



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

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# How To Guide: Create a Tourist Development Tax(TDT) Agent Account

August 2022



## Before You Begin



### Important Tips:

- ✓ You must have a Local Business Tax Receipt (BTR) to create a login and gain access to the Tourist Development Tax (TDT) portal as an Agent. Refer to [Online Forms - Constitutional Tax Collector \(pbctax.com\)](https://pbctax.com) for additional information.
- ✓ Read the “[Before Getting Started](#)” How To Guide.
- ✓ You must create and verify your login before creating an Agent Account. Refer to the How To Guide “[Create Your Login](#)”.
- ✓ Once you are verified as an Agent, an account **Owner** can assign their TDT account to you to manage on their behalf.
- ✓ All TDT accounts created and assigned to an Agent, have an account status of “**Agent-managed**”.
- ✓ If you are no longer managing the account, the account Owner must unassign you.




## 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”

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**A Report to Our Citizens For Fiscal Year 2020/21**

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## Step 2: Select “Information for Agents”

- Read the How To Guides found in the right menu column for each step.
- When you are ready, click “Login to TDT Portal.”



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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**

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**TDT Support Center**

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## Step 3: 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 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 4: Create your Agent Account

- Click “Verify Agent Status”

 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 5: Verify Your Status as an Agent

1. From the Search By drop down menu, select the identification type used when applying for your Business Tax Receipt.
2. Enter your ID number.
3. Select SEARCH

### Important Tip:



- ✓ Many businesses use its Federal Identification Number or Social Security Number when applying for a Business Tax Receipt.

### To verify and add an existing an TDT account:

1. Select an **identifier type** from the dropdown to begin your record search, then enter your search criteria.
2. Use your ID number to find your business account(s).
3. You need to enter LBTR # to verify your ownership..

Search by Choose identifier type

SEARCH

Action	Business Name	Business Address	LBTR #
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← TDT Main

### To verify and add an existing an TDT account:

1. Select an **identifier type** from the dropdown to begin your record search, then enter your search criteria.
2. Use your ID number to find your business account(s).
3. You need to enter LBTR # to verify your ownership..

Search by Federal Identification Number 36xxxxxxxxxx SEARCH

Action	Business Account	Business Name	Business Address	LBTR #
--------	------------------	---------------	------------------	--------



## Step 5: Verify Your Status as an Agent, cont'd.




4. From the search results, locate your Business Account.
5. Double click the LBTR# field to add your current Business Tax Receipt number.

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### To verify and add an existing an TDT account:

1. Select an **identifier type** from the dropdown to begin your record search, then enter your search criteria.
2. Use your ID number to find your business account(s).
3. You need to enter LBTR # to verify your ownership..

Search by

Action	Business Account	Business Name	Business Address	LBTR # 
 	008085654	TEST TDT	301 N OLIVE AVE 3RD FL WEST PALM BEACH FL 33401	



### Important Tips:

- ✓ The search results may return more than one Business Account.
- ✓ We recommend you select the most recent BTR.





## Step 5: Complete the Verification Process, cont'd.

- Once you enter your Business Tax Receipt number in the LBTR# field, click the “Action” button.
- Your account is now verified to be an Agent and account Owners can assign their TDT account to you. As an Agent, you can now accept authorizations from your clients/property owners who have created a TDT account.

To verify and add an existing an TDT account:

1. Select an **identifier type** from the dropdown to begin your record search, then enter your search criteria.
2. Use your ID number to find your business account(s).
3. You need to enter LBTR # to verify your ownership..

Search by

Action	Business Account	Business Name	Business Address	LBTR #
	008085654	TEST TDT	301 N OLIVE AVE 3RD FL WEST PALM BEACH FL 33401	2018110625



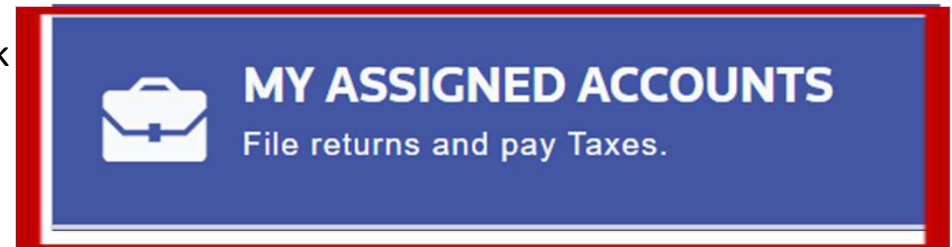
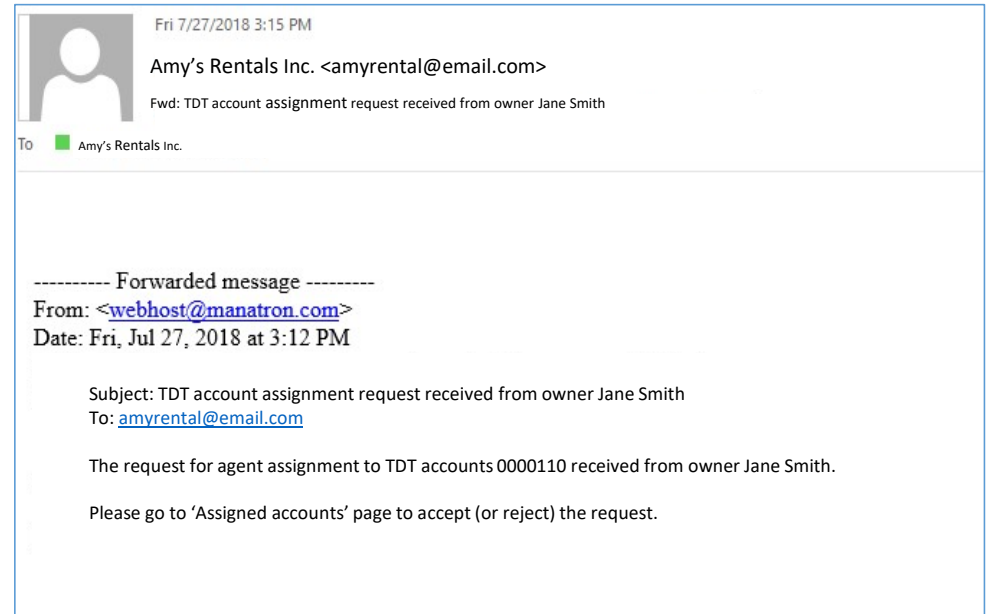
Important Tips:

- ✓ We recommend that you inform your clients you are now a verified agent listed in the portal.
- ✓ You are now ready for them to authorize you to file and remit payments on their behalf.



## Step 6: Accept Authorization

- When an account Owner selects you in the portal to assign their TDT account to you, “**Agent-Managed**”, you will receive an email notification.
- To accept or reject an authorization request, click “My Assigned Accounts” within the portal.





## Step 7: Accept Authorization

- After clicking “My Assigned Accounts,” the following screen example on right will appear.
- To accept the authorization, click the thumbs up icon. The account status will update to “**Agent-Managed**”.
- To reject the authorization, click the thumbs down icon.
- A pop-up will appear confirming your acceptance.
- An email will be sent to the property owner advising them of your decision to accept or reject.

← TDT Main

File and Remit your taxes

- Open our user friendly [HOW TO GUIDE - File and Remit Taxes](#)
- If you need more help visit the [TDT Support Center](#)

Assigned accounts

ACCEPT REJECT

	PIN/PCN	TDT# Or T...	Business...	Address	Next Due	Due Amount	Owner
<input type="checkbox"/> <input type="thumbs-up"/> <input type="thumbs-down"/> MORE	52-42-42-11-...	000026410	Sue Business	125 SUNSET BAY	09/20/2022	\$5.85	Sue Business
<input checked="" type="checkbox"/> <input type="thumbs-up"/> <input type="thumbs-down"/> Accept MORE	52-42-42-11-...	000026410	Sue Business	125 SUNSET BAY	09/20/2022	\$5.85	Sue Business

Confirmation

Are you sure you want to accept assignment to accounts 000026410?

YES NO



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