



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

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# How To Guide: Update Your Mailing Address

August 2022



## How to update your mailing address

1. From the Home page, select “Update Business Address”
2. Choose your business account
3. Click on the radio button to display the address information

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.
- UPDATE BUSINESS ADDRESS**  
Update the mailing address for the business account.

← TDT Main

Choose a business account below to update your mailing address details, including mailing period for each address:

Business account: 008138618 (New Business)

Mailing Periods

#	ACTIONS	START DATE (MONTH / DAY)	END DATE (MONTH / DAY)	SELECTED
0		1 / 1	12 / 31	<input checked="" type="radio"/>



## How to update your mailing address

4. Update the address information
5. Click “Save”

Mailing address	
Address type *	Standard
Attention line	Enter attention line
Recipient *	Jane's Jupiter Rentals
Street number	123
Pre-directional	Select Pre-directional
Street name *	MAIN
Street type	Street
Post-directional	Select Post-directional
Secondary address unit	Enter secondary address
Address unit identifier	Enter address unit identifier
Postal code *	33401
City *	WEST PALM BEACH
State *	Florida
Additional address line	Enter additional address line

SAVE



## How to update your mailing address

- A notification indicating the address is updated will appear on the screen.
- Click on your name in the upper right and select “Notifications” to view the “Mailing address is updated” notification.
- A confirmation email will be sent to your email.

The screenshot shows a green notification banner at the top with a checkmark icon and the text: "The mailing address for business account '008138618 ( New Business )' successfully updated." Below the banner is a user profile dropdown menu with options: "My Profile", "Messages", "Notifications" (highlighted with a mouse cursor), "Edit Account", "Edit Profile", and "Logout". Below the menu is the "Message Center" with tabs for "Messages" and "Notifications". A notification is displayed with a question mark icon, the subject "Mailing address of business account 008138618 ( New Business ) updated", the sender "Administrator Account", and the message "The mailing address of business account 008138618 ( New Business ) has been successfully updated." The notification is timestamped "35 seconds ago".

Sent: Monday, August 8, 2022 12:22 PM  
To: Username@email.com  
Subject: Mailing address of business account 008138618 ( New Business ) updated

? CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The mailing address of business account 008138618 ( New Business ) has been successfully updated.



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For additional tutorials,  
please visit the TDT Support Center at  
[www.pbctax.com/tdt](http://www.pbctax.com/tdt)