



## *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 go to the website <https://www.broward.county-taxes.com> and click on "TouristExpress". Click on "Register now". You will be required to enter your personal name, address, phone number, email address, password and security question & answer. Please note you will need your email address and password to logon to the system the first time. After your request is submitted, we will send you an email notification that your user account is active.
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, it provides a confirmation link. Click on the 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 20<sup>th</sup> of each month. If the 20<sup>th</sup> 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:

- After logging-on, click on the account number and 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 your email address and the requested bank account information. Please note that we only accept ACH payments. No credit card payments will be accepted.
- After confirming the information, click "Check out". Print the receipt page for your record. If you wish to print a copy of the return, you can click on the icon "Print this return".
- If you wish to file another return, click on "My Tourist Accounts" on the top of the page and repeat the steps.
- 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.

If you have questions, please call our office for assistance at (954)357-8455.