



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

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How To Guide: File and Remit a Payment

August 2022



Step 1: Visit the Tourist Development Tax home page

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

Search

Pay Online Make An Appointment

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Tourist Development Tax

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About Tourist Development Tax

Tourist Development Tax (TDT) strengthens our local economy by supporting Palm Beach County accommodations for short term rental (six months or less) is required to collect Tourist Development Tax. TDT is 6% of total taxable rental receipts. It is an add-on to the local business tax.

Palm Beach County Requirements

Anyone who offers accommodations for short term rental (six months or less) in Palm Beach County must register with the Tourist Development Tax portal. You must also obtain a Business Tax Receipt for Short Term Rental from your local municipality.

Our TDT process is completely paperless. 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.

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.



Step 2: “Login to TDT Portal”

1. Read the How To Guides for each step.
2. When you are ready, click “Login to TDT Portal.”

The screenshot shows the website for Anne M. Gannon, Constitutional Tax Collector of 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's purpose. Below this is a blue button labeled 'Login to TDT Portal' which is highlighted with a red border. Further down is a section for 'Palm Beach County Requirements' and another for 'How To Establish a TDT Account'. On the right side, there is a sidebar with a section 'In This Section' containing links like 'Palm Beach County Requirements', 'Establish a TDT Account', 'BTR for Short Term Rentals', 'File and Remit Payment', 'Information for Agents', 'TDT Registry', and 'TDT Exemptions'. Below that is a 'TDT Support Center' section with links for 'Payment Options', 'Online Forms', 'How To Guides' (highlighted with a red border), and 'Frequently Asked Questions'.



Step 3: Login to select TDT access

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

3. Select Tourist Development Tax

4. Enter your Username and Password.

Click "Login."

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

[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:

Remember Me

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: Access Your Account

1. Click “MY ACCOUNTS.”

Tourist Development Tax Account Access

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

MY ACCOUNTS
File returns and pay Taxes.

2. Select the account for which you want to file a return.

3. Click on the box with the + sign.
This expands the account and reveals the tax year and filing periods.

File and Remit your taxes

- Select the account for which you want to file a return to begin
- Open our user friendly [HOW TO GUIDE - File and Remit Taxes](#)
- If you need more help visit the [TDT Support Center](#)

- Returns may be filed up to 6 months in advance, including \$0 Returns for no rental activity.
- Returns are due on the 1st and **DELINQUENT** after the 20th.

ASSIGN Agent

Total records: 4

<input type="checkbox"/>	<input type="plus"/>	<input type="minus"/>	<input type="refresh"/>	<input type="refresh"/>	<input type="refresh"/>	68-43-42-09-01-065-0010	000026417	Mary Business	101 ANCHORAGE	09/20/2022	\$0.00	Self-managed
<input checked="" type="checkbox"/>	<input type="plus"/>	<input type="minus"/>	<input type="refresh"/>	<input type="refresh"/>	<input type="refresh"/>	74-43-43-22-12-008-0010	000026420	New Business	301 OLIVE	09/20/2022	\$0.00	Self-managed

Navigation icons: Home, Back, Forward, Refresh

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1 to 4 of 4



Step 5: File your return

4. Double click each shaded box from left to right to enter the following:

- Number of Nights rented for the month
- Gross Rental Receipts
- Exemptions for sales that are not subject to TDT. (example: tax exempt government agency). The account owner must maintain adequate records to support the exemption per Florida Statute 212.

5. When all information is entered, Select the Paper Icon in the Action Box to file your return.

If filing a \$0.00 tax return, continue to page 14 for instructions.



Important Tip:

- ✓ The Icon Description is located on the lower right to explain each icon function. Clicking these icons will not perform the function.

Action	Tax Year	Filing Period	Supplement	1. Number Of Nights	2. Gross Rental Receipts	3. Minus(-) Exempt Rental...
	2022	05	00	0	\$0.00	\$0.00
	2022	06	00	0	\$0.00	\$0.00
	2022	07	00	0	\$0.00	\$0.00
	2022	08	00	0	\$0.00	\$0.00
	2022	09	00	0	\$0.00	\$0.00
	2022	10	00	0	\$0.00	\$0.00
	2022	11	00	0	\$0.00	\$0.00

*Must file '0' if no money was collected in the filing period. Failure to file on time will result in a penalty

ICON	DESCRIPTION
<input type="checkbox"/>	Select account
	Expand row to display filing periods to file and pay returns
	Collapse row to hide filing periods
	View account information and history
	File a return
	Add return to cart to pay
	Correct a previously filed return
	Sends a request to close account (Owner)
	Revoke assignment from Agent (Owner)
	Accept assigned account from an owner (Agent)
	Reject assigned account from an owner (Agent)



Step 6: View the Return

- The TDT return will calculate:
 - Line 6. Total Tax Collected
 - Line 7. Collection Allowance- credit for on time filing - Up to \$30
 - Line 8-11. Late Filing Penalty, Fees, Interest- if applicable
 - Line 12. Current Month Amount Due

6. Choose one of the 3 options:

1. FILE AND ADD TO CART– Proceed to Step 9 to make payment.
 2. FILE ONLY- If you select FILE ONLY, you may edit the return until the due date.
 3. CANCEL- Return to “MY ACCOUNTS” screen to edit/update the information if incorrect.
- After choosing an option, the return will close.

1. Number of Nights	\$10.00
2. Gross Rental Receipts	\$10,000.00
3. Minus(-) Exempt Rental Receipts	\$0.00
4. Plus(+) Excess Collections	\$0.00
6. Total Tax Collected 6%	\$600.00
7. Minus(-) Collection Allowance	\$15.00
8. Late Filing Penalty	\$0.00
9. Bad Check Fee	\$0.00
10. Plus(+) Penalty	\$0.00
11. Plus(+) Interest	\$0.00
12. (=) Current Month Amount Due	\$585.00

FILE AND ADD TO CART FILE ONLY CANCEL




Important Tip:



- ✓ It is recommended to file after the 1st of the month as once the payment is made, no edits can be made.
- ✓ Payments must be made prior to the deadline E.S.T. to avoid penalties and fees.
- ✓ TAXES ARE DUE AT THE TIME OF FILING.



Step 7: Editing Your Return

- If the return is FILED and needs to be updated, Click the Pencil
- Repeat Step 6. Double click each box from left to right to edit the information.
- After the updates are made, Click on the  icon to save your changes.
- You can edit as often as you need to until you are ready to file and pay.
- If you select FILE ONLY and payment is due, you must select the \$ Icon to add it to the CART.

Action	Tax Year	Filing Period	Supplement	1. Number Of Nights	2. Gross Rental Receipts	3. Minus(-) Exempt Rental...
	2022	05	00	10	\$10,000.00	\$0.00
	2022	06	00	20	\$20,000.00	\$0.00
	2022	07	00	0	\$0.00	\$0.00

Action	Tax Year	Filing Period	Supplement	1. Number Of Nights	2. Gross Rental Receipts	3. Minus(-) Exempt Rental...
	2022	05	00	10	\$10,000.00	\$0.00
	2022	06		15	\$20,000.00	\$0.00
	2022	07	00	0	\$0.00	\$0.00

Action	Tax Year	Filing Period	Supplement	1. Number Of Nights	2. Gross Rental Receipts	3. Minus(-) Exempt Rental...
	2022	05	00	10	\$10,000.00	\$0.00
	2022	06	00	15	\$15,000.00	\$0.00
	2022	07	00	0	\$0.00	\$0.00

ICON DESCRIPTION

-  File a return
-  Add return to cart to pay
-  Correct a previously filed return

Action	Tax Year	Filing Period	Supplement	1. Number Of Nights	2. Gross Rental Receipts	3. Minus(-) Exempt Rental...
	2022	05	00	10	\$10,000.00	\$0.00
	2022	06	00	15	\$15,000.00	\$0.00
	2022	07	00	0	\$0.00	\$0.00



Step 8: Preparing to Pay

- If the return is edited and \$ Icon selected, after review, click ADD TO CART.



Important Tips:

- ✓ Once you add amounts due to the cart, the action box will turn blue and you will be unable to edit your return.
- ✓ The amount due will remain in the cart for two hours and will automatically be removed.
- ✓ If this occurs, click on file and add the amount due to the cart again.

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Pay ×

You are filing for the future period which is due 07/20/2022

1. Number of Nights	\$15.00
2. Gross Rental Receipts	\$15,000.00
3. Minus(-) Exempt Rental Receipts	\$0.00
4. Plus(+) Excess Collections	\$0.00
5. (=) Taxable Rental Receipts	\$15,000.00
6. Total Tax Collected 6%	\$900.00
7. Minus(-) Collection Allowance	\$22.50
8. Late Filing Penalty	\$0.00
9. Bad Check Fee	\$0.00
10. Plus(+) Penalty	\$0.00
11. Plus(+) Interest	\$0.00
12. (=) Current Month Amount Due	\$877.50

ADD TO CART CANCEL

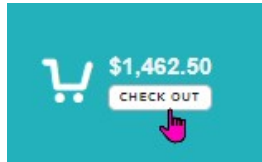
ICON DESCRIPTION

-  File a return
-  Add return to cart to pay
-  Correct a previously filed return

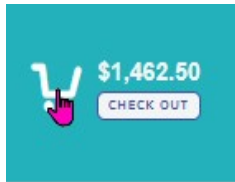


Step 9: View collection cart

- Ready file and pay? Click “CHECKOUT”.




- To view the collection cart and details, select the cart icon.



- Once in the cart, to edit a return, select the box and click “REMOVE” and return to Step 7.

- Ready to file and pay? Click “CHECKOUT”.

Home Property Tax Business Tax Tangible Tax Tourist Development Tax Checkout

 \$1,462.50
CHECK OUT

← TDT Main

File and Remit your taxes

- Select the account for which you want to file a return to begin
- Open our user friendly [HOW TO GUIDE - File and Remit Taxes](#)
- If you need more help visit the [TDT Support Center](#)

ASSIGN Agent

Total records: 4

	Action	PIN/PCN	TDT# Or ...	Business...	Address	Next Due	Due Amount	Status
<input type="checkbox"/>								

Cart

Removal of items required to be paid together or in order will force removal of the associated item(s).

Remove						
	TAX YEAR	PERIOD	TDT ACCOUNT	BILL NUMBER	AMOUNT DUE	AMOUNT
<input checked="" type="checkbox"/>	2022	09	000026420	T60335022	\$877.50	\$877.50
<input type="checkbox"/>	2022	08	000026420	T60335021	\$585.00	\$585.00

Grand Total: \$1,462.50

RETURN

CHECK OUT

IMPORTANT: A return is not considered filed until payment is received.



Step 10: Enter billing details- Name, Billing Address

1. After clicking “Checkout”, select NEXT.
2. All fields are required except when the payer is a business. In that case, the “First Name” can be left blank.
3. Click “Accept Terms” to go to Bill2Pay.
 - This information will be loaded into Bill2Pay, the payment processor.
4. Click “PROCEED TO PAY”.

	TAX YEAR	PERIOD	TDT ACCOUNT	BILL NUMBER	AMOUNT DUE	AMOUNT
1	2022	09	000026420	T60335022	\$877.50	\$877.50
2	2022	08	000026420	T60335021	\$585.00	\$585.00

Total Amount: \$1,462.50

1 | Review your items | 2 | Contact Details & Terms

First Name * Last Name *

Address Line 1 *

Address Line 2

City * State * Zip *

Phone * Email *

By making your payment through this site, you are accepting responsibility for the accuracy of the information provided. If your chosen payment method is not honored (example, your account number is not entered correctly), you may be subject to late penalties and/or returned item charges.

Payments will be considered received on the date submitted and will show payment pending until funds are actually received. Payments will be posted when funds are received, usually within 2-3 business days after submission.

I accept terms

Total Amount: \$1,462.50



Step 11: Enter payment details- Bill2Pay

- Enter payment information and click “Submit.”
- Clicking “Cancel” will take you back to the TDT site, where payment information will have to be re-entered.

Using the **MyWallet** Feature of Bill2Pay

- You can save payment methods to **MyWallet**.
- Credit card and bank account information can be saved for future payments.
- Remember to check the “Save payment method for future use” to add this payment method to **MyWallet**.



Important Tips:

- ✓ DO NOT use the back button to cancel your payment, click the “Cancel” button.
- ✓ E-checks do not have a fee and can be used to make payments up to \$999,999.99.
- ✓ Credit cards have a 2.4% fee which goes directly to the credit card processor and is not retained by the Palm Beach County Tax Collector.
- ✓ The maximum credit card amount is \$99,999.99.
- ✓ If **MyWallet** is not used, select and enter payment information for either a credit card or an e-check.

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Billing Information

Enter your payment details below or select a payment method from your wallet.

Payment Options: Credit Card eCheck My Wallet





First Name:

Last Name/Business:

Country:

State:

Billing Zip:

Credit Card Number:    

Expiration Date: **CVV:**

Save payment method for future use?



Step 12: Complete the payment

1. Agree to the Terms and Conditions.
 2. Enter your email address to receive payment confirmation.
 3. Click “Pay Now”.
- A confirmation box will appear to show successful payment along with your checkout receipt.

Thank you for using the Palm Beach County Payment Portal!

Made a payment?

Thank you! We hope your experience was trouble free and easy. You will receive a transaction confirmation by email. Please keep the emailed confirmation for your records (don't forget to check your junk mail and spam folders).

Accidentally canceled your payment at checkout?

No worries! Your item(s) should still be available to pay. Head back to the [checkout](#) and proceed to pay.

General Information

For general payment or transaction information or if you need assistance please call our office at 561-355-2264 or email to ClientAdvocate@pbctax.com.

Please help us improve. Feedback about your online payment experience is important to us. [Please take our survey now.](#)

Note: You can check the status of your payment any time by clicking on your Parcel Number number in the receipt section below.

[Return Home](#)

Confirm Your Payment

Please review the details of your payment below before clicking **Pay Now** to complete.

PLEASE NOTE: It is VERY IMPORTANT that you verify all banking information is correct before submitting your electronic payment. Should your electronic payment be rejected, you will be required to submit your payment in the form of a personal check, cashier's check or money order made payable to the Palm Beach County Tax Collector.

#	Product Name	Account #	Amount
1	TDT	T60335022	\$877.50
2	TDT	T60335021	\$585.00
3	Convenience Fee		\$35.10
Total Amount:			\$1,497.60

Credit Card Information

Cardholder's Name: sue engl

Card Type: Mastercard

Card Number: *****4444

Expiration Date: 12 / 2022

I agree to the Terms and Conditions

A confirmation email will be sent to the email address below. Please verify before continuing.

email@email.com

[Cancel](#) [Pay Now](#)



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