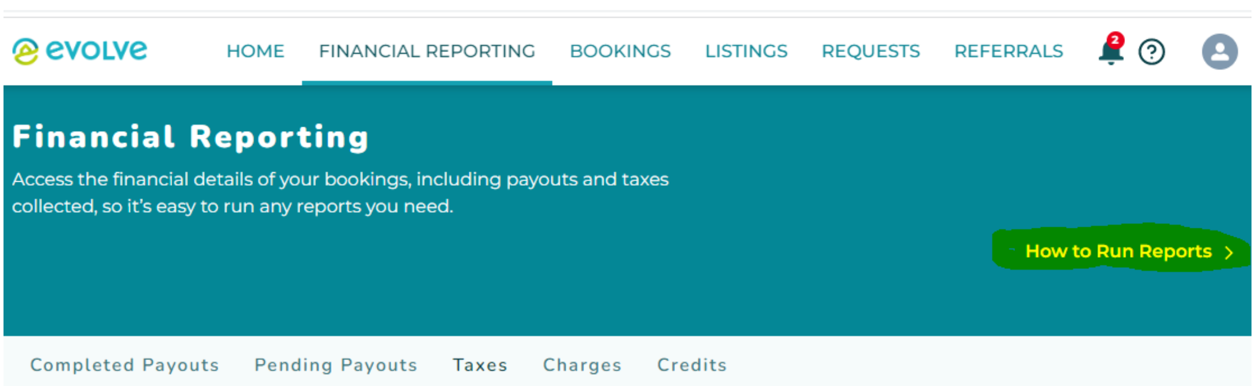
IF you want more detail you can choose to use the "Download" link at any time and see the data broken down in excel.



If you need help you can click on the link "HOW TO RUN REPORTS" and review the information provided.



You can also use link below to access the information to the reports page.

https://help.evolve.com/s/article/How-do-I-run-reports

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How Do I Run Reports?

You can easily access reports on taxes, payouts, and bookings right from your Evolve Owner Account. We've recently updated our reporting system to make it simpler and more intuitive for you.

Payout Reports and Tax Reports

Visit your Owner Account and click on the "Financial Reporting" tab. On this page, you will be able to choose between Completed Payouts, Future Payouts, and Taxes. Once you've picked a type of report (i.e.: "taxes"), filter by the time period or range of dates that you would like to see displayed.

Payouts: Both payouts sections display the guest name, dates of stay, reservation ID and the payout amount. Click the download or print button above this section should you need more detailed information.

Tax Reports: In your taxes reports, you'll be able to see the name of the guest, reservation ID, dates of the stay your total revenue, and the tax we collected. If you need more detailed information like gross total, Evolve management fee, or third-party booking fee amount, please click the download or print button.

EXAMPLE: MUNIREV'S / GOVos DESCHUTES COUNTY SHORT TERM RENTAL REPORTING FORM

This form uses all the data provided in the snapshots throughout the cheat sheet. You can reference the material in the snapshots to see where items are entered on the reporting form.

STEP SEVEN: Filing out the reporting form (if a box has an asterisk in it you can click on it for more detailed explanation of what needs to be entered – see labeled arrow below).

- **1a number of units rented (example 1 home)**
- **1b number of available room nights to rent (example 92 nights available)**
- **1c number of room nights actually rented (example 61 nights rented)**
- **2 Total Gross (example 17,277.80)**
- **3f Deductions - Go to 3f and enter the "Total Gross" from line "2" and type "Evolve" in the description box**
- **Once you tab out of box 3f line # "12" on your report should be zero. If it is not you may have entered some data incorrectly. All taxes have already been paid on your behalf, you are just reporting the data so we know how much tax should have paid on your behalf.**

see example following this page

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Transient Room Tax Reporting Form		
1a	Number of Taxable Homes/Units Available to Rent *	1.00
1b	Number of Available Room Nights (click for details) *	92.00
1c	Number of Room Nights Rented (click for details) *	61.00
2	Total Gross Rent (click for details) *	17277.80
3a	Less Rents and fees for stays over 30 successive calendar days	0.00
3b	Less Recreation Fees for use of Destination Resort Facilities (click for details)	0.00
3c	Less Airbnb Platform Rentals (click for details)	0.00
3d	Less VRBO Platform Rentals (click for details)	0.00
3e	Less Expedia Platform Rentals (click for details)	0.00
3f	Less Other 3rd Party Intermediary Please list: (click for details) Evolve	17277.80
3g	Less Other. Please list:	0.00
4	**Total Allowable Deductions**	17277.80
5	**Taxable Rent**	0.00
6	**Tax Due (Multiplies Line 5 by 8%)**	0.00
7	**Less Collection Reimbursement Fee (Multiply Line 6 by 5%)**	0.00
8	**Net Tax Due**	0.00
9	**Penalty (10% of line 8 plus 15% of line 8 if additional 30 days past due)**	0.00
10	**Interest (1/2 of 1% of line 8 per month)**	0.00
11	**Total Penalty and Interest (Line 9 + Line 10)**	0.00
12	**Total Amount of Tax Due (Line 8 + Line 11)**	0.00

Asterisk

AFTER SUBMITTING THIS FORM with the orange submit button below, ALL FILERS must continue through the shopping cart to obtain a receipt, including Zero Filers.

ZERO RETURN: You must complete a zero dollar filing. Submit your form below, moving through the cart to complete the zero transaction.

Once a form has been properly completed, a receipt will be issued and the form will no longer appear as an open task in the Business Center.

STEP EIGHT: At the bottom of the form you will sign your name, title (Owner), and click on the orange "Submit" button.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature) * | Title * | Date *

01/04/2023 13:46:08

Save and Return to Business Center

Submit

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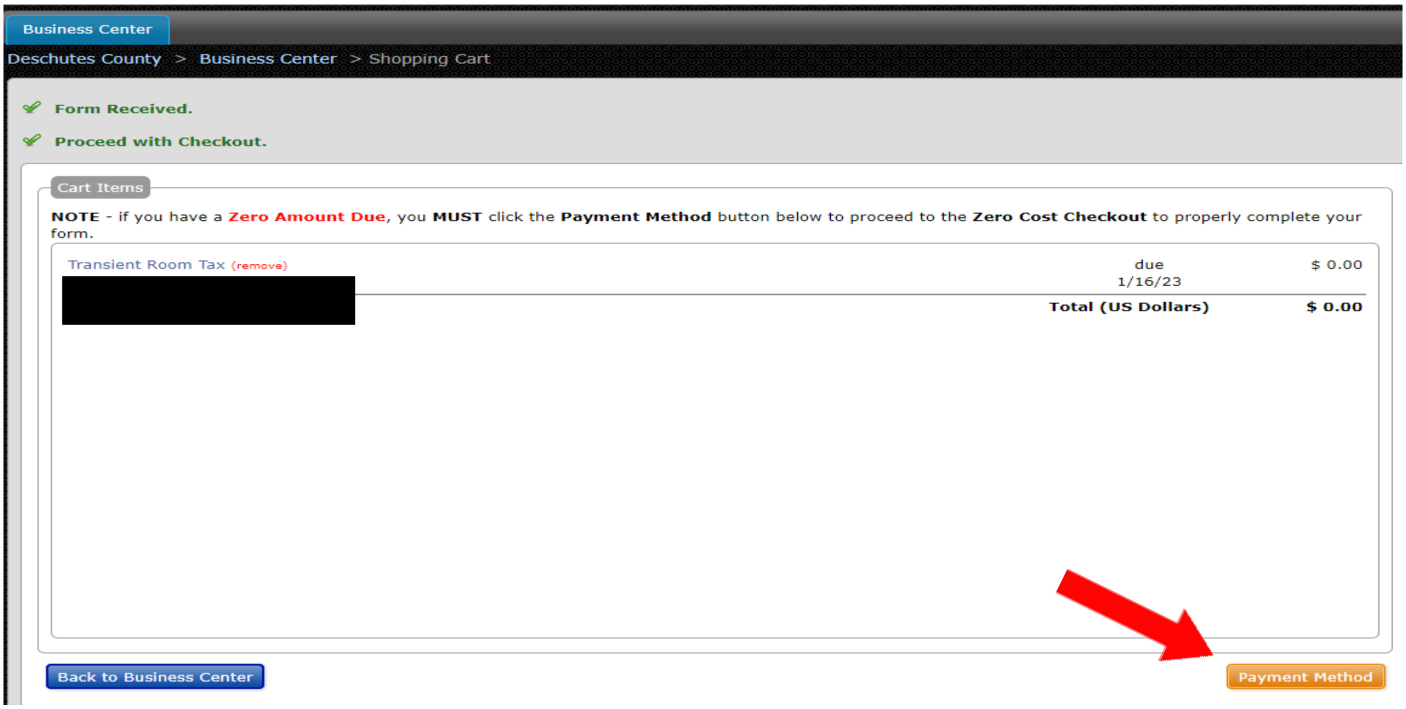
STEP NINE: **You are filing a "Zero Cost Checkout" simply click the orange "Payment Method" button (You are paying "ZERO DOLLARS").**



STEP TEN: **The final step is to click on the orange "Complete Transaction" button and this will finalize your report. This will take you back to the main Business Center page (you can click on the Deschutes County Logo at any time to return to the homepage). Your completed filing is on the right hand side under "Actions". YOU ARE DONE! ☺**