TOURISTEXPRESS – TOURIST DEVELOPMENT TAX
ONLINE FILING AND PAYMENT INSTRUCTIONS (Rev. 08/18)

1. **Set up your User Account.** Before you file and pay your taxes electronically, you must set up your user account in our online system. The first step is to go to the website https://broward.county-taxes.com/tourist. Click on "Create an account." You will be required to enter your personal name, address, phone number, email address, password and set up your security question and answer. Click "Submit Registration" to complete the request. Please note you will need your email address and password to sign in the first time. After your request is submitted, we will send you an email notification that your user account is active.

2. **Add your Tourist Tax Account.** The second step is to add your Tourist Development Tax account under your user account. When you receive our email, click on the confirmation link. You will be directed to the "My properties" page. Click "Add property" and "Yes" if you already have an account number. Fill in your Broward account number, the physical location of the property and the requested information on a previously paid return. Click "Submit." If you have more than one location, click "Add property" again and enter the information for each location as above. After your request is submitted, we will verify the information and send you email notifications for each location account. Requests are only processed during regular business hours. In the event that verification is delayed the first time you access the system, please be prepared to file and pay by mail or in person to avoid late fees.

3. **File Returns.** You are now ready to file your returns online. Sign in with your email address and the password you chose. Tax returns and payments are due on the 1st and late if not received by the 20th day of the month following each reporting period. If the 20th falls on Saturday, Sunday or a legal holiday, the due date will be the next business day. **You must file a tax return for each reporting period, even if you did not rent your property and no tax is due. The minimum penalty for a delinquent tax return is $50.00.**

Guidelines for filing your Tourist Development Tax returns electronically:

- If your checking account has a debit filter, notify your bank to add our company ID: 7596000531 to the approved list.

- After signing in, click "My Properties" at the top of the page. Click on "View returns" and "File Return." Fill in the taxable and exempt amounts as you would file a paper return. The system will calculate the total amount due.

- Click "File and Pay", then enter the requested information. We accept ACH payments and Debit or Credit Card payments. Please note that the credit card service provider charges a convenience fee based upon the amount of the transaction. Only payments in full are accepted. **Payments must be made in U.S. funds and drawn on a U.S. bank.**

- Click "Continue," and the system will prompt you to verify the bank information. Please review to make sure your bank information is correct. You are required to confirm by checking the box at the bottom of the page.

- Click "Submit payment" to finish the transaction. The payment process is complete when you see the receipt page beginning with the "WWW" number. Click "Print Receipt" or "Print returns" for your recordkeeping.

- If you wish to file another return, click on "My properties" on the top of the page and repeat the filing steps.

- You are required to file the return and pay the tax on the same day. Unpaid returns will be deleted from the system at the end of each day.

- If you wish to store your bank account to reduce errors, check "Save E-check information for future payments."

If you have questions, please call our office for assistance at (954)357-8455 or email TOURISTAX@broward.org.