



TOURISTEXPRESS

File and Pay Tourist Development Tax Online

Broward County Tourist Development Tax -- Online Payment Instructions

- 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://www.broward.county-taxes.com/tourist>. Click on "Register now". You will be required to enter your personal name, address, phone number, email address, password and set up your security question & answer. Click "Submit" to complete the request. Please note you will need your email address and password to logon the first time. After your request is submitted, we will send you an email notification that your user account is active. Requests are only processed during regular business hours.
- 2. Set up your Tourist Tax Account.** The second step is to set up your Tourist Development Tax account under your user account. When you receive our email, click on the confirmation link, and you will be directed to the "Add a Tourist Account" page. 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 another tourist tax account" 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. In the event that verification is delayed this first time you access the system, to avoid late fees please be prepared to file and pay by the traditional method.
- 3. File Returns.** You are now ready to file your returns online. You can logon with your email address and the password you chose. Please note that the due date for each return is the 20th of each month. If the 20th falls on Saturday, Sunday or a holiday, the due date will be the following business day.

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 logging-on, click on the account number and then the month you wish to file. Fill in the amounts as you would file a paper return. The system will calculate the total amount due. Only payment in full will be accepted online.
- Click "File return and add to cart", then enter the requested information accordingly. We accept ACH payments and Credit Card payments. Please note that the credit card service provider charges a convenience fee based upon the amount of the transaction. **Payments must be made in U.S. funds and drawn on a U.S. bank.**
- Click "Check out", 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" to print the receipt page for your reference. Click "Print return" to print a copy of the return. If you wish to file another return, click on "My tourist accounts" on the top of the page.
- You are required to file the return and pay the tax on the same day. Filed but unpaid returns will be deleted from the system at the end of each day.
- You now have the option of storing your bank account number in TouristExpress for future payments. This feature will save you time and improve the accuracy of the payment process.

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