

Welcome to the Online TDT Instructions for Management Companies

This payment method is for the purpose of making your monthly current payment(s) online. If you owe delinquent payments, please contact our office.



Go to www.PolkTaxes.com

- Use the dropdown on the tab titled “Taxes”
- Select Tourist Development Taxes

'Tax Collector)
Trust & Confidence

"Proudly Serving the People of Imperial Polk County, Florida"

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Tourist Development Taxes

 Online Payment & Tax Return Form	 Delinquency/Non-Compliance	 Report Unlawful Business Activities
 Vacation Homeowner Guide	 Distribution Reports	 Academy
 Requirements & Allowance	 Application	 Seal Of Compliance
 Electronic Supplemental Return	 Administrative Advisories	 Taxpayer Rights
 Status Change Affidavit	 Address Changes	 Taxing Authority

- Select the Online Payment & Tax Return Form button on the top left

- To submit a return with money due, select the “Online Payment Options” box on the left, read the disclaimer, and confirm to proceed
- Once the box is checked, the “Continue” button will appear
- Select the “Continue” to be directed to the payment site

Online Payment Options File Return - No Rentals (\$0 Return) Delinquent Tax Return Form (PDF)

How to File Online

Instructions for Individuals Instructions for Management Companies

Online Payment Options

PLEASE READ THRU THE DISCLAIMER ON THE BOTTOM AND CLICK CONFIRM BEFORE PROCEEDING

Credit Cards: Online customers may use their Visa, Master Card, Discover or American Express to facilitate online tourist development tax payments. A convenience fee of 2.5% will be charged for credit card payments.

E-Checks: Online customers may also use an e-check to facilitate online tourist development tax payments. E-check payments are made from a regular U.S. checking account only (cashier's checks, money market checks and credit card checks, etc., are not accepted online). There is no convenience fee for the use of E-Checks when facilitating online tourist development tax payments.

Note: Once your online transaction has been confirmed, you may print a hard copy receipt for your records and an electronic copy will be emailed to the address provided.

Also Note: The Tax Collector's Office processes transactions for over thirty different taxing authorities operating in Polk County. Because of state law, third party internet provider costs, and commercial business practices/policies costs vary by transaction type.

The Tax Collector's Office uses Point & Pay to conduct online tourist development tax payments. If you need to remit a current zero return please [click here](#).

I confirm that I have read and understand the above text.

- A new browser window will open to the online TDT payment site
- You have the option of registering for online payments
- If you are already registered, click “Log In” and proceed
- The benefits of registering and creating a profile are: (1) Your information will automatically populate each month, (2) your e-wallet will be saved, and (3) you will have the ability to view your payment history
- To register click the word “Register” near the top right corner of the page

The screenshot shows the registration process on the online TDT payment site. At the top right, there are links for [Log In](#), [Point & Pay Services](#), [Register](#), and [Learn more](#). Below these links is a navigation bar with four buttons: **Make Payments** (highlighted in red), **My History**, **My Profile**, and **Support**. A yellow arrow points to the [Register](#) link. Below the navigation bar is a progress bar with four steps: **Step 1: Enter Tax Information** (highlighted in red), **Step 2: Checkout**, **Step 3: Review and Submit**, and **Step 4: Confirmation and Receipt**. The main content area is titled **Step 1: Enter Tax Information** and contains the following text: "Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed." and "Note: * indicates a required field." The form consists of several fields: "Enter your Tourist Tax Account Number below:" with a sub-field "Account Number:*" and an input box; "Tax Month:*" and "Tax Year:*" with dropdown menus; a checkbox labeled "I am reporting as a Management Company"; "Tax Calculations:" with a sub-field "1. Gross Rental Receipts:*" and an input box; and "Rental Location:" with a sub-field "Address Line 1:*" and an input box.

[Log In](#) | [Point & Pay Services](#) | [Register](#) | [Learn more](#)

Make Payments | **My History** | **My Profile** | **Support**

Step 1: Enter Tax Information | **Step 2: Checkout** | **Step 3: Review and Submit** | **Step 4: Confirmation and Receipt**

Step 1: Enter Tax Information

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

Note: * indicates a required field.

Enter your Tourist Tax Account Number below:

Account Number:*

Tax Month:*

Tax Year:*

I am reporting as a Management Company

Tax Calculations:

1. Gross Rental Receipts:*

Rental Location:

Address Line 1:*

- Complete the registration form by providing a valid email address and a password
- When finished, click the “Submit” button

Register with Point & Pay [X]


Provide a valid email address and a secret password to register. We will send a registration confirmation to the email address you provide.

Note: * indicates a required field.

Email Address:*

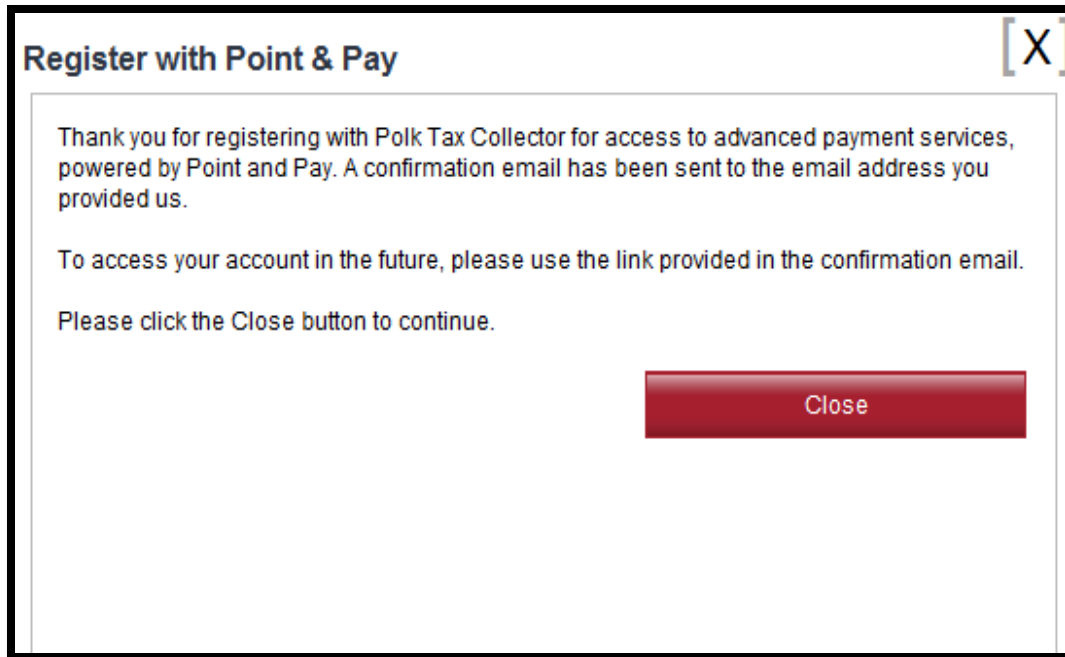
Password:*
(See below for password requirements)

Re-type password:*



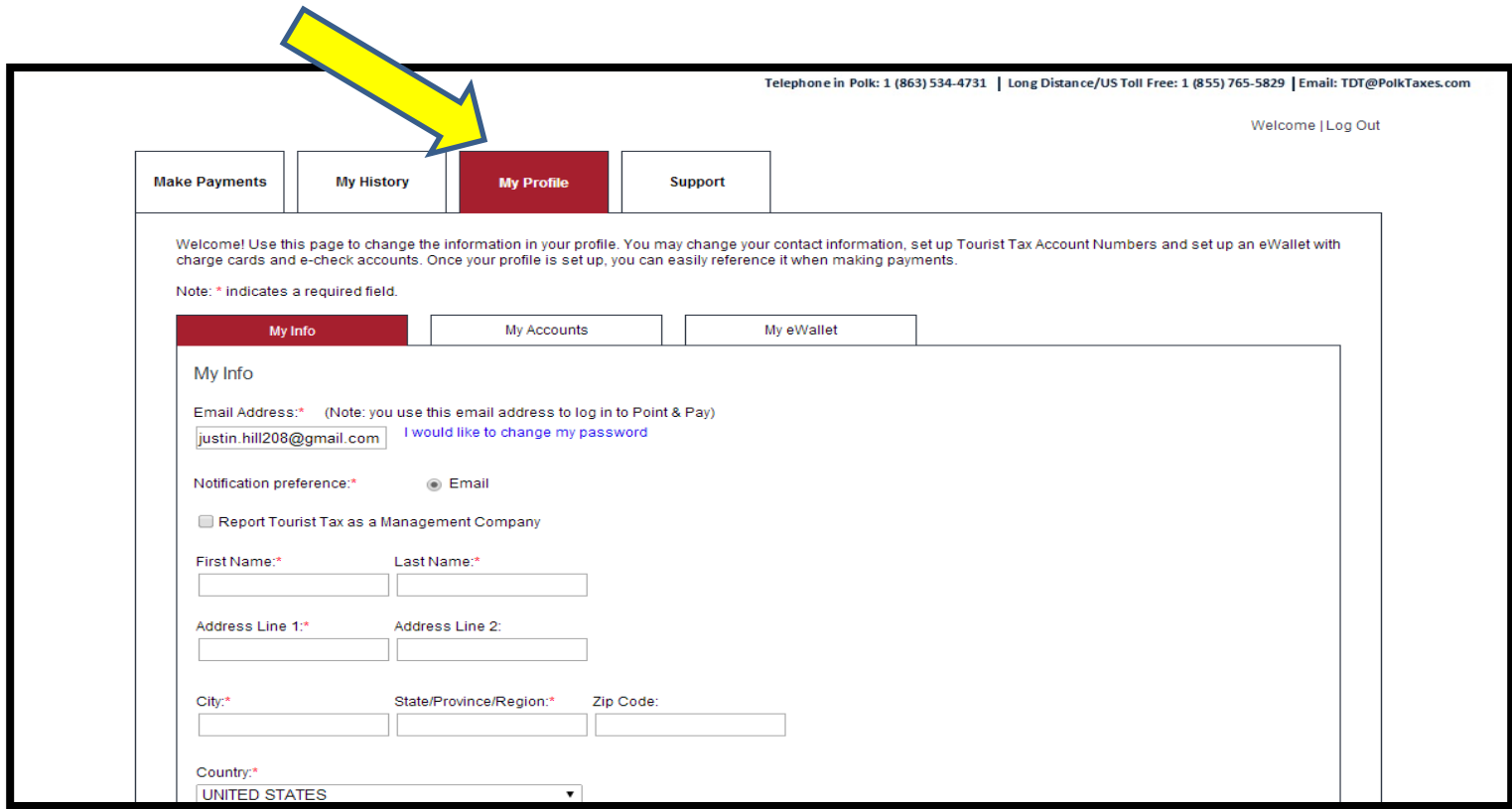
Password requirements:

1. 8 characters or longer.
2. Have at least 2 of the following:
 - a. upper case letter
 - b. lower case letter
 - c. number
 - d. symbol



- Click close and now you are ready to set your profile

- Select the “My Profile” tab
 - “My Profile” contains three additional tabs:
 - “My Info”, “My Accounts”, and “My eWallet”



Telephone in Polk: 1 (863) 534-4731 | Long Distance/US Toll Free: 1 (855) 765-5829 | Email: TDT@PolkTaxes.com

Welcome | Log Out

Make Payments | My History | **My Profile** | Support

Welcome! Use this page to change the information in your profile. You may change your contact information, set up Tourist Tax Account Numbers and set up an eWallet with charge cards and e-check accounts. Once your profile is set up, you can easily reference it when making payments.

Note: * indicates a required field.

My Info | My Accounts | My eWallet

My Info

Email Address:* (Note: you use this email address to log in to Point & Pay)
 [I would like to change my password](#)

Notification preference:* Email

Report Tourist Tax as a Management Company

First Name:* Last Name:*

Address Line 1:* Address Line 2:

City:* State/Province/Region:* Zip Code:

Country:*

Complete the “My Info” tab which contains basic information such as name, address and email. Do not use symbols such as commas(,), dashes(-), slashes(/), or ampersand(&). After you have completed your information, click submit.

Make Payments	My History	My Profile	Support
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Welcome! Use this page to change the information in your profile. You may change your contact information, set up Tourist Tax Account Numbers and set up an eWallet with charge cards and e-check accounts. Once your profile is set up, you can easily reference it when making payments.

Note: * indicates a required field.

My Info	My Accounts	My eWallet
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Validation errors were found, please correct these errors (marked in red below) before proceeding.

My Info

Email Address:* (Note: you use this email address to log in to Point & Pay)
marygooding@polktaxi [I would like to change my password](#)

Notification preference:* Email

Report Tourist Tax as a Management Company

Business Name:* Attn:*


Address Line 1:* **Value is required.** Address Line 2:

City:* **Value is required.** State/Province/Region:* **Value is required.** Zip Code:

Country:*

Phone Number:* **Value is required.**

[I would like to cancel my registration](#)



Complete the “My Accounts” tab which contains information about your Tourist Development Tax Accounts. After you have completed your information, click submit.

Note: You will add your Management Account number (normally a three digit number), not the accounts you manage. If you receive an error message, it means your account number is not valid. Contact our office to confirm your Tourist Development account Number. Managed accounts will be reported using the Excel Management Supplemental Return (MSR).

Make Payments | My History | **My Profile** | Support

Welcome! Use this page to change the information in your profile. You may change your contact information, set up Tourist Tax Account Numbers and set up an eWallet with charge cards and eWallet accounts. Once your profile is set up, you can easily reference it when making payments.

Note: * indicates a required field

My Info | **My Accounts** | My eWallet

My Accounts

Provide the Tourist Tax Account Numbers assigned to you by the county.

Attention: Management Companies - Please only provide your account number, not the account numbers for the properties you manage.

Edit an existing entry by clicking the Edit icon. To add a new entry, click the **Add Another Account** button. To delete an existing entry, click the Delete Item icon.

	Payment Type	Account Identifiers	Value	Delete Item
Save	Payment Type: * Tourist Tax	Account Number: * Account Number not found or is Inactive - Please try again or contact the Tax Collector's office for correct account number.		
		111111	Search	

Add Another Account

Submit

- The “My eWallet” tab is available to store various methods of payment. After you have completed your information, click submit

NOTE: THE “My eWallet” tab is only available AFTER the information has been saved under the “My Profile” and “My Info” tab.

Telephone in Polk: 1 (863) 534-4731 | Long Distance/US Toll Free: 1 (855) 765-5829 | Email: TDT@PolkTaxes.com

Welcome, Mary's Travel House | Log Out

Make Payments | My History | **My Profile** | Support

Welcome! Use this page to change the information in your profile. You may change your contact information, set up Tourist Tax Account Numbers and set up an eWallet with charge cards and e-check accounts. Once your profile is set up, you can easily reference it when making payments.

Note: * indicates a required field.

My Info | My Accounts | **My eWallet**

My eWallet

Set up an eWallet with charge cards and e-check accounts that you can conveniently reference when making payments.

Edit an existing entry by clicking the Edit icon. To add a new entry, click the Add Payment Device button. To delete an existing entry, click the Delete Item icon. For security reasons, charge card numbers, e-check account numbers and bank routing numbers cannot be changed once they are set up. You will have to delete the entries and set up new ones.

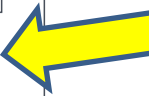

My Payment Devices

	Payment Method	Card Number	Expiration Date	Check Account Number	Check Routing Number	Comment	Delete Item
Edit	Credit or Debit Card	***1111	06/15				

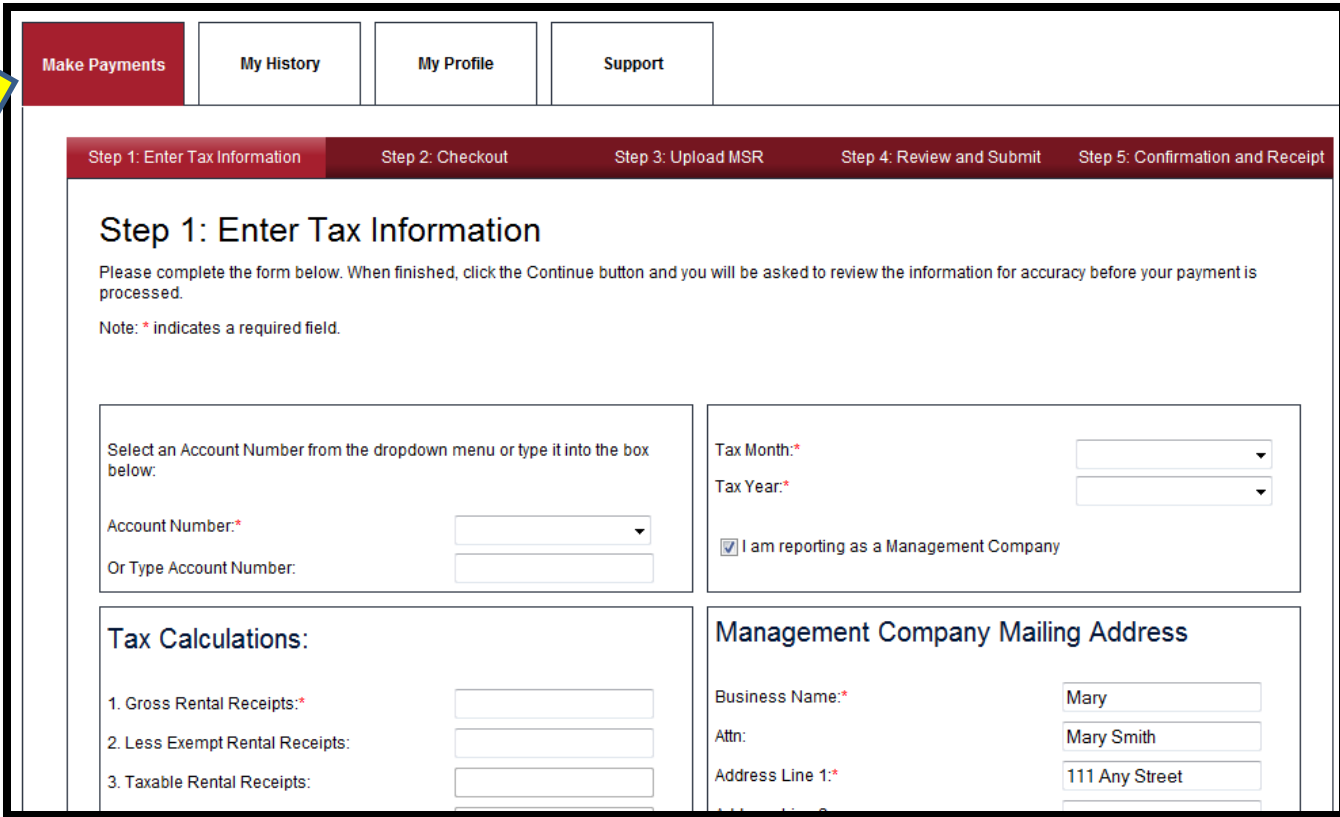
[Add Payment Device](#)

A convenience fee may be charged for use of this service. The amount of the fee will be calculated based on the information you have provided. You will be able to review the payment details prior to completing the transaction.

[Submit](#)



- Now you are ready to make your payment
- Click “Make Payments” tab



Make Payments My History My Profile Support

Step 1: Enter Tax Information Step 2: Checkout Step 3: Upload MSR Step 4: Review and Submit Step 5: Confirmation and Receipt

Step 1: Enter Tax Information

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

Note: * indicates a required field.

<p>Select an Account Number from the dropdown menu or type it into the box below:</p> <p>Account Number:* <input type="text"/></p> <p>Or Type Account Number: <input type="text"/></p>	<p>Tax Month:* <input type="text"/></p> <p>Tax Year:* <input type="text"/></p> <p><input checked="" type="checkbox"/> I am reporting as a Management Company</p>
<h4>Tax Calculations:</h4> <p>1. Gross Rental Receipts:* <input type="text"/></p> <p>2. Less Exempt Rental Receipts: <input type="text"/></p> <p>3. Taxable Rental Receipts: <input type="text"/></p>	<h4>Management Company Mailing Address</h4> <p>Business Name:* <input type="text" value="Mary"/></p> <p>Attn: <input type="text" value="Mary Smith"/></p> <p>Address Line 1:* <input type="text" value="111 Any Street"/></p>

Make Payments | **My History** | **My Profile** | **Support**

Step 1: Enter Tax Information | Step 2: Checkout | Step 3: Upload MSR | Step 4: Review and Submit | Step 5: Confirmation and Receipt

Step 1: Enter Tax Information

Note: * Indicates a required field.

Select an Account Number from the dropdown menu or type it into the box below:

Account Number:*

Or Type Account Number:

Tax Month:*

Tax Year:*

I am reporting as a Management Company

Tax Calculations:

- Gross Rental Receipts:*
- Less Exempt Rental Receipts:
- Taxable Rental Receipts:
- Total Tax Collected:
- Adjustments: (enter - sign for deductions):
- Total Tax Due:
- Less Collections Allowance:
- Plus Late Penalty:
- Interest:
- Total Amount Due:

Click this button to calculate Total Amount Due

Management Company Mailing Address

Business Name:*

Attn:

Address Line 1:*

Address Line 2:

City:*

State/Province/Region:*

Zip Code:

Country:*

Phone Number:*

Electronic Signature Required:

Signature: (Name):*

- Complete all of the required fields
 - Enter account number and click “search” or if you re logged in find your account number in the drop down. Note: if the account number is not valid, you will receive an error message.
 - Tax amount will be calculated based on the Gross Rental Receipts, Exempt Rental Receipts, and Adjustments entered
 - Penalties and interest are calculated automatically based on the date of the return. Any return filed after the 20th of the month will be assessed a penalty
 - Select the “Continue” button. Once your profile is created, all you should have to enter is Tax Month/Year, and Gross Rental Receipts

Step 2: Checkout

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

Note: * indicates a required field.

Cardholder Information

First Name: *	Last Name: *	
<input type="text" value="Carlene"/>	<input type="text" value="James"/>	
Address Line 1: *	Address Line 2:	
<input type="text" value="430 E Main St"/>	<input type="text"/>	
City: *	State/Province/Region: *	Zip Code:
<input type="text" value="Bartow"/>	<input type="text" value="Florida"/>	<input type="text" value="33830"/>
Country: *		
<input type="text" value="UNITED STATES"/>		
Phone Number: *	Email Address: *	
<input type="text" value="8635344700"/>	<input type="text" value="Carlenejames@polktaxes"/>	

Payment Information

You may select a charge card or checking account from your eWallet, or use one not currently in your eWallet.

Payment Device Option	
<input checked="" type="radio"/>	Use a payment device from my eWallet
	Payment Device: *
	<input type="text" value="Electronic Check *****1577"/>
<input type="radio"/>	Use a new payment device

Current Cart Total: 48.75

A convenience fee may be charged for use of this service. The amount of the fee will be calculated based on the information you have provided. You will be able to review the payment details prior to completing the transaction.

Back

Continue

- Enter the payment information and select the “Continue” button
 - If you have created an eWallet you will be asked to select the method of payment device

- After you click “Continue” you will be prompted to Upload your Management Supplemental Report (MSR).
 - This must be in an Excel Spreadsheet in the xls format

The screenshot shows a web application interface with a navigation bar at the top right containing the text "Welcome, Mary's Travel House | Log Out". Below this is a horizontal menu with four items: "Make Payments" (highlighted in red), "My History", "My Profile", and "Support". The main content area features a progress indicator with five steps: "Step 1: Enter Tax Information", "Step 2: Checkout", "Step 3: Upload MSR" (highlighted in red), "Step 4: Review and Submit", and "Step 5: Confirmation and Receipt". The "Step 3: Upload MSR" section contains the heading "Step 3: Upload MSR", the instruction "Select the Excel worksheet to upload. At the completion of the payment, the file will be sent to Polk Tax Collector automatically.", and the text "Click this button to browse to the file and upload" followed by a red "Upload" button. A yellow arrow with a blue outline points to the "Upload" button. Below this is a link: "If you would like to download the county's MSR Excel Worksheet template, click [here](#)". At the bottom left is a red "Back" button, and at the bottom right is the text "Please upload MSR Excel Worksheet".

Step 3: Review and Submit

Review the details of the items you have selected to pay, along with the fees associated with the payment services. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click 'Submit' to send your payment for authorization.

My Bills

Description	Amount Due
Tourist tax payment of \$48.75 on Account Number 999999 for November 2014	\$48.75

Customer Information

First Name: Carlene
Last Name: James
Address Line 1: 430 E Main St
Address Line 2:
City: Bartow
State/Province/Region: Florida
Zip Code: 33830
Country: UNITED STATES
Phone Number: 8635344700
Email Address: Carlenejames@polktaxes.com

Subtotal:	\$48.75
Convenience Fee:	\$0.00
Total Fee:	\$48.75

Payment Information

Bank Routing Number: 063000*****
Bank Account Number: *****1577

Terms and Conditions

CONVENIENCE FEE:
Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card debit card (or electronic check payments – if accepted). IN ORDER TO USE THIS SERVICE YOU MUST PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY:
This service is accessible through the Internet. In order to use this service you will need a personal computer access to the Internet with an Internet service provider and a web browser which supports this service.

ACCURACY OF YOUR INFORMATION AND BILLING; COMPLETION OF PAYMENT:
You are solely responsible for providing accurate and complete information to use this service and for confirming any amount(s) owed to your Payee. Completion of your online payment is contingent upon both (1) the authorization of payment by your credit card company (or financial institution with respect to debit cards payments and electronic check payments – if accepted); and (2) acceptance of your payment (and if applicable your tax return) filing by your Payee. If the service provider is unable to process your payment, the service provider will attempt to notify you at least once using the contact information you have provided. If your payment is not processed or authorized by your credit card company or financial institution (as applicable) or your payment is not accepted by your Payee your payment liability shall remain outstanding and unpaid and you will be responsible for any penalties late fees and interest charges assessed by your Payee.

BOOK, ADDRESS, NUMBER, ACCOUNT, LIABILITY.

I Agree to Terms and Conditions

Back

Submit

- Review the payment
- Review “Terms and Conditions” and check the box stating you agree
- A “Submit” button will appear
- Select the “Submit” button to complete the return and payment
- A receipt will be emailed to the email address you have provided

- Agree to terms and a “Continue” button will appear
- Click “Continue” and you will receive a payment confirmation

Step 1: Enter Tax Information
Step 2: Checkout
Step 3: Upload MSR
Step 4: Review and Submit
Step 5: Confirmation and Receipt

Step 4: Review and Submit

Review the details of the items you have selected to pay, along with the fees associated with the payment services. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click 'Submit' to send your payment for authorization.

My Bills

Description	Amount Due
Tourist tax payment of \$48.75 on Account Number 123 for November 2014	\$48.75
Subtotal:	\$48.75
Convenience Fee:	\$2.00
Total Fee:	\$50.75

Customer Information

First Name: Mary
 Last Name: Smith
 Address Line 1: 111 Any Street
 Address Line 2:
 City: Winter Haven
 State/Province/Region: Florida
 Zip Code: 33880
 Country: UNITED STATES
 Phone Number: 8635344700
 Email Address: marygooding@polktaxes.com

Payment Information

Card Number: *****1111
 Expiration Date: **/**

Terms and Conditions

CONVENIENCE FEE
 Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card debit card (or electronic check payments – if accepted). IN ORDER TO USE THIS SERVICE YOU MUST PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY
 This service is accessible through the Internet. In order to use this service you will need a personal computer access to the Internet with an Internet service provider and a web browser which supports this service.

ACCURACY OF YOUR INFORMATION AND BILLING; COMPLETION OF PAYMENT

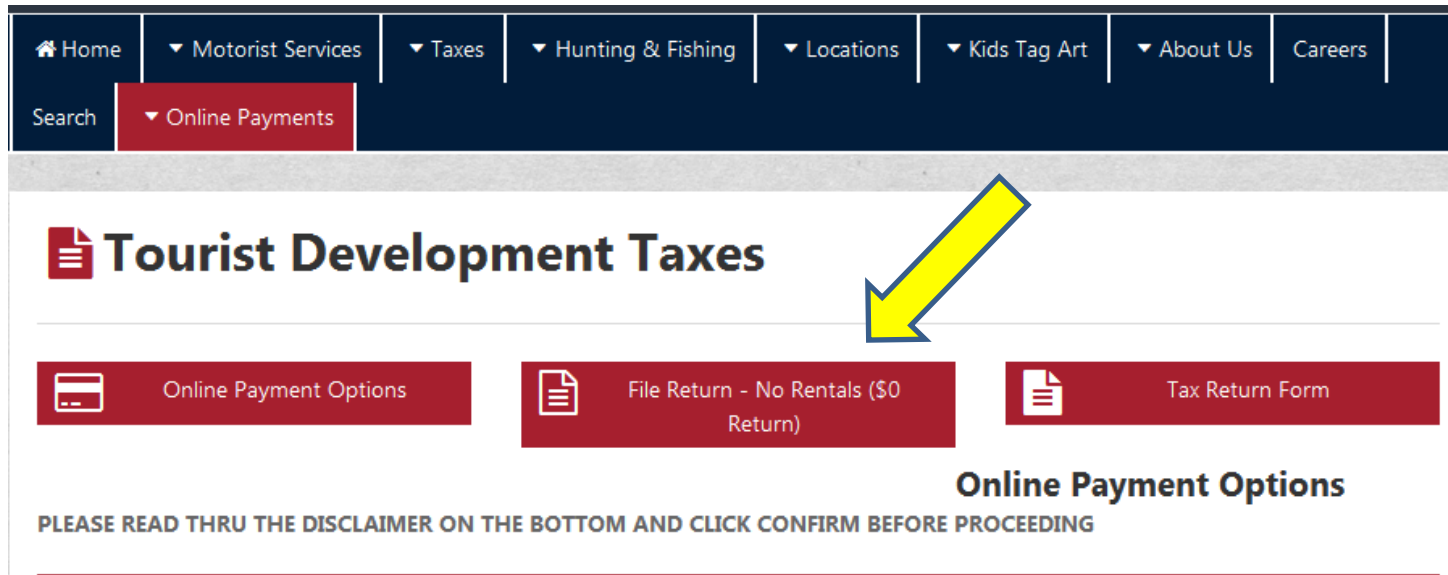
I Agree to Terms and Conditions

Back

Please Accept Terms & Conditions to Process Changes



- To submit a zero return, select the “File Return – No Rentals (\$0 Return)” box
- Read the disclaimer and confirm to proceed



Home Motorist Services Taxes Hunting & Fishing Locations Kids Tag Art About Us Careers

Search Online Payments

Tourist Development Taxes

Online Payment Options File Return - No Rentals (\$0 Return) Tax Return Form

Online Payment Options

PLEASE READ THRU THE DISCLAIMER ON THE BOTTOM AND CLICK CONFIRM BEFORE PROCEEDING

File Return - No Rentals (\$0 Return)

PLEASE READ THRU THE DISCLAIMER ON THE BOTTOM AND CLICK CONFIRM BEFORE PROCEEDING

Filing a return for tourist development taxes is required each month, regardless of rental income. By proceeding, you are filing a tax return claiming no rental activity for the reporting month. The Tax Collector for Polk County has the ability and authority to audit your short term rental business activity. If you have rental activity to report, please select the online payment option above. Contact information completed on the following form will be used to contact you if there are errors with the return. Failure to provide the correct tourist development tax account number, a valid email address, and a valid phone number may result in a delinquency and penalty.

I confirm that I have read and understand the above text.

- Complete the required fields and hit the “Submit” button
 - Note: If you are paying other than the current month return due, you owe a penalty and must use the “Online Payment Options” box
 - After you click “submit,” it will prompt you to upload your MSR. This must be in an Excel Spreadsheet in the xls format

I confirm that I have read and understand the above text.

Account Number:

Gross Rental Receipts:

Tax Year: ▼

Tax Month: ▼

Property Address:

City:

Telephone:

Email:

Signature: (Name)

←

Thank you for using our online services. If you have any questions, please contact our office at TDT@polktaxes.com
(863) 534-4700

