



**ANNE M. GANNON**  
CONSTITUTIONAL TAX COLLECTOR  
*Serving Palm Beach County*  
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# How to Guide: Create a New Tourist Development Tax (TDT) Account

August 2022




## Step 1: Visit the Tourist Development Tax home page

- Visit [www.pbctax.com](http://www.pbctax.com).
- Select “Other Taxes” in title bar
- Click “Tourist Development Tax”

Search

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**Tourist Development Tax**

- Palm Beach County Requirements
- Establish a TDT Account
- BTR for Short Term Rentals
- File and Remit Payment
- Information for Agents
- TDT Exemptions
- TDT Support Center
- Tourist Development Tax Registry

**Local Business Tax**

- Search Local Business Tax
- About Local Business Tax
- Payment Options
- Application for Local Business Tax Receipt
- Dates and Deadlines
- Delinquent Local Business Tax
- Exemptions
- Closing or Moving a Business

MAKE APPOINTMENT

Learn More

Pay Sn



## 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”.

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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: 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.

Search

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#### TDT Support Center

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



## 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**

**Attention:**

- 2022 Real Estate Property Taxes are delinquent as of April 1, 2023.
- 2022 Tangible Personal Property Taxes are delinquent as of April 1, 2023.

Welcome to the **Palm Beach County Public Access Service Portal**.

Please select a service option to get started:

- PROPERTY TAX SEARCH**  
Review **Property Tax** information.
- BUSINESS TAX SEARCH**  
Review **Business Tax Receipt** information.
- TANGIBLE TAX SEARCH**  
Review **Tangible Personal Property Tax** information.
- TOURIST DEVELOPMENT TAX**  
Review **Tourist Development Tax** information.

[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](mailto:ClientAdvocate@pbctax.com).





## Step 5: Create your TDT account

- Click “New TDT Application.”
- If you are an AGENT, refer to How to Guide [Create An Agent Account](#).



← Tourist Development Tax Account Access

 **NEW TDT APPLICATION**  
Apply for a new TDT account.  
Add a location/new TDT Account.

 **VERIFY AGENT STATUS**  
Verify the agent status as a management company. View authorized account info.



## 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

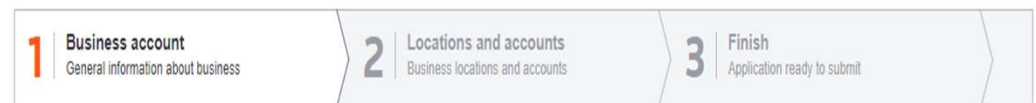
### 5. Enter your ID Number.



#### 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**


 [Click here for instructions](#)



New business account  Existing business account Select Here

Business name \*

Organization type \*

Business start date  

ID type \*

ID number \*   Show



## 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

### Mailing address

Address type \*

Attention line

Recipient \*

Street number

Pre-directional

Street name \*

Street type

Post-directional

Secondary address unit identifier

Address unit identifier

City \*

State \*

Postal code \*

Additional address line



### 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](mailto:clientadvocate@pbctax.com) for assistance.





## 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

Owners \*

Actions	Name	% Ownership	Primary
REMOVE	ABC	100 %	<input checked="" type="radio"/>

**ADD OWNER**

NEXT > CLEAR FORM SAVE CANCEL

Owners \*

Actions	Name	% Ownership	Primary
REMOVE	ABC	100 %	<input checked="" type="radio"/>
REMOVE		0 %	<input type="radio"/>

**ADD OWNER**

NEXT > CLEAR FORM SAVE CANCEL



## 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 %	<input checked="" type="radio"/>
REMOVE	ABCD	50 %	<input type="radio"/>

+ ADD OWNER

NEXT >

CLEAR FORM

SAVE

CANCEL



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

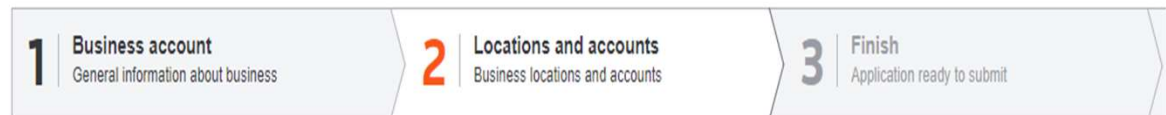
- Click “ADD LOCATION.”



### 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.

 [Click here for New Business instructions](#)



ABC

Locations

Application form should have at least one new account





## 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**

1 Business account  
General information about business

2 Locations and TDT accounts  
Business locations and TDT accounts

3 Finish  
Application ready to submit

1. ABC, 5/13/2022

Date in operation 5/13/2022

Rental address

PIN/PCN \* 74-43-43-22-12-008-0010 LOOK UP

Street name

Street number Enter street number

Suffix Enter suffix

Pre-directional Select Pre-directional

Street type Select street type

Post-directional Select Post-directional

Secondary address unit Enter secondary address

Postal code Enter postal code

City Enter city

State Select state

Additional address line Enter additional address line

Communication info

Telephone \* Enter telephone number

E-Mail address \* Enter E-Mail address

Alternative telephone Enter alternative telephone number

OK CANCEL

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.

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ABC

Locations

1 (301 N OLIVE AVE , WEST PALM BEACH, FL, 33401) EDIT REMOVE

Accounts

#	Actions	Tax Type *	PIN/PCN - TEST *	Filing Frequency *
1	<span>REMOVE</span>	Select Tax Type	52-42-42-11-20-000-1470	

ADD ACCOUNT ADD LOCATION PREVIOUS NEXT CLEAR FORM SAVE CANCEL

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Accounts

#	Actions	Tax Type *	PIN/PCN - TEST *	Filing Frequency *
1	<span>REMOVE</span>	Single Family Dwelling Monthly	52-42-42-11-20-000-1470	Trust Tax Mon CY

ADD ACCOUNT ADD LOCATION PREVIOUS NEXT CLEAR FORM SAVE CANCEL





## 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](#).

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1 Business account    2 Locations and TDT accounts    3 Finish

---

**Business account**

Owner name: ABC  
Organization type: Property Owner  
Start Date: 5/13/2022  
Business type: Lodging  
ID type: Passport Number  
ID number: 123456789

---

**Business Mailing Address**

Address type: Standard  
Attention line: -  
Recipient: ABC  
Street number: 301  
Pre-directional: North  
Street name: Olive  
Street type: Avenue  
Post-directional: -  
Secondary address unit: -  
Address unit identifier: -  
City: West Palm Beach  
State: Florida  
Postal code: 33401  
Additional address line: -

---

**Owners**

1) ABC (primary) 50% ownership  
2) ABCD 50% ownership

---

**Locations**

1) 1 (301 N OLIVE AVE , WEST PALM BEACH, FL, 33401) (new)  
TDT Account (new)

Tax Type: Condominium Monthly  
PIN/PCN: 74-43-43-22-12-008-0010  
Start Date: 05/13/2022  
Number: -

---

◀ PREVIOUS    **SUBMIT**    CANCEL



## 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!

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The screenshot displays a web portal interface. At the top, a white notification box states "Application form successfully submitted" and "Your application form successfully submitted." Below this, a form field for "Organization type" contains a button labeled "GO TO HOME PAGE" which is highlighted with a red box. The page header shows "Business account" and "Lodging".

The main content area features a teal header with a shopping cart icon and "\$0.00". Below the header, an "Attention:" section lists tax delinquency notices for 2022. A welcome message follows: "Welcome to the Palm Beach County Public Access Service Portal. Please select a service option to get started:". Four service options are presented as blue buttons with icons and text:

- PROPERTY TAX SEARCH**: Review Property Tax information.
- BUSINESS TAX SEARCH**: Review Business Tax Receipt information.
- TANGIBLE TAX SEARCH**: Review Tangible Personal Property Tax information.
- TOURIST DEVELOPMENT TAX**: Review Tourist Development Tax information. This button is highlighted with a red box.

Below the service options, a dark blue bar contains "Tourist Development Tax Account Access". Further down, another dark blue bar features a folder icon with a plus sign and the text "NEW TDT APPLICATION Apply for a new TDT account. Add a location/new TDT Account." At the bottom, a dark blue bar with a pencil icon and the text "MY ACCOUNTS File returns and pay Taxes." is highlighted with a red box.



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For additional tutorials,  
please visit the TDT Support Center at  
[www.pbctax.com/tdt](http://www.pbctax.com/tdt)