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CONSTITUTIONAL TAX COLLECTOR
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How To Guide: Assign and Unassign a Tourist Development Tax(TDT) Account to an Agent

August 2022



Step 1: Visit the Tourist Development Tax home page

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

Search

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Tourist Development Tax

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- BTR for Short Term Rentals
- File and Remit Payment
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- TDT Support Center
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Local Business Tax

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

MAKE APPOINTMENT
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Step 2: Login to select TDT access

- Select “Login to TDT Portal”

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

- Select “Tourist Development Tax”



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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.

In This Section
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[Login to TDT Portal](#)

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.



Step 3: Access Your Account

- Enter your Username and Password.
- Click “Login.”
- If you have forgotten your password, click the **RESET PASSWORD LINK**
- Click “MY ACCOUNTS.”

[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:

per Login

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.

 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.



Step 4: Assign an Agent

- Select the Account to be assigned. Note current status is **“Self-managed”**.
- From the Agent Drop Down Menu, select the Agent.
- Click **“ASSIGN”**
- You will receive a verification email and the agent will receive notification to accept the assignment.

ASSIGN Agent

Total records: 2

	Action	PIN/PCN	TDT# Or ...	Business...	Address	Next Due	Due Amount	Status
<input checked="" type="checkbox"/>	MORE	74-43-43-22-12-006-0010	000026423	sseefried	410 OLIVE	09/20/2022	\$0.00	Self-managed

ASSIGN Agent

Total records: 2

	Action	PIN/PCN	TDT# Or ...	Business...	Address	Next Due	Due Amount	Status
<input checked="" type="checkbox"/>	MORE	74-43-43-22-12-006-0010	000026423	sseefried	410 OLIVE	09/20/2022	\$0.00	Self-managed

- TREASURE COAST VACATION PROPERTIES...
- TRIPLE CROWN PROPERTIES INC
- TROPICALS OF PALM BEACH PM LLC
- TURNKEY VACATIONS INC
- VACASA FLORIDA LLC
- VACASA LLC
- VACATION HOME ONE LLC
- WE CARE PROPERTY MANAGEMENT LLC
- WEICHERT REALTORS SUNSHINE PROPER...
- WHITE HOUSE MANAGEMENT LLC

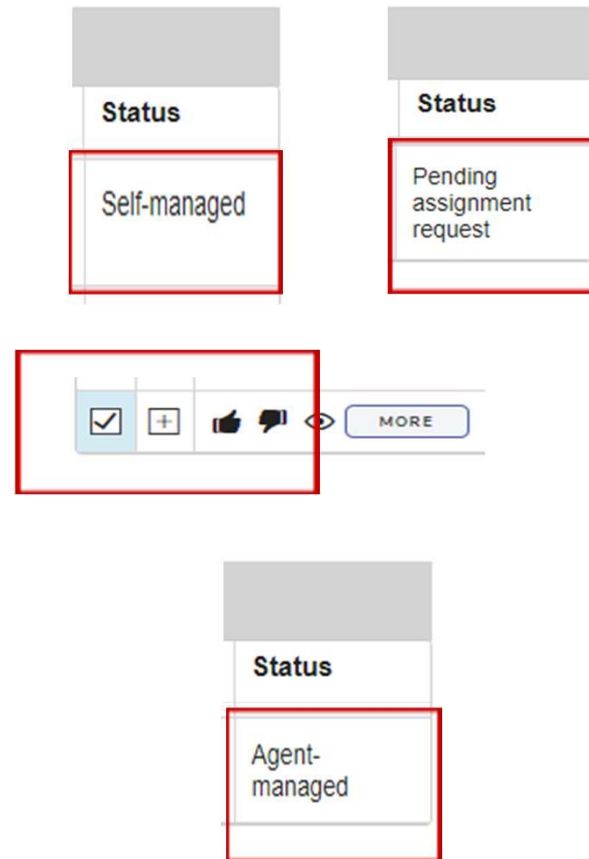
ASSIGN

TURNKEY VACATIONS INC



Step 5: Status changes to Agent-managed

- Account Status changes from **“Self-managed”** to **“Pending assignment request”**.
- The **Agent** will login and access the account from **“ASSIGNED ACCOUNTS”** to select the **“Accept”** or **“Reject”** icon.
- Account Status changes to **“Agent-managed”**
-



ICON	DESCRIPTION
	Accept assigned account from an owner (Agent)
	Reject assigned account from an owner (Agent)



Step 6: Unassign an Agent

- Access **“MY ACCOUNTS”**, go to the account to be unassigned, click the **“REVOKE”** icon.
- A pop up confirming that you want to revoke the assigned account from the Agent will appear. Select **“Yes”**
- The status will change back to **“Self-Managed”**.

+	👁️	⚙️	74-43-43-22-12-006-0010	000026423	sseefried	410 OLIVE	09/20/2022	\$0.00	Agent-managed
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ICON	DESCRIPTION
↩️	Revoke assignment from Agent (Owner)

Confirm action ✕

Are you sure you want to revoke the assignment of account 000026423 to agent TURNKEY VACATIONS INC?

Status

Self-managed



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For additional tutorials,
please visit the TDT Support Center at
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