



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

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How To Guide: Create Your Tourist Development Tax (TDT) Login


August 2022



Step 1: Visit “Tourist Development Tax” home page.

- Visit www.pbctax.com.
- Select “Other Taxes” in title bar
- Click “Tourist Development Tax”

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Tourist Development Tax

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Step 2: Select “Login to TDT Portal” button.

- Read the How To “**Before Getting Started**” to know your responsibilities.
- When you are ready, click the “Login to TDT Portal” button.

The screenshot shows the website for Anne M. Gannon, Constitutional Tax Collector for Palm Beach County. The header includes a search bar, navigation links for 'Pay Online', 'Make An Appointment', and 'Contact Us', and a navigation menu with items like 'Driver License', 'Motor Vehicle & Vessel', 'Property Taxes', 'Other Taxes', 'Additional Services', 'About Us', and 'Help & Resources'. The main content area features a section titled 'About Tourist Development Tax' with a paragraph explaining the tax and a prominent blue button labeled 'Login to TDT Portal'. Below this is a section for 'Palm Beach County Requirements' and another for 'How To Establish a TDT Account'. The 'How To Establish a TDT Account' section lists 'Step 1: Determine how you will manage your property' and includes a link for 'Before Getting Started - Property Owners to learn more.'. On the right side, there are two vertical lists of links: 'In This Section' and 'TDT Support Center'.

Search

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About Tourist Development Tax

Tourist Development Tax (TDT) strengthens our local economy by supporting Palm Beach County's tourism industry. Anyone who offers accommodations for short term rental (six months or less) is required to collect Tourist Development Tax from the guest when rent or accommodation charges are collected. TDT is 6% of total taxable rental receipts. It is an add-on tax and must be paid in addition to state sales tax.

[Login to TDT Portal](#)

Palm Beach County Requirements

Anyone who offers accommodations for short term rental (six months or less) in Palm Beach County must establish a TDT account using our Tourist Development Tax portal. You must also fill out a Business Tax Receipt Application for Short Term Rentals for each rental unit.

All TDT returns and payments must be filed and remitted online using our Tourist Development Tax portal. Remember to check with your local municipality for additional business tax payment information and other requirements.

How To Establish a TDT Account

Please follow these steps to establish your TDT account:

Step 1: Determine how you will manage your property

Determine if your property will be self-managed, agent-managed or company-managed. Read [Before Getting Started - Property Owners to learn more.](#)

In This Section

- [Palm Beach County Requirements](#)
- [Establish a TDT Account](#)
- [BTR for Short Term Rentals](#)
- [File and Remit Payment](#)
- [Information for Agents](#)
- [TDT Registry](#)
- [TDT Exemptions](#)

TDT Support Center

- [Payment Options](#)
- [Online Forms](#)
- [How To Guides](#)
- [Frequently Asked Questions](#)



Step 3: Begin registration

- As a first-time user, you must select "Register" to create a username and password.



Home Property Tax Business Tax Tangible Tax Tourist Development Tax

Shopping Cart \$0.00

[Return](#)

You can now manage your TDT account, file returns and pay online using the TDT online portal.

If you are an existing user, enter your user name and password below and click "Login". If you are a new user you must register by clicking the "Register" button below.

TDT User Log IN

Username:

Password:

[Login](#) [Cancel](#)

Remember Login

[Register](#) [Reset Password](#)

Please remember to avoid being assessed a penalty you are still required to file a return by the 20th of the following month, even if rental collections are zero.

Client Service Specialists are available weekdays 8:15 a.m. - 5:00 p.m. to answer your questions. Please call the TDT Hotline at (561) 355-3547 or email ClientAdvocate@pbctax.com.



Step 4: Enter account information

- You **MUST** complete all fields AND select the TDT box and click “Register.”



Important Tips:

- ✓ Usernames must contain only letters.
- ✓ Passwords must contain:
 - 7 characters
 - At least one letter
 - One number
 - One non-alphanumeric (special) character. (EXAMPLE: **Azb6ystv!**)
- ✓ Enter a valid email address.
This email address will be used for all correspondence and reminders.
- ✓ TROUBLESHOOTING TIPS
 - Username cannot contain spaces
 - Be sure to check for extra spaces at the end of your username, password, or email address. To avoid an ERROR and not allowing verification, information entered **MUST** be exact.

Already Registered? Current TDT Account Holders [Login Here](#)

Account Registration

*Note: Membership to this website is verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account. All fields marked with a red asterisk are required. (Note: Registration may take several seconds. Once you click the Register button please wait for the page to refresh.)

User Name: * ✓

Password: * ✓
Strong

Confirm Password: * ✓

Email Address: * ✓

First Name: * ✓

Last Name: * ✓

TDT Account *



Step 5 : Verify your email address (Part 1 of 2)

- After clicking “REGISTER,” the message below will appear on the top of the screen.
- Check your inbox for an email requiring you to click a link to VERIFY YOUR TDT ACCOUNT.
- The message below will change, once the email is verified.

You are using an unverified account. Please verify your account by clicking on the link contained in the verification email that has been sent to you.



Important Tips:

- ✓ Be sure to enter a valid email address. We will use this email address for all correspondence and reminders.
- ✓ Check your email as soon as you register because the verification link will expire.



Step 5: Verify your email address (Part 2 of 2)

- The verification email you receive will resemble the example below.
- Click “VERIFY YOUR ACCOUNT” in the email message. See red arrow below:

From: <donotreply@publicaccessnow.com>

Date: August 3, 2022 at 2:39:05 PM EDT

To: newuseremail@gmail.com

Subject: PALM BEACH COUNTY TAX COLLECTOR New User Registration and Verification

Dear CONTACT NAME,

Congratulations! You have successfully been added as a registered user on the Palm Beach County Tax Collector payment website.

You must acknowledge the website Terms and Conditions displayed during the registration process. We encourage you to take time to carefully read all the registration information and save this message in a safe location for future reference.

To complete the registration, you must click the **VERIFY YOUR ACCOUNT** link below.

If you are a Tourist Development Tax account holder, you **MUST** maintain active status with the online platforms and file a return each month, regardless if you have rental activity or not. In addition, the associated Short Term Rental Business Tax Receipt **MUST** be renewed annually.

If you have questions or need further information, please contact ClientAdvocate@pbctax.com.

To complete the registration for:

Username: Username

Click the link: [VERIFY YOUR ACCOUNT](#)

Please do not reply to this email as it is unmonitored.

Sincerely,

Palm Beach County Tax Collector



Important Tips:

- ✓ If you cannot find the email in your In Box, please check your Spam or Junk folders.
- ✓ Be sure to check your email right away as the link will expire.
- ✓ Make sure you are viewing your email in HTML format otherwise the link may not work.

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Step 6 : Login to select TDT access

- Once you are redirected to the Palm Beach County Public Access Service Portal Home Page, select Tourist Development Tax
- Enter username and password
- Select “Login”

[Return](#)

You can now manage your TDT account, file returns and pay online using the TDT online portal.

If you are an existing user, enter your user name and password below and click "Login". If you are a new user you must register by clicking the "Register" button below.

TDT User Log IN

Username:

Password:

Please remember to avoid being assessed a penalty you are still required to file a return by the 20th of the following month, even if rental collections are zero.

Client Service Specialists are available weekdays 8:15 a.m. - 5:00 p.m. to answer your questions. Please call the TDT Hotline at (561) 355-3547 or email ClientAdvocate@pbctax.com.



Step 7: Review and Accept Terms and Conditions

- Select “**Accept Terms**”

Start Here for Tourist Development Tax Filing and Payment

Registered Account Owners or Authorized Agents may select from one of the options below to proceed:

 [Tourist Development Tax Account Access](#)

All TDT users must Accept Terms of Service Agreement. Terms of Service are subject to change at any time.



ACCEPT TERMS

Please accept the terms of use for your TDT Profile.



Step 8: Accept Terms and Conditions

User Name

- At the bottom of the screen and after reading all information, complete your First and Last Name exactly as it appears in the upper right corner on the screen.
- Click “ACCEPT.”



Important Tips:

- ✓ If you forget the name you used to register, scroll to the top right corner. You will see the name in white letters.
- ✓ The **ACCEPT** button will be available after the first and last name fields have been completed.
- ✓ There are links in the Terms of Use to review the TDT Ordinance
- ✓ **Any updates to the Terms of Use will require clients to read and accept the terms again before entering the site.**
- ✓ You must ACCEPT the terms of use to access the site.

Congratulations!
You are now ready to
establish your TDT account.

Important Information and Consent

Use of this website is governed by our [Privacy Policy and Terms of Service](#). By accessing the Site, you indicate your acknowledgment and acceptance of the privacy policy and terms of service. **Registered Account owners hosting short term rentals are responsible for the collection and remittance of all tourist development taxes.** If a third party is performing this requirement on your behalf, they must file the required rental information and submit payment to properly credit your account. **Hosting Platforms do not remit your TDT taxes to Palm Beach County Tax Collector.** By registering for a TDT account, you expressly authorize the release of the following information to the Palm Beach County Tax Collector by all third parties filing on your behalf:

- TDT Account #
- Parcel Identification Number (PIN)
- Rental Address
- Total number of nights rented
- Gross rental receipts
- Rental exemptions (if applicable)
- Any other information necessary to properly credit your account

Short Term Rentals are subject to the requirements of [Tourist Development Ordinance of Palm Beach County, Chapter 17, Article III, Sections 17-117](#). You must familiarize yourself with the legal requirements so that you may continue enjoying the benefits of hosting a [short term](#) rental in Palm Beach County.

Registration

- To register for either Home Sharing or Vacation Rental, a Host shall obtain a BTR and TDT account to be considered approved and registered within the meaning of this Section.
- Home Sharing may only be authorized and take place in the residence approved for Short Term Rental use and occupied by the Host.
- Vacation Rental may only take place in the [Short Term](#) Rental that is authorized and approved.
- Hosts with more than [one\(1\)](#) property being used for either Home Sharing or Vacation Rental must register each property individually.
- If a Host is subject to the rules of a lease agreement, homeowner’s or condominium association or any other legal contract, nothing in this Section shall be inferred to grant any permission that invalidates provisions in those documents.
- Registration is renewed annually provided BTR fees are paid.
- TDT tax returns are submitted monthly regardless of whether rental activity occurs. No activity is a \$0 return filing.
- The current BTR and TDT must be affirmatively canceled once rental activity ceases or penalties can be assessed.

Important Filing Requirements

- A Host shall electronically file a monthly TDT tax return to the Palm Beach County Tax Collector and remit all required TDT taxes upon filing of the tax return as required by law.
- A Host shall comply with all Palm Beach County and State of Florida tax collection obligations.

Prohibitions

- No person or entity shall advertise, undertake, maintain, authorize, book or facilitate any [Short Term](#) Rental that does not comply with Palm Beach County Ordinance 17-117.
- No person shall advertise any [Short Term](#) Rental without first obtaining a BTR and TDT account.
- Non-residential uses of [Short Term](#) Rental property shall not be permitted.

Please read the entire short term rental ordinance for complete information on the legal requirements.

Providing my First and Last name as entered in my [PROFILE](#) and accepting these terms I declare that I have read and understood the terms above

First Name

Last Name



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For additional tutorials,
please visit the TDT Support Center at
www.pbctax.com/tdt