



Tourist Development Tax Important Tips for filing a return.

- Payment is open for collection beginning the 1st of the month and is due by the 20th of the month.
 - Be sure to allow enough time for your bank to approve the payment.
- A legend is available to explain the icons and their function.
 - For example, click the plus sign to see your accounts.
- The filing period coincides with month.
 - 7 is July, 9 is September.
- The number of bed nights is the number each room was rented.
 - If you rent 3 rooms for 30 days, the number of bed nights is 90.
 - If you are a 100 room hotel, this number is the total number of room nights for the entire month. If all 100 rooms were rented every night the number of room nights is 3,000.
- Yellow boxes indicate information is required.
- Once you add amounts due to the cart, the action box will turn blue and you will be unable to edit your return.
 - To edit, you will have to view payment and remove from the cart.
- E-checks do not have a fee and can be used to make payments up to \$999,999.99.
- Credit cards have a 2.5% 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
- You will have the option of saving payment methods to MyWallet. Both credit card and bank account information can be saved for future payments.
 - Be sure to click Save Payment method for future use.
- If the wallet feature is not used, you can select and enter payment information for either a credit card or an e-check.
- The system allows 3 future period to be filed.
 - This is helpful when you know you will not be renting, out of season is the most typical example.