



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

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How To Guide: Before Getting Started – Property Owners

August 6, 2019



Steps to Establish a Tourist Development Tax Account

Step 1

Determine your TDT account type

- The three options are self-managed, agent-managed or company-managed.

Step 2

Find your Property Control Number (PCN)

- Find the Property Control Numbers (PCNs) of each rental property.

Step 3

Create and verify your login

- You must have a valid email address to create and verify your login to the portal.

Step 4

Create your TDT account

- After you have verified your login, you can create your TDT account.
- During this step that you will add your rental properties to your account.

Step 5

Obtain a Local Business Tax Receipt (BTR)

- Property owners must obtain a Local Business Tax Receipt for Short Term Rentals for each rental property.

Step 6

File and remit taxes monthly

- File your TDT return and remit payment by 11:59 p.m. EST by the 20th of every month.
- Taxes are due at the time of filing. A return is not considered filed until payment is received.



Determine Your Account Type

Self-Managed – You have full access to your account in the online portal.

- You can file returns, remit payments, authorize agents and perform administrative tasks related to managing your account.
- If you file TDT returns and remit payments for your short term rental properties yourself, you will not need to authorize an agent and your properties will be listed as "self-managed" in your account.
- You have the option to authorize an agent at a later date. When you authorize an agent and assign one of your rental properties to them, that property will be listed as "agent-managed" in your account.

Agent-Managed – You authorize an agent to file returns and remit payments on your behalf.

- Your agent will only be able to file returns and remit payments for you.
- Your rental property or properties will be listed as "agent-managed" in your account.
- You will have full access to your account. You are responsible for performing administrative tasks such as adding rental properties, updating your contact information and managing your account.
- Your agent must have a Local Business Tax Receipt (BTR) to create a login and gain access to the portal.
- When your agent creates a login, you will be able to authorize and assign them to your rental properties.

Company-Managed – Your management company has access to the TDT online portal.

- If you have a legal agreement with a company to manage your short term rental property, you do not need to create an account in the online portal.
- Your management company is responsible for creating the TDT account and will add your property to their account.
- You will not have access to your management company's account. You will not be able to view your rental property information.
- If you no longer use the management company, you must create your own account under the **Self-Managed** option.



Palm Beach County Property Owners

Before Getting Started: Find Your Property Control Number (PCN)

Do you live in Palm Beach County and own a short term rental property here?

Do you represent a business that manages short term rental properties here and your primary office location is in Palm Beach County?

- You will need the Property Control Number (PCN) of your **Palm Beach County residence or business location**. You must use this location as the primary location for your TDT account.
- If you own or manage more than one short term rental property in Palm Beach County, you will need to look up the PCN for each property. You will enter these PCNs when you set up your TDT account with multiple properties.



Non-Palm Beach County Property Owners

Before Getting Started: Find Your Property Control Number (PCN)

Do you live outside Palm Beach County but own a short term rental property here?

Do you represent a business that manages short term rental properties here but your primary office location is outside Palm Beach County?

- You will need the Property Control Number (PCN) of one of your **Palm Beach County short term rental properties**. The one you select will be designated as the primary location for your TDT account.
- If you own or manage more than one short term rental property in Palm Beach County, you will need to look up the PCN for each property. You will enter these PCNs when you set up your TDT account.



How to Find Your Property Control Number (PCN)

- Click “Real Estate Property Tax” in the **Search or Pay Here** box.
- This will take you to our Online Payment Center where you can search by Property Address.



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Search or Pay Here
Avoid the line, pay here.

- Real Estate Property Tax
- Local Business Tax
- Tangible Personal Property Tax
- Tourist Development Tax
- Driver License/ID Renewal
- Vehicle/Vessel Registration

GOOD NEWS!
Our Tourist Development Tax process has moved online.

Click here to setup your account and get started.

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How to Find Your Property Control Number (PCN)

- From the “Search By:” drop down menu, select “Property Address.”



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Payment Center

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Search - Select - Pay

Search By: **Owner Name 1**
Owner Name 2
Property Control Number
Mailing Address
Property Address

1. Search by

- **Owner Name** (Last Name First Name)
- **Property Control Number**
 - Property Tax Search (Dashes must be used. Example: 11-22-33-44-55-666-7777)
- **Mailing Address**
- **Property Address** (Address must be entered as it appears on the tax bill)

2. Click Search.
3. When the results are returned, click the Property Control Number to view and/or pay.

Help us improve. Click on this survey link and give us feedback.

TAKE OUR SURVEY

PROPERTY TAX DISCOUNTS

Pay Property Taxes online November 1 through March 31.

Discounts for early payments:

- 4% in November
- 3% in December
- 2% in January
- 1% in February
- No discount in March



How to Find Your Property Control Number (PCN)

- Enter the property address.
- Click “Search.”



Important Tip:

- ✓ You must enter the property address exactly as it appears on your property tax bill.



The screenshot shows the website header with the logo and name of Anne M. Gannon, Constitutional Tax Collector. Below the header are navigation tabs for ePay Tips, Property Tax, Business Tax, and Tangible Tax. A 'Print this Page' link is visible. The main search area is titled 'Search - Select - Pay' and contains a dropdown menu set to 'Property Address' and a text input field containing '4215 S Military Trail'. A red arrow points to this input field. Below the search bar, there are instructions for searching by options: Owner Name, Property Control Number, Mailing Address, and Property Address. The instructions also include steps to click search and then click the PCN in the results.



How to Find Your Property Control Number (PCN)

- Locate your PCN in the right column and save it. You will need this number when you set up your TDT account.
- If you have more than one short term rental property, repeat these steps and record all PCNs for later use.

Congratulations!
 You are now ready to create a login to
 the TDT portal.

The screenshot shows the website header with the logo and name of Anne M. Gannon, Constitutional Tax Collector. Below the header are navigation tabs for ePay Tips, Property Tax, Business Tax, and Tangible Tax. A search bar is present with the following details:

- Search By: Property Address
- Search Text: 4215 S Military Tr
- Sort by: Property Address
- Total records: 2

The search results are displayed in a table:

Owner Name 1	Business Name/Owner Name	Owner Name 2	Mailing Address	Property Address	Property Control Number
PALM BEACH CNTY TAX COLLECTOR	PALM BEACH CNTY TAX COLLECTOR	PALM BEACH CNTY TAX COLLECTOR	301 N OLIVE ST WEST PALM BEACH FL 33401-4700	4215 S MILITARY TR	00-42-44-25-45-001-0000



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