



WALTON COUNTY TOURIST DEVELOPMENT TAX

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Filing Tourist Development Tax with GovOS

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Walton County, Florida Clerk of Courts and County Comptroller

Getting Started

Summary of the GovOS Tourist Development Tax (TDT) portal's purpose and features.

- Walton County will mail all current Tourist Development Taxpayers a welcome letter with the web address and your account details when it is time to switch to the new portal.
- From that point forward, you will use the new portal to remit TDT and manage your account.
- Each reporting entity will have their own account and their own login.

New User Registration

How to create a user account with your email address and password.

- All reporting entities must register as a user in the tax portal using their email address.
- Click "Register here!" on the login page and enter your email address to receive the verification email.
- Once you set your password and enter your contact information, you will be registered as a user.

Connecting to Your Account

Connect to a reporting entity account to remit Tourist Development Tax to Walton County.

- If you are already remitting TDT to Walton County, or they have identified you as a short-term rental, you will receive a welcome letter in the mail with your account number and activation code.
- Existing taxpayers will select "I already have an existing TDT Registration," enter their account number and activation code, and connect to their existing account.
- If you have never remitted TDT and did not receive a welcome letter, select the second option, "I am a new Reporting Entity and I need to complete a TDT Registration Application."
- New taxpayers will complete the TDT registration form and will receive an email notification when their registration is approved, or if there are any questions from the county.
- Once connected to your account, you will receive email notifications when your TDT form is ready to file.

Tourist Development Tax Registration

Walton County requires a one-time Tourist Development Tax Registration for each reporting entity.

- If you have previously registered to remit TDT in Walton County, you do NOT need to register again.
- If TDT registration is required, you will have a registration application form assigned in your Open Tasks.
- Once registration is approved, or if you were already registered, your TDT Registration Certificate will be available in the Manage Your Accounts section.



Remitting Tourist Development Tax

How to remit Tourist Development Tax to Walton County using the online portal.

- TDT forms are assigned to reporting entities on a monthly or quarterly basis, depending on the annual average of short-term rental revenue.
- On the first on the month following the close of the reporting period, the TDT form will appear in your Open Tasks.
- See Walton County's TDT website, or the Frequently Asked Questions in the TDT portal for more details about tax requirements.
- When the TDT form is assigned to you, fill out the Unit Report with the Gross Rental Receipts and the Exempt Rental Receipts for each unit that you own or manage.
- You can type the information directly into the on-screen form or use the Excel template and copy/paste the data into the text area below the form.
- Click "Submit" to review the consolidated TDT Return.
- If the return is correct, enter your electronic signature and click "Submit."
- If you need to make any edits, click "Cancel and Return to the Unit Reporting Form."
- If you have multiple periods to file, you may click on the "Business Center" tab on the top-left of the screen to complete the next return.
- Once you have made it to the shopping cart with the TDT Return(s), enter your payment details to complete your filing.
- You will see an on-screen receipt upon checkout, and you will also receive a receipt in your email.

Managing Your Account

View your TDT Registration Certificate, update account information, and more.

- Locate the Manage Your Accounts section of the Business Center and click on your name.
- Use this page to review account details and initiate the following tasks:
 - Add rental units or properties to your account.
 - Submit a TDT Account Information Update form if any of your information changes.
 - Submit a Tax Filing Change Request form to request a penalty waiver or tax amendment.
 - Submit a Property Deletion form to remove a unit or property from your account.
 - Submit a Closure Request form to close your tax reporting account.

Online Support

Where to find answers to common questions.

- Frequently Asked Questions (FAQ) are available on the login page, at the top-right of the Business Center, or in the "Contact Us" link at the bottom of each page of the TDT portal.
- If you have questions related to your tax reporting, tax requirements, or any other state or county regulations, click on the link at the top of the FAQ page for a list of state and county resources.
- If you have questions about the TDT portal or need assistance logging in, connecting to your property, etc., contact GovOS support. You will find the phone number and email address at the bottom of the FAQ page.