

# Account Creation Guide

2021



# New Account Creation

AirBnB listings are tied to a personal AirBnB Account

What You Will Need to Create an Account:

1. Host Photo for profile
2. Government issued Identification
3. A mobile phone number available to accept text messages for account verification of your profile as a business account.
4. Your business registration number or, if you don't have one then the IRD number of the business or Principal Host
5. Bank account for direct deposit for the account to which you will be paid for your bookings

The following pages are a step by step guide to help you complete the “Live” form. When you're ready:

Click [this link](#) to open the “Live” online form and create a professional host account.



# Step 1



## How will you be hosting?

This helps us get to know you better and keep you in mind for future personalization options.



### Business

You've set up or are part of a hospitality business.



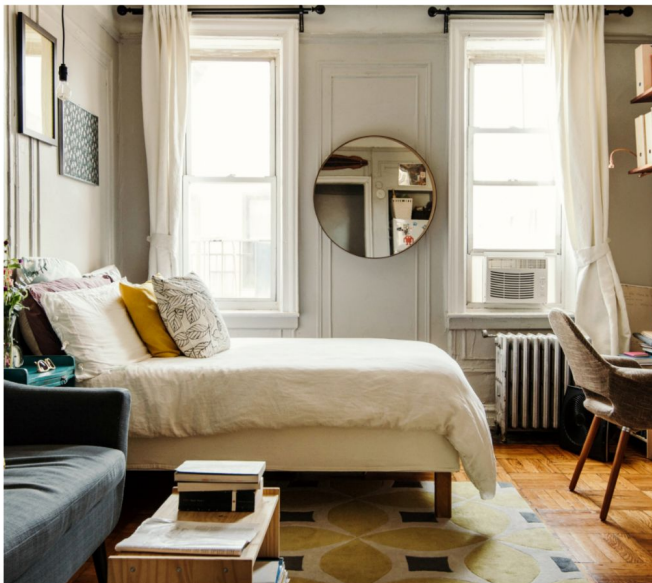
### Individual

You list and manage properties but are not part of a hospitality business.

You'll have access to our professional hosting tools no matter what you pick here. [Learn more](#)

[Back](#)

[Next](#)



# Step 2

## Accept Airbnb's Community Commitment



### Before joining, review and accept our Community Commitment

Our mission is to build a trusted community where anyone can belong anywhere. To ensure this, we're asking you and everyone who's part of your business to accept our terms of service and make a commitment to respect everyone on Airbnb. [Learn more](#)

#### Airbnb Community Commitment

I agree to treat everyone in the Airbnb community—regardless of their race, religion, national origin, ethnicity, skin color, disability, sex, gender identity, sexual orientation or age—with respect, and without judgment or bias. [Learn more](#)

#### Airbnb Terms of Service

I also accept Airbnb's Terms of Service, Payments Terms of Service, Privacy Policy, and Nondiscrimination Policy.

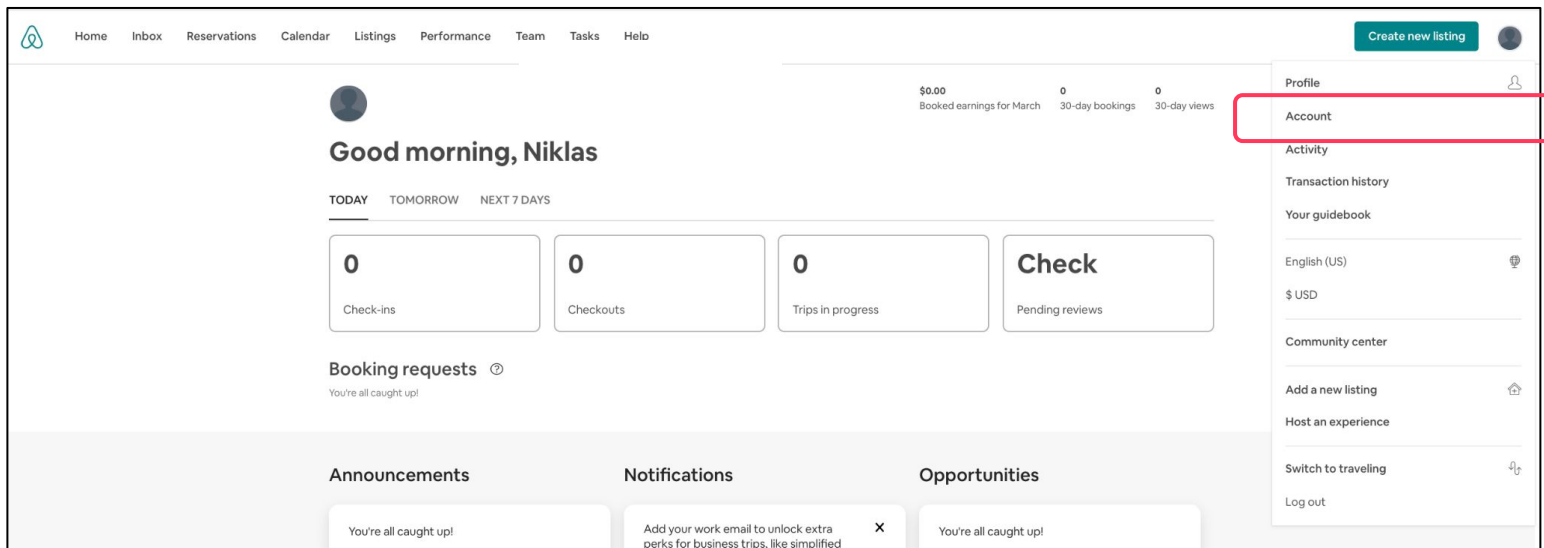
[Decline](#)

[Accept](#)



# Step 3

Click your profile photo in the top right and go to **Account** to finalize your professional host set up




# Step 4


These steps are crucial to set up your professional host account. Continue through the following pages to complete these sections.

## Account


Hotel Audrey California, JoinAirbnbToday@gmail.com · [Go to profile](#)

**Personal info >**


Provide personal details and how we can reach you

**Login & security >**


Update your password and secure your account

**Payments & payouts >**


Review payments, payouts, coupons, gift cards, and taxes

**Notifications >**


Choose notification preferences and how you want to be contacted

**Privacy & sharing >**


Control connected apps, what you share, and who sees it

**Global preferences >**


Set your default language, currency, and timezone

**Travel for work >**

Add a work email for business trip benefits

**Professional hosting tools >**

Get professional tools if you manage several properties on Airbnb

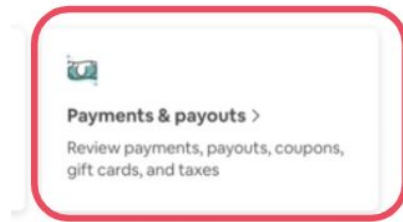
**Invite friends >**


When they join, your friends will get up to \$65 off a qualifying booking.



# Step 5 - a

Click **Payments & Payouts >> Add Payout Method**






**2019 Tax Filing**

Airbnb is only issuing Form 1099-K to hosts who earned more than \$20,000 in 2019 and had more than 200 reservations for the year. If you've received a 1099 form, you'll see it below in Taxpayer Information in the dropdown menu associated with your tax form.

For all other hosts, use your Airbnb earnings summary to help file your US taxes. Need more help with US taxes? Visit our [Help Center](#) for more information.

**Payout methods**

When you receive a payment for a reservation, we call that payment to you a "payout." Our secure payment system supports several payout methods, which can be set up below. [Go to FAQ.](#)



Bank Account DEFAULT

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Add payout method

We collected payment when the guest books and store their credit card information

We pay all credit card processing fees

Once you add your payout information it will be set up according to the [following timelines.](#)



# Step 5 - b

Click **on the Tax tab** → ***In New Zealand we do not have VAT or ABN numbers. Instead, if you are registered for GST for your accommodation business this is where you put your GST number .***

PAYMENTS   PAYOUTS   **TAXES**   GUEST CONTRIBUTIONS

## VAT

If you are registered for VAT or your stay is for business, you may not be charged VAT on Airbnb service fees. To get started, enter your business' VAT ID Number.

[Learn more about VAT.](#)

Add VAT ID Number



Payments & payouts >

Review payments, payouts, coupons, gift cards, and taxes

***This step is required to exempt you from paying GST on the Airbnb commission***





# Step 6



Head back to your Account page >> **Professional Hosting Tools**. Set up your professional account by clicking **Manage** >> **Create Company Account** and follow the steps

Company

Edit your company info and manage your listings at scale

Manage

Allow me to use an email alias to reach guests

I attest that I will use the email alias only for the following reasons:

- I need to send document attachments required by local laws
- I need to send rental agreements as an attachment
- I need to send check-in guides as an attachment
- I use connected software with Airbnb that is not integrated with Airbnb messaging

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I understand that my use of the email alias is subject to Airbnb's [Off-Platform Policy](#).

Professional hosting tools

☒ You're using professional tools

These tools are designed to help you host more efficiently and manage multiple listings. [Learn how to get the most out of your tools](#)

Don't want professional tools anymore? [Stop using them](#)

Business details

To comply with EU consumer protection laws, business hosts offering accommodations for rent or other services on Airbnb need to provide information about their business before a guest makes a booking. [Learn more](#)

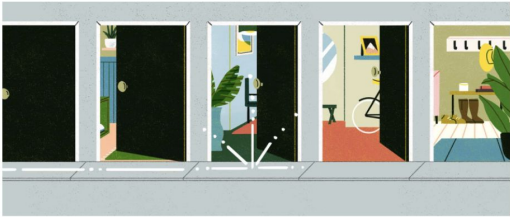
Guests will see this information on your listing page(s).

Add Your Business Details

Company account

Are you hosting on Airbnb as part of a company? You can create a company account to get access to professional tools that are right for you. [Learn more](#)

Create company account



Let us know how you host

When you let us know how you host, you'll continue to get tools and features that are right for you.

So, why does it matter?

Your account details are based on how you host, so let us know if you host as a registered business, like a partnership or corporation.

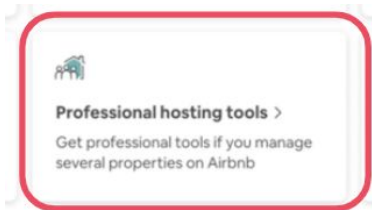
☒ I'm hosting as a registered business

☐ I'm hosting as an individual or sole owner

Next



# Step 6



Fill out your business information, add the person managing this account and add beneficial owners. For your business registration number you can use your Business ID or IRD number for the principal host

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### Add your business info

Business name

The officially registered, legal business name

Business type

For example, a partnership, corporation, etc.

Business registration number

You can find this number on the official documents issued during business registration.

Tax registration or VAT ID number

Country or region of incorporation

Date of formation

### Business address

Country/Region

Street address

Apt, suite, bldg. (optional)

### Next, add the person managing this account

This is probably you. If not, add the main person responsible for logging in and managing day-to-day hosting activities for this account.

#### What to know

- This is the business's point of contact for reservations and payouts on Airbnb.
- You can add two people, but only one is required.

Account manager

Add

Account manager (optional)

Add

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### Add beneficial owners

Let us know who owns or controls the business.

#### Who to add

- A beneficial owner is anyone who directly or indirectly owns or controls more than 25% of the business.
- If nobody owns or controls more than 25%, then provide details for the person responsible for managing or directing the business.
- If two or three people each owns or controls more than 25%, you must add all of them.

Beneficial owner

Add

Beneficial owner (optional)

Add

Beneficial owner (optional)

Add

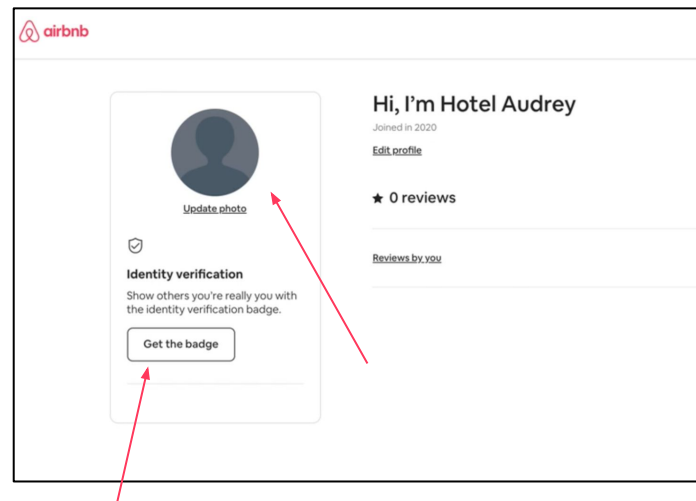
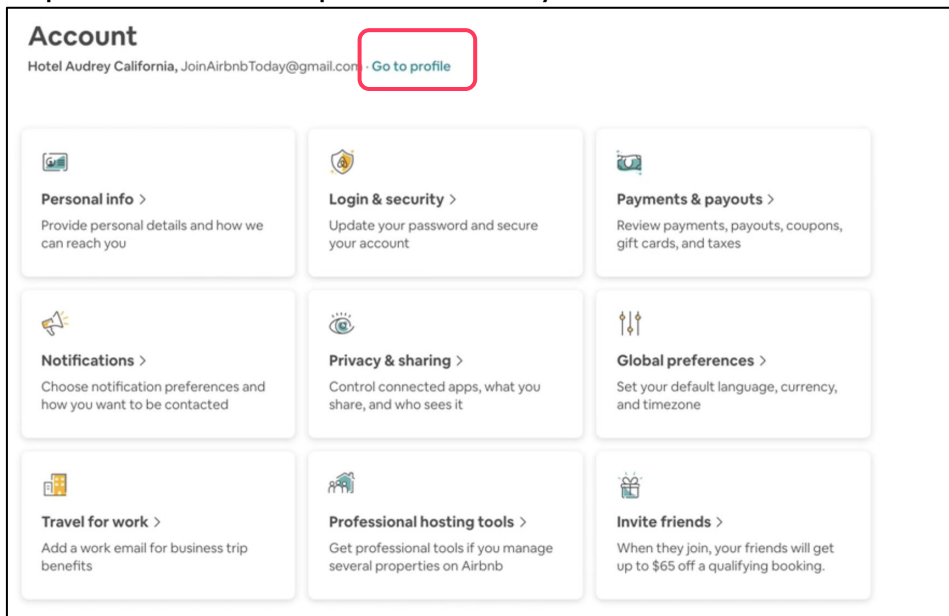
< Back

Next



# Step 7

Head back to your Account page and click **Go to Profile** to upload your government-issued ID, add a photo & a description of who you are



Click “Get the Badge” and upload your government issued ID and upload a photo. Set profile photo as a photo of your team members or a photo of yourself (e.g. [here](#))



## ***You're Done!***

When you're ready, either continue by creating your first listing or fill out [this form](#) to benefit from the free listing creation service.

