Tax Collector for Polk County Excise

Taxpayer Guide
Individuals

Tax Collector for Polk County

Post Office Box 2016

Bartow, FL 33831

(863) 534-4700

TDT@polktaxes.com

INTRODUCTION

Tax Collector for Polk County is happy to announce the switch to Excise for our Tourist Development payments.

Logging into the Excise System

Individuals

Follow the steps below to access your account(s) in the Excise system.
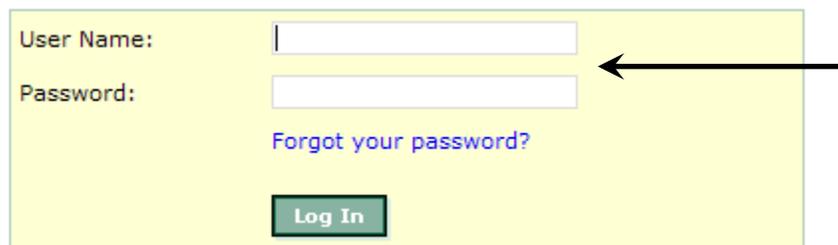
1. Access the county Excise site via the following address:

https://excise.ptghome.com/PolkTDT/default.aspx

2. From the top menu bar, click **Login**.

3. **For existing users, you have been pre-registered user name is your existing Tourist Development account number and temporary password is Polk1234!**

4. Click **Log In**.

5. For New Users Click Register. You will receive the following screen. Enter your contact information.

Login Information

User Name: *	SuperGirl

Password must be 6-15 characters, containing at least one digit and one alphabetic character, and must not contain special characters.

New Password : *	••••••••
Retype New Password : *	••••••••
Set role for this user: *	Taxpayer

Contact Information

Name: *	Super Girl Inc.
Primary Contact:	
Phone: *	863
Alternate Phone:	
Fax:	
EmailAddress: *	
Mailing Address: *	
City: *	
State: *	
Zip: *	
Country:	USA
Web Address	
Security Question: *	Please choose one
Security Answer: *	
Correspondence:	☑ Send Email ☐ Send by Mail

If you are an individual click Taxpayer for the user type

6. Click Register.
7. Enter your First Rental Date. This will determine when your returns start

8. Enter your Rental Property Information

Export To Excel

Super Girl Inc. ⌄

Rental Property Information: Created: 5/27/2021

Account ID: 100000006

Rental Property ID: 5425

Accounts: [100000006-New Property (Edit This)-5425 ⌄]

Status: [Active ⌄] **(Only Active are reported upon.)**

Parcel ID:

[   ] [...] **Lookup Property**

Web Address: [   ]

TPP#: [   ]

VRBO#: [   ]

Reference: [   ]

Type: [Apartment ⌄]

Number of Units: * [1]

Tax Authority: [Select ⌄]

Physical Business Loc: [Select ⌄]

Rental Community: [Polk County ⌄]

Name: * [New Property (Edit This)]

Attention: [   ]

Address: * [   ]

Address2: [   ]

Number of this Unit: [   ]

Bed Count of this Unit: [0]

City: * [   ] State: * [   ] Zip: * [   ]

Phone: [   ] Alternate Phone: [   ]

Fax: [   ] Email: [   ]

6   Tax Collector for Polk County

1. If you need assistance finding a Parcel ID (Property Appraiser folio number), you can click on the **County Property Appraiser's Website** link and it will take you to the Taxing Authorities PAO search site. This will auto populate the address

2. **TPP#** NA

3. **VRBO#: NA**

4. **Reference NA**

5. **Type** refers to the type of rental property.

6. **Number of Units** NA

7. **Tax Authority:** This will auto populate after you enter the zip code.

Navigating through the Taxpayer Home Screen

The following is a screen shot of the Excise Taxpayer Home Screen. Explanations on specific items are described on the next few pages.

Menu Items

The Menu on the left of the screen allows you to perform the following functions:
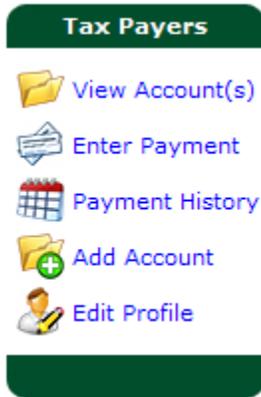
- o **View Account(s)** will bring you back to the Home Page.
- o **Enter Payment** will allow you to go straight to the payment screen to pay any outstanding taxes on submitted returns.
- o **Payment History** will allow you to view prior payments made within the Excise System.
- o **Add Account** will allow you to add a new account. (Note: this option may not be available in all taxing districts).
- o **Edit Profile** allows you to make changes to your contact and login information including changing your password.

Account Information at a Glance

The Home screen gives you a brief overview of basic Account information.

WONDER WOMAN - Account #100000000

Account	Name	Property Address 1/1	Status	Balance Due
View	WONDER WOMAN	207 DILLON ST WINTER HAVEN, FL 33880	Active Account	$0.00

Return Period	Due By	Allowance	Due	Paid	Balance Due	Status
June 2021 R	7/20/2021	$0.00	$0.00	$0.00	$0.00	Active

1. You can view the Account Name, Property Address, the Status of the account, as well as any outstanding balances due or credits available.
2. You can view any outstanding returns due, as well as the next future return due.

Tax Collector for Polk County

VIEWING/EDITING USER PROFILE AND LOGIN INFORMATION

Viewing/Editing Account Information

You have the ability to view account information.

1. Select **View Accounts** from the Menu.

   Result: The **View Account** screen appears.

2. Click on the file   folder next to the Account

   you would like to view/edit.

Rental Property Information

The middle section allows you to view/edit individual property information.

Rental Property Information: Created: 5/27/2021

Account ID: 100000005

Rental Property ID: 5424

Accounts: 100000005-New Property (Edit This)-5424

Status: Active **(Only Active are reported upon.)**

Parcel ID:

[ ] [...] **Lookup Property**

Web Address: [ ]

TPP#: [ ]

VRBO#: [ ]

Reference: [ ]

Type: Apartment

Number of Units: * 1

Tax Authority: Select

Physical Business Loc: Select

Rental Community: Polk County

Name: * New Property (Edit This)

Attention: [ ]

Address: * [ ]

Address2: [ ]

Number of this Unit: [ ]

Bed Count of this Unit: 0

City: * [ ]   State: * [ ]   Zip: * [ ]

Phone: [ ]   Alternate Phone: [ ]

Fax: [ ]   Email: [ ]

Deleting or Inactivating a Rental Property

You must contact your our office at (863) 534-4700 or email us at TDT@polktaxes.com directly to delete or inactivate a property on an account.

SUBMITTING TAX RETURNS AND PAYMENTS

You have the ability to complete your tax return and submit it to the Tax Collector's Office. You will also be able to view your payment history from your secure login.

Completing a Tax Return

The Excise system allows you access to your currently due and past due tax returns. Follow the steps below to complete a tax return.

1. From the Home screen, select a Tax Return from your Account view.

WONDER WOMAN - Account #100000000						
Account	**Name**	**Property Address 1/1**		**Status**		**Balance Due**
View	WONDER WOMAN	207 DILLON ST WINTER HAVEN, FL 33880		Active Account		$0.00
Return Period	**Due By**	**Allowance**	**Due**	**Paid**	**Balance Due**	**Status**
June 2021 R	7/20/2021	$0.00	$0.00	$0.00	$0.00	Active

   Result: The enter Tax Return window appears.

Nights Sold	
A. Taxable Nights Sold:	0
B. Tax Exempt Nights Sold:	0

   You do not need to enter anything in these boxes

Return Item	Calculated
1. Gross Rental Receipts:	1,500.00
2. Exemptions:	0.00
3. Taxable Rental Receipts:	1,500.00
4. Total Tax: 5%: ☐ Override	75.00
5. Less - Collection Allowance:	1.88
6. Plus Penalty: :	0.00
7. Plus Interest:	0.00
Total Amount Due:	73.12

Instructions for completing tax return:

1. Gross Rental Receipts: Enter the total amount of rentals collected for the period, including but not limited to room rental charges (long and short term), cleaning fees, roll-away beds, and cribs. Do not include taxes collected.
2. Exempt Rental Receipts: Enter any rental receipts not subject to the Tourist Development Tax, including but not limited to receipts received from a tax exempt organization as evidenced by a **Florida sales tax exempt certificate** and receipts from a **bona fide written** long term lease as defined in Florida Administrative Code 12A-1.061(15) for a period longer than 6 months.

Your tax will now be calculated by our system.

Please note: per Florida Statutes, all taxes collected in excess of 6% must be remitted.

If you submit and pay your return online by the 20th of the month following the reporting period you will be entitled to a collection allowance of 2.5% of the first $1,200.00 of taxes collected.

If your return is submitted and paid late you will be assessed a penalty of 10% of taxes collected or $50.00, whichever is greater,

2. Enter the **Gross Rental Receipts**.

3. Enter the **Exempt Rental Receipts**.

   Result: The Total Amount Due is calculated.

   Note: The calculation is based on the Return being filed and paid on the current date.

4. Check over your return for the correct period, account # and amounts.

5. Click the [Submit] button.

   Result: The payment screen appears.

6. **All payments are required to be made in full and online.**

WONDER WOMAN - Account #100000000 (Active Account)

Return Period	Due By	Allowance	Due	Paid	Balance	Payment Amount
📄 June 2021 R	7/20/2021	$1.88	$73.12	$0.00	**$73.12**	73.12

Please Select a Payment Option below.

Balance Due: (Mail) $0.00
Balance Due: (OnLine) $73.12

Payment being applied: $73.12

Click Here to Return to the Main Screen Without Making a Payment
Please note penalties and interest are applied to any returns submissions and payments that are late.
You may return to this page later by clicking "Enter Payment" on the left

Click Here to Schedule an Online Payment Now
You can pay online via ECheck by clicking this option.

7. Click **Pay Now Online** to process your payment immediately.

   Result: The **Pay Online by Electronic Check or Credit Card** appears

8. Enter in the requested information and click [Submit].

   Result: A payment confirmation screen will appear and you will receive a Payment confirmation email.

9. To print your receipt, click on the **Print this page** icon at the bottom of the receipt.

10. Click **Pay Later** to save your return information. This allows for you to return later to pay.

Viewing Payment History

You have the ability to view payment history. Follow the steps below to view your payment history.

1. From the menu, select **Payment History**.

Tax Payers

- View Account(s)
- Enter Payment
- Payment History ←
- Add Account
- Edit Profile

Result: The payment history screen appears.

Receipt #	Amount	Date	Status	Pay Type	Ref #	Image?
205	$123.29	2/1/2007	OK	ECHECK	ACCT#: *5437 TID: test1234	N/A

Return Allocation	Account	Amount	Interest	Penalty	Tax
January 2007 R	33	$123.29	$0.00	$0.00	$123.29

Receipt #	Amount	Date	Status	Pay Type	Ref #	Image?
204	$72.48	2/1/2007	OK	ECHECK	ACCT#: *5767 TID: test1234	N/A

Return Allocation	Account	Amount	Interest	Penalty	Tax
January 2007 R	32	$72.48	$0.00	$0.00	$72.48