



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
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What to Expect: TDT Portal Upgrade- Password Reset

August 2022



Tax Payment Portal Upgrade

We will be upgrading our Tax Payment Portal beginning **Friday, August 12 at 2:00 pm** and finishing **Monday, August 15, at 12:00 pm**. Access to the portal will be unavailable during this time.

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Effective August 15, 2022 at 12:00 PM, the Updated Palm Beach County Tax Collector website will be available. We moved your TDT account information to the new site. All Tax Returns for the accounts associated with your TDT Online profile have been moved. You will need to perform the following steps including a password reset and selecting TDT Account box when you access the TDT portal.



Step 1-2 : Current Users MUST select Reset Password

1. From the NEW TDT User Log In Page, select “Reset Password”.
2. Enter the username OR your existing email address, select “Send Reset Link”. You will see a message that the email is on the way at the top of the page.



August 2022

TDT User Log IN

Username:

Password:

Remember Login

Reset Password

If you forgot your password an email with a password reset link will be sent to new password.

You can request the email by providing your email address or your user name

User Name:

Email Address:

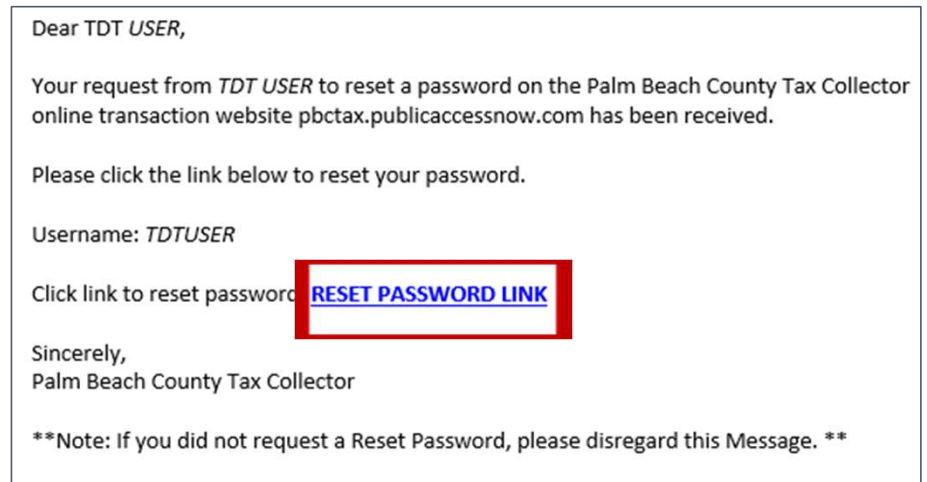


Step 3-4: Open the email and click the Reset Password Link

3. Open the email and click “RESET PASSWORD LINK”.

The email will be from the Administrator Account (donotreply@publicaccessnow.com) – Add this to your “Allowed Senders” group.

4. Enter your new password and select “Change Password”.





Step 5-6: Login and Select TDT Account

5. Sign in with your username and new password, select “Login”. Resave your bookmarks with the new site address.

6. Update your profile with the required TDT Account check box. Select “Update”.

The system will redirect you to the Public Access Home page to Accept the Terms and Conditions.

User Log In

Username:

Password:

Remember Login

Please update your profile before continuing.

TDT

TDT Account *

First Name * Patrick

Last Name: * DiSalvo



Step 7 : Select Accept Terms and Conditions

7. Select "ACCEPT TERMS".


Resave you bookmarks with the new site address.

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

ACCEPT TERMS
Accept terms and conditions.

Welcome to the Palm Beach County Public Access Service Portal.

Please select a service option to get started:

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



Step 8: Accept Terms and Conditions

User Name

8. At the bottom of the screen and after reading all information, enter your First and Last Name exactly as it appears in the upper right corner on the screen. Select “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.
- ✓ You must ACCEPT the terms of use to access the site.

Congratulations!
You are now ready to
access your TDT accounts
in the Palm Beach County
Public Access Service
Portal!

August 2022

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

ACCEPT **DECLINE**



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