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

How to Guide:
Create a New Tourist
Development Tax (TDT) Account

Step 1: Visit the Tourist Development Tax home page

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

Step 2: Review requirements and follow each step to "Establish a New TDT Account"

- Review Palm Beach County requirements for short term rentals.
- Follow each step to "Establish a TDT Account".

Step 3: Review "How To Guides" and click "Login to TDT Portal"

- Read the How To Guides (link found on right column) for each step.
- Select "Login to TDT Portal" to begin.

Step 4: Login to select TDT access

- You will be redirected to the Palm Beach County Public Access Service Portal Home Page

- Select Tourist Development Tax

- Enter your Username and Password.

- Click "Login."

- If you have forgotten your password, click the **RESET PASSWORD LINK**

Step 5: Create your TDT account

- Click "New TDT Application."
- If you are an AGENT, refer to How to Guide Create An Agent Account.

Step 6: Set up your Business Account

1. Enter Business Name or Owner Name.
   - See Important Tips

2. Select your Organization Type.
   - Property Owner (default)
   - Corporation
   - General Partnership
   - Limited Liability Company
   - Limited Partnership
   - Sole Proprietorship
   - Unspecified

3. Business Start Date
   - Choose the date your business started
   - TDT returns must be filed for every month after the start date, and it may include delinquent fees and interest.

4. Select your preferred ID Type.
   - Driver License Number
   - Employer Identification Number
   - Federal Identification Number
   - Social Security Number
   - State Identification Number
   - Passport Number

5. Enter your ID Number.

Important Tip:
- ✓ All parts must be completed before the TDT number is assigned.
- ✓ If you manage several properties, you can create one Business Account. Once created, you will select Existing Business Account to add properties in the future.
- ✓ *** REQUIRED FIELDS**

Step 7: Set up your Mailing address

1. Select Address Type

2. Enter your Business Account Mailing Address

Mailing address

Address type *	Standard ▲
	General Delivery
	Highway Contract
	Military Domestic
	Military Overseas
	Parsed
	Post Office Box
	Puerto Rico
	Rural Route
	Standard
	USPS

Important Tips:
- ✓ The address you enter in this field will be designated as your primary location for administrative purposes.
- ✓ *** REQUIRED FIELDS**
- ✓ All correspondence is conducted via email.
- ✓ You MUST maintain a current email.
- ✓ If you are renting at a confidential address, or your business does not have a Property Identification Number (PCN), contact our office at 561-355-3547 or email clientadvocate@pbctax.com for assistance.

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Mailing address

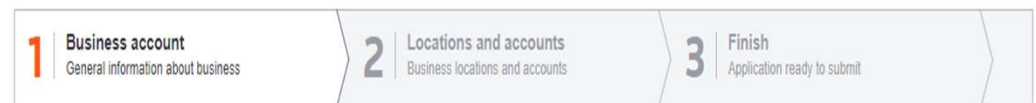| Address type *	Standard ▼
Attention line	Enter attention line
Recipient *	Enter recipient name
Street number	Enter street number
Pre-directional	Select Pre-directional ▼
Street name *	Enter street name
Street type	Select street type ▼
Post-directional	Select Post-directional ▼
Secondary address un	Enter secondary address
Address unit identifier	Enter address unit identifier
City *	Enter city
State *	Select state ▼
Postal code *	Enter postal code
Additional address line	Enter additional address line

Step 8: Set up Business Owner

1. The owner section will default to the name you entered at the top of the form

2. If your property is owned by more than one party, you can also add Owners and define their percentage of ownership.

- Click "ADD OWNER"

3. Double click the blank space beneath the first owner's name to add this information

Step 8: Set up your Business Owner, cont'd.

4. Enter each additional owner name and % ownership.

💡 **Important Tip:**
   ✓ Ownership must total 100%.

- Repeat Step 8 (previous page) for each owner.

5. Click the "NEXT" button which will be available once the ownership total is 100%

- If all fields are completed correctly and the "NEXT" button is still greyed out, click in the blank space of the page next to the button. This will ensure that all other fields are closed out and the application can proceed.

Owners *

Actions	Name	% Ownership	Primary
REMOVE	ABC	50 %	⦿
REMOVE	ABCD	50 %	○

⊕ ADD OWNER

NEXT ›

CLEAR FORM   SAVE   CANCEL

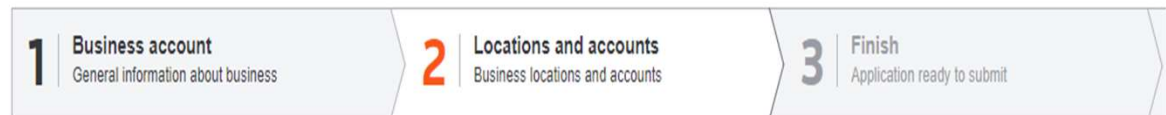# Step 9: Add a rental property to your Business Account

- Click "ADD LOCATION."

💡 **Important Tips:**
- ✓ The term "ADD LOCATION" refers to a short term rental property.

- ✓ Every time you add a short term rental property to your Business Account, select "ADD LOCATION."

- ✓ You will need the PCN for each short term rental property.

Step 10: Enter the PCN to populate the rental property information

1. Date in operation. This is the date you began renting this location.

2. Enter the PIN/PCN then select "**LOOK UP**". The system automatically populates all remaining fields based on the legal description of the property.

3. Enter your telephone number and email address.

Click "**OK**."

Important Tips:
- ✓ Greyed out fields cannot be updated or changed.
- ✓ An Error message indicates there may be spaces in the PCN field.
- ✓ Online TDT returns must be filed for every month from the start date and may include delinquent fees and interest.
- ✓ *** REQUIRED FIELDS**

Enter the PCN then select LOOKUP

Step 11: Select rental type and monthly filing frequency as "Trust Tax Mon CY"

- Select the type of rental from the Tax Type drop down menu **(double click below the Tax Type* to view drop down).**
    - Apartment Monthly
    - Boarding House/B&B/Rooming House Monthly
    - Commercial Real Estate (not taxable) Monthly
    - Condominium Monthly
    - Hotel/Motel Monthly
    - Lodging Monthly Calendar
    - Mobile Home Monthly
    - Multi-Family Monthly
    - RV Park/Campground Monthly
    - Single Family Dwelling Monthly
    - Timeshare Monthly

- Select Filing Frequency of "Trust Tax Mon CY" for monthly **(double click below the Tax Type* to view drop down of one option)**
- Continue to add locations as needed by repeating step 9-11
- Once all locations are added, click "NEXT".

Important Tips:
  - ✓ Filing Frequency is "Monthly." This is the filing schedule, not the duration of the rental itself.
  - ✓ The TDT number on the right side is blank. It will be assigned at the end of this process.

Step 12: Review and Submit

- Review the information you entered for your first rental property (Location 1).

- If all information is correct, click "SUBMIT."

- **If you need to make changes, do not use the browser's back button. Please click "PREVIOUS" in the lower left corner of the screen.**

💡 Important Tips:
- ✓ You must click "SUBMIT" to create your account.
- ✓ The TDT account will be assigned after it is submitted.
- ✓ Every TDT account must have a short term rental Business Tax Receipt (BTR). Click this link to apply for a Business Tax Receipt for Short Term Rentals.

Step 13: Go to the Home Page

- After you click "SUBMIT," you will see the message displayed at the right.

- Click "GO TO HOME PAGE" to finish setting up your account and file a return.

- From the Home Page, click the "Tourist Development Tax" Icon.

- Click "MY ACCOUNTS" to view your accounts and pay taxes.

Congratulations!
You have established your TDT account!

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