

BREVARD COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER

Tourist Development Tax

Customer Portal Guide

How to register your short-term rental, file monthly returns, and remit Tourist Development Tax through the online portal.

[*portal.deckard.com/fl-brevard-str-portal*](https://portal.deckard.com/fl-brevard-str-portal)

About the Tourist Development Tax Portal

All Short-Term Rentals within Brevard County, FL are required to hold a valid Tourist Development Tax Account and remit a monthly return, even when no rental income is collected.

This online portal is your one-stop place to register your property, file your monthly tax returns, and pay the tax you owe. You can manage one property or many — all from a single account.

Florida Statutory Requirements

§ 125.0104, Florida Statute -Authorizes counties to levy and administer Tourist Development Taxes and requires compliance with reporting and remittance requirements.

§ 212.11(1)(a), Florida Statute -Requires every dealer to file a return for each reporting period, regardless of whether tax is due.

§ 212.06(3)(d), Florida Statute -Establishes dealer responsibility for reporting and remitting tax.

§ 213.29, Florida Statute -Provides penalties for/failure to file required returns, including \$0 returns.

Florida Administrative Code

Rule 12A-1.061, Florida Administrative Code- Defines transient rentals, identifies responsible parties, and requires filing of returns for each reporting period, even when no tax is due.

What you can do in the portal:

- Register and manage your short-term rental properties
- File monthly tax returns (including \$0 returns for inactive months)
- Pay securely by ACH (e-Check), credit card, or mail-in check
- Submit returns for previous months and catch up on filings
- Use Bulk Upload (10+ properties) to file multiple properties at once.

WHO USES THE PORTAL

Property Owners

Owners of one or more short-term rentals who file and pay taxes directly.

Property Managers

Companies and managers handling rentals on behalf of owners. Ability to use Bulk Upload feature to file multiple properties at once.

Co-hosts and Designees

Anyone designated to handle TDT obligations on a property's behalf.

Key Terms to Know Before You Begin

These are terms you'll see throughout the portal. Knowing them up front will save you time when filing.

Filing Period

The reporting cycle. Brevard County requires MONTHLY filings. You must file for every month — even if you had no bookings.

Gross Revenue

Total income received from the property for the filing period — including room rental, cleaning fees, pet fees, and any other taxable amounts.

Allowable Deductions

Specific amounts that may be subtracted from Gross Revenue before tax is calculated (e.g., tax exempt stays). Enter \$0 if none apply.

Zero-Dollar Filing

A required filing for any month with no bookings. You still must submit the form with \$0 in revenue to stay compliant and avoid penalties.

Property = Account

Inside the portal, each property is referred to as an “Account.” When you “Apply for New Account,” you are registering a new property.

Tax Summary

A downloadable report generated after each filing showing revenue, deductions, taxable receipts, tax due, and any penalties or interest. Keep it for your records.

What's in this Guide

1	Create Your Account & Register Your Property <i>Sign up, verify your email, register each rental property</i>	<i>pages 5-22</i>
2	File and Pay Your Tourist Development Tax <i>Monthly filings, reporting revenue, payment options</i>	<i>pages 23-32</i>
3	Additional Payments & Past Filing Periods <i>Make catch-up payments for previous months</i>	<i>pages 33-39</i>
4	Bulk Upload (10 or More Properties) <i>Filing multiple properties at once via spreadsheet</i>	<i>pages 40-49</i>
5	Payment Methods Explained <i>ACH / credit card / mail-in check, with the 6-digit code</i>	<i>pages 50-51</i>
6	Frequently Asked Questions <i>Common issues, fixes, and what to do if something goes wrong</i>	<i>pages 52-55</i>
7	Getting Help <i>Contact information for Brevard County support</i>	<i>page 56</i>

SECTION 1

Create Your Account & Register Your Property

Set up your portal account and add each short-term rental you operate in Brevard County.

Step 1: Visit the Portal & Create an Account

Go to the Brevard County Tourist Development Tax Portal:



Brevard County, FL Tourist Development Tax Account and Tax Portal

1

Enter the following address into your browser:
<https://portal.deckard.com/fl-brevard-str-portal>

2

Click the "Create Account" button if this is your first time.

3

If you already have an account, use the "Login" panel on the right.

TIP

You can manage multiple properties from a single account — you don't need a new login for each property.

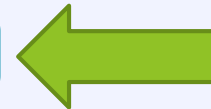
Welcome to the Brevard County, FL Account Registration and Account Login Tax Portal!

All Short-Term Rentals within Brevard County, FL are required to hold a valid Tourist Development Tax Account and remit taxes monthly for nights that the property is occupied by guests.

This portal allows Account Holders to manage their accounts, report and remit their tax, and view their history of past remittances.

To apply for a Tourist Development Tax Account, start by creating an account using the button below. If you already have an account, please login using the panel on the right-hand side of the page. You can use the same account to manage accounts for multiple properties.

Create Account



To get started, please enter the email address associated with your Tourist Development Tax Accounts below.

Email Address

Login

Step 2: Enter Your Email & Verify

Your email address is your login identifier. A verification code is sent each time you sign in.

1 Enter your email address and click "Continue."

2 Check your email for a 5–7 digit verification code (allow a moment for delivery).

NOTE

If you don't see the email, check your spam/junk folder before clicking "Resend Code."

Email Address

Let's get started by entering your email address. We will send a code to this email address to verify that this is your real email address, so please make sure that this is a valid email address, and that you have access to this email address at all times. Please choose an email address that can be used for the duration of this license. For property managers, please use a company email address (not an employee's email address) that you will have access to for your company's duration, as email addresses cannot be updated for your account at this time.

Email Address



 Check Email

 Create Account

 **CONTINUE**

BACK

Step 3: Enter the 5–7 Digit Verification Code

- 1 Open the verification email.
- 2 Type or paste the 5–7 digit code into the verification field.
- 3 Click "Submit" to complete login.

IMPORTANT

Please allow time for the verification code to be sent to your email address before you click on Resend Code— multiple resends will invalidate earlier codes.

Verification

We have sent a verification code to the email provided.
Please enter the code below. Make sure to check your spam folder.

Example:

ABC123

[Resend code](#)



Submit

Cancel

Step 4: Accept the Terms of Service

1 After verification, the Terms of Service / Privacy Policy will appear.

2 Read the Terms of Service.

3 Check the box to agree.

4 Click "OK" to proceed.

Terms of Service and Privacy Policy

To use this Portal, you need to agree to the Terms of Service and Privacy Policy. Please click on the links below to read them to read the Terms of Service and Privacy Policy documents.

 [Terms of Service](#)

 [Privacy Policy](#)

 ☐ I agree to the Terms of Service and Privacy Policy



Step 5: Your Dashboard

Once logged in, you'll see this dashboard. From here, you'll register your properties and pay your tax.

1

Click "Apply for New Account" to begin registering a property.

TIP

Inside the portal, "Account = Property." Each property you operate is a separate Account, all under your single login.



Brevard County, FL Tourist Development Tax Account and Tax Portal

Actions Required

No outstanding actions.

Active Tourist Development Tax Accounts (0)

You don't have any Active Tourist Development Tax Accounts.



Apply for new
Account

Step 6: Read the Requirements

Before you begin entering property details, the system displays the registration requirements.

1 Carefully read the requirements.

2 When you're ready, click "Continue."

Requirements

IMPORTANT

Please make sure pop-up blockers are turned off.

1. Before you begin, please ensure that pop-up blockers are disabled in your browser. When you reach the payment step, you will be redirected to a secure third-party payment page. If pop-up blockers are enabled, this redirect may be blocked, and your payment cannot be completed. To disable pop-up blockers, check your browser settings or toolbar before proceeding.
2. **Tourist Development Tax - Brevard County**
All short-term rental operators in Brevard County are required to register for a Tourist Development Tax account.
3. **Clerk of Court (Effective October 1, 2025)**
Beginning October 1, 2025, the Brevard County Clerk of the Court will assume responsibility for Tourist Development Tax collection.
 - If any transition delays occur, the Clerk's Office may grant a temporary waiver of late fees.
4. **Filing Deadlines**
 - Returns are due on the 20th of the month following the reporting period.
 - Example: September taxes are due by October 20.
 - If no tax is collected, Florida law requires a \$0 return for that reporting period. Delinquent \$0 returns will incur the \$50 minimum penalty fee.

CONTINUE

BACK

 Application Requirements Property Registrant Property Contacts Property Details Listings Confirm and Sign

Step 7: Identify Your Property

You can identify your property in two ways:

1

Choose "I know my Parcel ID" if you have it ready.

2

Choose "I want to type in the Property Address" to search by address.

TIP

Don't have your Parcel ID? Look it up at bcpao.us/PropertySearch (Brevard County Property Appraiser).



Brevard County, FL Tourist Development Tax Account Application

Property

We need to know the Parcel ID of the property you wish to make available for Account. You can type in your Parcel ID directly below if you already know it, or you can find the Parcel ID by typing in the property address.

☐ I know my Parcel ID

☐ I want to type in the property address

CONTINUE

BACK

✓ Application Requirements

➡ Property

✗ Registrant

✗ Property Contacts

✗ Property Details

✗ Listings

✗ Confirmation

Brevard Parcel ID Format

The Brevard County Property Appraiser (BCPAO) uses a unique format with numbers, letters, and dashes.



Brevard County, FL Tourist Development Tax Account Application

1

First, try entering the Parcel ID exactly as it appears on the BCPAO website.

2

If the system doesn't accept it, REMOVE the first two dashes and try again.

Example of entering Parcel ID:

NO	YES
25-37-12-5	253712-5

Property

We need to know the Parcel ID of the property you wish to make available for Account. You can type in your Parcel ID directly below if you already know it, or you can find the Parcel ID by typing in the property address.



I know my Parcel ID



I want to type in the property address

Parcel ID

[Lookup Parcel ID on Brevard County Website](#)

CONTINUE

BACK



Application Requirements



Property



Registrant



Property Contacts



Property Details



Listings



Confirm and Sign

Or Search by Property Address

If you chose "I want to type in the Property Address":

1

Type the address — make sure the matched address in the gray box is correct.

2

Under "Unit Number," enter the *unit number — especially important if multiple units share the same Parcel ID.

3

When everything is correct, click "Continue."

Property

We need to know the Parcel ID of the property you wish to make available for Account. You can type in your Parcel ID directly below if you already know it, or you can find the Parcel ID by typing in the property address.

- ☐ I know my Parcel ID
- ☒ I want to type in the property address

Address of the rental property

Judge Fran Jamieson Way Melbourne FL 32940

Selected property

Judge Fran Jamieson Way Melbourne FL 32940

Parcel ID: 263605-00-

Unit Number (optional)

***If you have a Unit Number, please list here.**

CONTINUE

BACK

✓ Application Requirements

» Property

✕ Registrant

✕ Property Contacts

✕ Property Details

✕ Listings

✕ Confirmation

Step 8: Registrant Information

Tell us who you are in relation to the property.

1

Indicate whether you are the Property Owner.

2

If there are multiple owners, click "Add Additional Owner" to include their information.

3

If you are the Property Manager, select that option and enter the required details.

4

Click "Continue" to proceed.

Registrant

Are you the owner of the rental property?

☒ Yes, I'm the owner

☐ No, I'm a property manager

Add additional owner

CONTINUE

BACK

✓ Application Requirements

✓ Property

» Registrant

✗ Property Contacts

✗ Property Details

✗ Listings

✗ Confirm and Sign

Step 9: Property Contacts

Answer the management and emergency contact questions.

1

Is the property self-managed or managed by a property manager? Select the right option.

2

Is there a 24-hour contact available? Indicate "myself" or "someone else."

3

Click "Continue" to proceed.

Property Contacts

Property Management Company

Professional property management means a licensed firm charged with operating a real estate property for a fee. Self Managed means an individual maintains the STR, such as a private property owner.

Are you using a Property Manager for this property?

- ☒ Self Managed
☐ Property Manager

24/7 Contact

A 24/7 Contact means an individual who is personally available by telephone on a 24-hour basis and who maintains the ability to be onsite within 60 minutes and who has access and authority to assume management of the unit. An agent or property manager that meets the availability requirements can serve as the 24/7 Contact.

Who is the 24/7 contact for this property?

- ☒ Myself (the Owner)
☐ Someone else

CONTINUE

BACK

 Application Requirements Property Registrant Property Contacts Property Details Listings Confirm and Sign

If Managed by a Property Manager

Selecting "Property Manager" reveals additional fields you'll need to complete.

1

Enter the Property Manager's first and last name.

2

Enter the Company name (if applicable).

3

Enter the Email and Phone Number for the Property Manager.

4

Enter the Property Manager's mailing address.

NOTE

These fields only appear if you selected Property Manager in the previous step.

Property Management Company

Professional property management means a licensed firm charged with operating a real estate property for a fee. Self Managed means an individual maintains the STR, such as a private property owner.

Are you using a Property Manager for this property?

☐ Self Managed

☒ Property Manager

Property Manager Information

First Name

Last Name

Company Name (optional)

Email Address

Phone Number

Mailing Address

☐ Same as property address

☒ Property

☒ Registrant

☒ Property
Contacts

☐ Property
Details

☐ Listings

☐ Confirmation

Step 10: Property Details

Enter required state sales tax # and unit information for your rental. It is important that you complete all of the information on this page.

1 Enter your State Sales Tax Certification Number — format: 15-XXXXXXXXXX. *See NOTE.

2 Enter the total Number of Units for the property.

3 Select the correct Rental Type.

4 Review your entries, then click "Continue."

*NOTE

If you do not have a Florida State Sales Tax Certification Number, please call for assistance: (850)488-6800 or (850)717-6570

Property Details

All fields must be completed before proceeding.

State Sales Tax Certification Number (provided by the State of Florida, Department of Revenue)

Number of Units?

Type of Rental

- ☐ Apartment
- ☐ Duplex/Triplex/Quadplex
- ☐ Motel
- ☐ Single Family
- ☐ Bed & Breakfast
- ☐ Hotel
- ☐ Room(s), Garage Apartment(s)
- ☐ Condo/Townhome
- ☐ Internal Owner (Timeshares)
- ☐ Roominghouse
- ☐ Cottage
- ☐ Mobile Home Park
- ☐ Rv Park/Campground
- ☐ Other

✓ Application Requirements

✓ Property

✓ Registrant

✓ Property Contacts

» Property Details

✗ Listings

✗ Confirm and Sign

Step 11: Add Listings (Optional)

Listings are where your property is advertised — Airbnb, VRBO, etc.
This step is optional.

1

If you don't want to add listings, just click "Continue" to move forward.

2

If you do want to report listings, click "Add Listing" and enter the listing link (URL). Repeat for each additional listing, then click "Continue."



Brevard County, FL Tourist Development Tax Account Application

Listings

Please report each listing advertising your short-term rental.
This is optional.

+ Add listing

CONTINUE

✓ Application Requirements

✓ Property

✓ Registrant

✓ Property Contacts

✓ Property Details

➔ Listings

✗ Confirmation

Step 12: Confirm & Sign

Final review before submitting your property registration.

- 1 Verify all information on the Confirmation tab is correct.
- 2 Check the two certification boxes. Sign by typing your name in the signature field. Click "Continue".

Owner #1
First Name

Same as owner #1

Property Details
Listing web addresses
No listings provided.

Supplemental Questions

Certifications

☐ Any person or entity required to collect, truthfully account for, and pay any taxes, and willfully fails to do so, shall be liable for penalties under the provisions of Section 213.29, Florida Statutes. All communication, reporting and filing shall be done electronically and the email address provided shall be used for such purposes.

☐ I certify under penalty of perjury that I am the owner or authorized agent of the owner of this real property or business, and that the information contained hereupon is true and accurate. I further acknowledge that affixing my name constitutes my legally binding signature.

Electronic Signature

Legal Name of Authorized Signatory

Date
10/15/2025

CONTINUE **BACK**

Confirmation

Step 13: Property Confirmation

You'll see a submission page with your property's confirmation number.

1

Note your property confirmation number — this confirms your registration was received. You will also receive an email for your records.

2

Review the details on screen.

3

Click "Return to Dashboard" when ready.

IMPORTANT

This is your registration confirmation — NOT your payment confirmation. Payment happens in the next section.



Brevard County, FL Tourist Development Tax Certificate Application

Thank you! Your Tourist Development Tax Certificate Application has been submitted successfully! Your confirmation number is: 000000265638. We have emailed you details of the application.

Return to Dashboard

Have More Properties? Register Each One

Important- Before paying tax, register every property you operate.

1 From the dashboard, click "Apply for New Account" again to register the next property.

NOTE

If multiple units share a Parcel ID, a unit number must be provided to distinguish the addresses from one another.

2 Repeat the registration process for each unique property.



Brevard County, FL Tourist Development Tax Account and Tax Portal

Actions Required

No outstanding actions.

Active Tourist Development Tax Accounts (0)

You don't have any Active Tourist Development Tax Accounts.

[Apply for new Account](#)

SECTION 2

File and Pay Your Tourist Development Tax

Report your monthly revenue and remit the tax due. Brevard County requires monthly filings.

Step 1: Start a Tax Filing

All your registered properties are now visible on the dashboard.

1

From the dashboard, click the "Pay Tax" button (located in the middle and right side of the screen).

NOTE

Brevard County only accepts MONTHLY filings. You must file every month, **even if there were no bookings (a \$0 filing).**



Brevard County, FL Tourist Development Tax Account and Tax Portal



Actions Required

No outstanding actions.

Active Tourist Development Tax Accounts (2)

● Judge Fran Jamieson Way Melbourne FL 32940

26-00037

Expiration: -

[View](#)

● Judge Fran Jamieson Way Melbourne FL 32940

26-00037

Expiration: -

[View](#)



[Apply for new Account](#)

[Pay Tax](#)

[See all Accounts](#)

SECTION 2

Step 2: Select Properties for Tax Reporting

Choose every property you need to file for in this filing period.

1

Check the box next to each property you're filing for.

2

The page shows the current month being filed.

3

Need to file for a previous month? Click "Additional Periods" — see Section 3, Page 33.

IMPORTANT

Late payments for previous months will incur a Penalty Fee. File as soon as possible.



Brevard County, FL Pay Tax

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

January 2026

☐	Address	Account Number	Tax Reporting This Period	Owner's Name
☒	Judge Fran Jamieson Way Melbourne FL	26-0003	● Incomplete	
☐	Judge Fran Jamieson Way Melbourne FL	26-0003	● Incomplete	

[Add Additional Periods](#)



Hide Inactive Accounts

CONTINUE

BACK



Select Properties



Report Revenue



Confirm and Sign



Payment

Step 3: Open the Reporting Form

Carefully read the on-screen details about how to report your revenue.

1

Read the instructions at the top of the page.

2

Click the "Reporting Incomplete" drop-down arrow to open the revenue reporting form.

Report Revenue

For the current and previous months, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

January 2026

JUDGE FRAN JAMIESON WAY MELBOURNE FL 32940

Reporting Incomplete ▾

CONTINUE

BACK

✓ Select Properties

» Report Revenue

✕ Confirm and Sign

✕ Payment

SECTION 2

Step 4: Report Your Revenue

1

Property Occupancy:

number of days listed/advertised AND days actually rented this month.

2

Platforms (Airbnb / VRBO / etc.): Gross Revenue collected by those platforms (\$0 if none).

3

Allowable Deductions for platform revenue (\$0 if none).

4

All Other Platforms: Gross Revenue you collected yourself + Allowable Deductions (\$0 if none).

All fields with arrows must be completed for each property.

TIP

Gross Revenue includes room rental, cleaning fees, pet fees, and any other taxable amounts charged to the guest.

Report Revenue

For the current and previous months, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

January 2026

JUDGE FRAN JAMIESON WAY MELBOURNE FL 32940 Reporting Incomplete ^

Property Occupancy

No. Days Available

No. Days Occupied

1

1

Platforms that remit taxes on my behalf (i.e. Airbnb, VRBO, etc.) If you have opted out of having platforms collect on your behalf, please enter \$0 in both fields below.

Gross Revenue

\$

2

Allowable Deductions ⓘ

\$

3

Taxable Receipts

\$

0

All Other Platforms (This section will include taxes you collected as Owner/Manager and used to calculate your TDT.)

Gross Revenue

\$

4

Allowable Deductions ⓘ

\$

4

Taxable Receipts

\$

0

CONTINUE

BACK

Select Properties

Report Revenue

Confirm and Sign

Payment

Example: A Completed Revenue Report

This is what a fully completed Revenue Report should look like before you continue. Every field has data, no field is blank.

1

Confirm Property Occupancy days are filled in.

2

Confirm Gross Revenue is entered for both Platforms AND All Other sources.

3

Confirm Allowable Deductions are entered (\$0 if none).

Report Revenue

For the current and previous months, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

January 2026

JUDGE FRAN JAMIESON WAY MELBOURNE FL 32940

Reporting Complete ^

Property Occupancy

No. Days Available

30

No. Days Occupied

25

Platforms that remit taxes on my behalf (i.e. Airbnb, VRBO, etc.) If you have opted out of having platforms collect on your behalf, please enter \$0 in both fields below.

Gross Revenue

\$

0

Allowable Deductions ⓘ

\$

0

Taxable Receipts

\$

0

All Other Platforms (This section will include taxes you collected as Owner/Manager and used to calculate your TDT.)

Gross Revenue

\$

500

Allowable Deductions ⓘ

\$

0

Taxable Receipts

\$

500

CONTINUE

BACK

Select Properties

Report Revenue

Confirm and Sign

Payment

Step 5: Confirm Payment Amount & Sign

The system calculates your tax due automatically — review carefully.

1 Double check your payment amount under "Tax Summary."

2 Use the drop-down to verify selected tax periods and properties.

3 Review and confirm all certifications.

4 Sign by typing your name then click "Continue."

NOTE

If your filing results in \$0 owed (e.g., zero-revenue month), the system will return you to the dashboard — no payment screen appears.

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

All Periods ▾

All Licenses ▾

January 2026

Tax due

Judge Fran Jamieson Way Melbourne FL 32940

\$25.00 ▾

Total due January 2026

\$25.00

Total Payment Due

\$25.00

Certifications

☐ Any person or entity required to collect, truthfully account for, and pay any taxes, and willfully fails to do so, shall be liable for penalties under the provisions of Section 213.29, Florida Statutes. All communication, reporting and filing shall be done electronically and the email address provided shall be used for such purposes.

☐ I certify under penalty of perjury that I am the owner or authorized agent of the owner of this real property or business, and that the information contained hereupon is true and accurate. I further acknowledge that affixing my name constitutes my legally binding signature.

Legal Name of Authorized Signatory

Date

2026-02-20

CONTINUE

BACK

✓ Select Properties

✓ Report Revenue

➔ Confirm and Sign

✗ Payment

Step 6: Choose Your Payment Method

Two payment options are available:

- 1 Credit Card / ACH (e-Check) — fast, with a small processing fee offset by an e-payment discount.
- 2 Check — **paper check sent through the mail.** NO e-payment discount applies.

TIP

Most users choose **ACH (e-Check)** — it's the fastest, qualifies for the e-payment discount, and doesn't require mailing anything.

IMPORTANT

Not an electronic check. Choose this option **ONLY IF** you are mailing a **PAPER CHECK**



Brevard County, FL Tourist Development Tax Account and Tax Portal

Pick one of the payment methods below

Total Amount Due

\$25.00

TDT
\$25.00

Platforms that remit taxes on my behalf
\$0.00

Tax Discount
|

Penalties
\$0.00

Interest
\$0.00

Payment Method

Credit Card / ACH

Check

The button below will take you to our third-party payment system to make your payment.

Pay \$25.00

- Select Properties
- Report Revenue
- Confirm and Sign
- Payment

If Paying by Credit Card or ACH

A secure payment window opens in a new browser tab.



DECKARD PAYMENT PORTAL

1

Enter your payment details in the new window.

2

For **ACH (e-Check)**, select the "e-Check" option for electronic check.

3

Click "Submit Payment" to complete the transaction. You will receive an email conformation for your records.

IMPORTANT

If the payment window doesn't open, your browser may be blocking pop-ups. **Allow pop-ups for this site** and try again. (See FAQ for details.)

Brevard Payment Portal

"*" indicates required fields

Choose Payment Type *

- ☐ Credit Card
- ☐ ACH/Bank Account/e-Check

Billing Name

First *

Last *

Billing Address

Street Address *

City *

State / Province *

ZIP / Postal Code *

Country *

United States ▼

Thank you for using our secure online payment form.

Submit Payment

If Paying by Mail-In Check

When you choose Mail-In Check, a confirmation pop-up gives you everything you need.



Brevard County, FL Pay Tax

1

Note your Confirmation Code — you MUST write this on the memo line of your check.

2

Follow the on-screen instructions for preparing and mailing the check.

3

Click "Return to Dashboard" when finished.

IMPORTANT

Without the Confirmation Code on the memo line, your check cannot be matched to your account. Always write it on the memo line.

Confirmation Number:

EKCVFH

- Please make the check out to **Brevard County Clerk Finance - TDT**.
- Your unique code is **EKCVFH**, please ensure this is written on the front of your check.
- Please ensure the exact amount of **\$25.00** is written in the check.
- Please mail all checks to **Brevard County Clerk Finance - TDT 400 South St., 3rd Floor Titusville, FL 32780**.
- Application is not complete until payment is received.

For any questions or issues please contact us at tourist.tax@brevardclerk.us

Thank you for submitting your tax payment. We have emailed you a receipt of your payment. Your actions today allow short term rentals to be an attractive choice for Brevard County, FL visitors, while maintaining the residential character of our neighborhoods.

Return to Dashboard

SECTION 3

Additional Payments & Past Filing Periods

Catch up on previous months or file multiple periods at once.

Step 1: Start from "Pay Tax"

Past-period filings begin the same way as a regular filing.

1

From your dashboard, click the "Pay Tax" button to begin.

NOTE

Late filings will have penalty/interest applied automatically by the system, when applicable.

Actions Required

No outstanding actions.

Active Tourist Development Tax Accounts (2)

●	Judge Fran Jamieson Way Melbourne FL 32940	View
26-000	Expiration: -	
●	Judge Fran Jamieson Way Melbourne FL 32940	View
26-000	Expiration: -	

[Apply for new Account](#)[Pay Tax](#)[See all Accounts](#)

Step 2: Select Properties & Add Periods

After choosing your properties, you'll add the past tax period.

1

Check the property/properties you're filing for.

2

Click "Add Additional Periods."

Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

January 2026

☐	Address	Account Number	Tax Reporting This Period	Owner's Name
☒	Judge Fran Jamieson Way Melbourne FL 32940	26-000	● Incomplete	

Add Additional Periods

or Add Additional Accounts

CONTINUE

BACK

>> Select Properties

✕ Report Revenue

✕ Confirm and Sign

✕ Payment

Step 3: Choose Year and Month(s)

Select every previous period you need to file for.

1

Choose the required year.

2

Check the month(s) you need to file.

3

Click "Add Periods."

Report Additional Tax ×

Select the periods for which you wish to report tax, including reporting \$0.00 receipts.

2026 2025 2024 2023

☐ January 2025	☐ May 2025	☐ September 2025
☐ February 2025	☐ June 2025	☒ October 2025
☐ March 2025	☐ July 2025	☐ November 2025
☐ April 2025	☐ August 2025	☒ December 2025

Add Periods Close

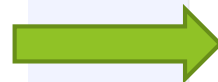


Step 4: Verify Periods & Continue

Confirm the additional months are listed correctly.

1 Review the list of periods you've added.

2 When everything looks right, click "Continue."



Select Properties for Tax Reporting

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

January 2026

☐	Address	Account Number	Tax Reporting This Period	Owner's Name
☐	Judge Fran Jamieson Way Melbourne FL 32940	26-000	● Incomplete	
☐	Judge Fran Jamieson Way Melbourne FL 32940	26-000	● Incomplete	

December 2025

☐	Address	Account Number	Tax Reporting This Period	Owner's Name
☒	Judge Fran Jamieson Way Melbourne FL 32940	26-000	● Incomplete	
☐	Judge Fran Jamieson Way Melbourne FL 32940	26-000	● Incomplete	

October 2025

☐	Address	Account Number	Tax Reporting This Period	Owner's Name
☒	Judge Fran Jamieson Way Melbourne FL 32940	26-000	● Incomplete	
☐	Judge Fran Jamieson Way Melbourne FL 32940	26-000	● Incomplete	

[Add Additional Periods](#)

☒ Hide Inactive Accounts

CONTINUE

BACK

[Select Properties](#)

[Report Revenue](#)

[Confirm and Sign](#)

[Payment](#)

SECTION 3

Step 5: Report Revenue for Each Period

You'll complete the same Revenue Report you saw in Section 2 — once per period.

- 1 Click the "Reporting Incomplete" drop-down for each period.
- 2 Complete Property Occupancy and Revenue for each period (see Section 2 for details).
- 3 All required fields must be completed before you can proceed.

TIP

If a previous month had no bookings, enter \$0 for revenue. **Zero-dollar filings are required** to keep the property compliant.

Report Revenue

For the current and previous months, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

December 2025

JUDGE FRAN JAMIESON WAY MELBOURNE FL 32940
Reporting Incomplete ^

Property Occupancy

No. Days Available

No. Days Occupied

Platforms that remit taxes on my behalf (i.e. Airbnb, VRBO, etc.) If you have opted out of having platforms collect on your behalf, please enter \$0 in both fields below.

Gross Revenue	\$
Allowable Deductions ⓘ	\$
Taxable Receipts	\$ 0

All Other Platforms (This section will include taxes you collected as Owner/Manager and used to calculate your TDT.)

Gross Revenue	\$
Allowable Deductions ⓘ	\$
Taxable Receipts	\$ 0

October 2025

JUDGE FRAN JAMIESON WAY MELBOURNE FL 32940
Reporting Incomplete ^

Property Occupancy

No. Days Available

No. Days Occupied

Platforms that remit taxes on my behalf (i.e. Airbnb, VRBO, etc.) If you have opted out of having platforms collect on your behalf, please enter \$0 in both fields below.

- ✓ Select Properties
- ➡ Report Revenue
- ✕ Confirm and Sign
- ✕ Payment

Report Revenue — complete one per filing period

Brevard County Tourist Development Tax • Customer Portal Guide

38 / 56

Step 6: Confirm, Sign, and Pay

Final review and payment work the same as Section 2.

1

Confirm the total payment amount across all periods.

2

Review and confirm all certifications.

3

Sign by typing your name.

4

Click "Continue" to finalize and proceed to payment.

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

All Periods ▾

All Licenses ▾

December 2025

Tax due

Judge Fran Jamieson Way Melbourne FL 32940

\$15.00 ▾

Total due December 2025

\$15.00

October 2025

Tax due

Judge Fran Jamieson Way Melbourne FL 32940

\$5.00 ▾

Total due October 2025

\$5.00

Total Payment Due

\$20.00

Certifications



Any person or entity required to collect, truthfully account for, and pay any taxes, and willfully fails to do so, shall be liable for penalties under the provisions of Section 213.29, Florida Statutes. All communication, reporting and filing shall be done electronically and the email address provided shall be used for such purposes.



I certify under penalty of perjury that I am the owner or authorized agent of the owner of this real property or business, and that the information contained hereupon is true and accurate. I further acknowledge that affixing my name constitutes my legally binding signature.

Legal Name of Authorized Signatory

Date

2026-02-20

CONTINUE

BACK

SECTION 4

Bulk Upload (10 or More Properties)

Property managers with 10+ properties can file all of them at once using a spreadsheet template.

Step 1: Start with "Pay Tax"

Bulk Upload begins from the same dashboard button as a normal filing.

1

From your dashboard, click the "Pay Tax" button.

IMPORTANT

Bulk Upload is only available if you are filing for 10 or more properties. With fewer than 10, use the standard flow in Sections 2 and 3.

Active Tourist Development Tax Accounts (14)

●	Park Ave	Titusville FL 32780	26-000	Expiration: -	View
●	Park Ave	Titusville FL 32780	26-000	Expiration: -	View
●	Park Ave	Titusville FL 32780	26-000	Expiration: -	View
●	Park Ave	Titusville FL 32780	26-000	Expiration: -	View
+ 10 more Active Accounts					

[Apply for new Account](#)[Pay Tax](#)[See all Accounts](#)

SECTION 4

Step 2: Select 10+ Properties & Choose Bulk Upload

On the property selection screen:

1 Select 10 or more properties.

2 Click the "Bulk Upload Spreadsheet" button.

Your properties that are registered for tax reporting and remittance in the selected period are listed below. Please select the properties for which you wish to report at this time.

November 2025

☐	Address	Account Number	Tax Reporting This Period	Owner's Name
☒	Cir Barefoot Bay FL 32976	25-00	● Incomplete	
☒	Pl Cocoa FL 32922	25-00	● Incomplete	
☒	Ave Cocoa FL 32922	25-00	● Incomplete	
☒	St Cocoa FL 32927	25-00	● Incomplete	
☒	St Cocoa FL 32922	25-00	● Incomplete	
☒	Ln Melbourne FL 32901	25-00	● Incomplete	
☒	St Cocoa FL 32927	25-00	● Incomplete	
☒	Rd Cocoa FL 32927	25-00	● Incomplete	
☒	Rd Cocoa FL 32926	25-00	● Incomplete	
☒	Rd Rockledge FL 32955	25-00	● Incomplete	

[Add Additional Periods](#)

☒ Hide Inactive Accounts

How would you like to report tax for the selected properties?

For tax reporting of 10 or more properties, you can report individually, or upload in bulk using a spreadsheet template on the next screen.

Individually

Bulk Upload (Spreadsheet)

CONTINUE

BACK

Step 3: Download the Template

Read the on-screen information first, then download a fresh template.

- 1 Read the instructions on the screen.
- 2 Click "Download Template" — an Excel spreadsheet downloads to your computer.
- 3 Open the spreadsheet to begin entering revenue data.

IMPORTANT

Download a NEW template each time you do a bulk upload. The same file cannot be reused for different periods or properties — it contains hidden codes that link rows to your account.

Report Revenue

For the current and previous months, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

Download template and upload your report

1. Download this template and fill in Taxable Receipts and Allowable Deductions for each period. It has been pre-populated based on your selections on the previous screen. To edit your selections, click 'Back'.

Download Template



2. Upload your completed spreadsheet by clicking the button below. If there are any validation errors reported, please fix the spreadsheet and upload it again. Once uploaded successfully, click 'Continue' to proceed.

Upload Tax Report

CONTINUE

BACK

SECTION 4

Step 4: Fill in the Template

The template has one row per property, pre-filled with the property and period info.

1

Click "Enable Editing" in Excel if prompted.

2

Enter Total Revenue for each property (numbers only).

3

Enter Allowable Deductions for each property (\$0 if none, numbers only).

4

For platforms that don't apply (rows shown with black fill), enter \$0. Save the file as .xlsx or .csv when done.

IMPORTANT

ONLY edit Total Revenue and Allowable Deductions. DO NOT change Permit Number, Property Address, Reporting Period, Provider, Row ID, or Check Sum — your upload will fail.

Excel interface showing the spreadsheet template. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Acrobat, and Tell me what you want to do... The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, Conditional Formatting, and Styles. The spreadsheet has columns A through I. Columns E and F are highlighted with green arrows pointing to them, indicating they are the only editable columns for Total Revenue and Allowable Deductions.

	A	B	C	D	E	F	I
1	Period	Permit Number	Property Address	Provider	Total Revenue	Allowable Deductions	
2				behalfPlatforms	0	0	
3				other	10	0	
4				behalfPlatforms	0	0	
5				other	20	0	
6				behalfPlatforms	0	0	
7				other	30	0	
8				behalfPlatforms	0	0	
9				other	40	0	
10				behalfPlatforms	0	0	
11				other	50	0	
12				behalfPlatforms	0	0	
13				other	60	0	
14				behalfPlatforms	0	0	
15				other	70	0	
16				behalfPlatforms	0	0	
17				other	80	0	
18				behalfPlatforms	0	0	
19				other	90	0	
20				behalfPlatforms	0	0	
21				other	100	0	
22				behalfPlatforms	0	0	
23				other	110	0	
24				behalfPlatforms	0	0	
25				other	120	0	
26				behalfPlatforms	0	0	
27				other	130	0	
28				behalfPlatforms	0	0	
29				other	140	0	

Spreadsheet template — only Total Revenue and Allowable Deductions are editable

Step 5: Upload Your Tax Report

Return to the portal and upload your completed file.

1

Click "Upload Tax Report."

2

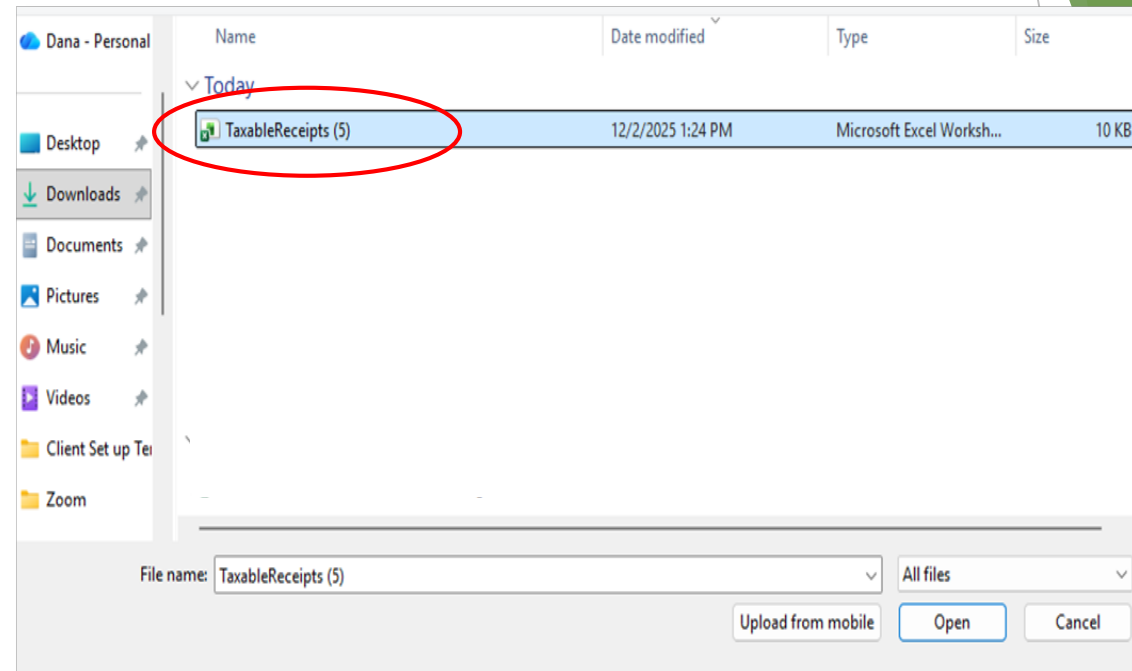
Select your saved file (.xlsx or .csv only).

3

Wait for validation to complete.

TIP

Upload tip: you can complete the spreadsheet in a separate session — just be sure to upload the SAME properties and periods you originally selected.



2. Upload your completed spreadsheet by clicking the button below. If there are any validation errors reported, please fix the spreadsheet and upload it again. Once uploaded successfully, click 'Continue' to proceed.

Upload Tax Report

CONTINUE

BACK

Step 6: Successful Validation

When everything checks out:

1

You'll see "Report validated successfully – click Continue to proceed."

2

Click "Continue" to move on to payment.

Report Revenue

For the current and previous months, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

Download template and upload your report

1. Download this template and fill in Taxable Receipts and Allowable Deductions for each period. It has been pre-populated based on your selections on the previous screen. To edit your selections, click 'Back'.

Download Template

2. Upload your completed spreadsheet by clicking the button below. If there are any validation errors reported, please fix the spreadsheet and upload it again. Once uploaded successfully, click 'Continue' to proceed.

Upload Tax Report



Report validated successfully - click 'Continue' to proceed

CONTINUE

BACK

If Validation Fails

If your upload has errors, the screen will show them:

1

Read the error messages — each lists the row and issue.

2

Verify you uploaded the correct file.

3

Confirm only Total Revenue and Allowable Deductions were changed.

4

Fix the errors in your spreadsheet, save, and re-upload.

IMPORTANT

If errors persist, download a brand-new template and try again. Older templates may no longer match the current period.

Report Revenue

For the current and previous months, please report the taxable receipts

Taxable receipts are defined as the consideration paid by the occupant of any rental where the cost of occupancy is at the rate of \$2 or more per day. Taxable Receipts INCLUDE, but are not limited to, non-refundable charges such as nightly or weekly rents for a period of 30 days or less, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDE refundable deposits and any additional items included in a special package rate, such as recreational activities.

Download template and upload your report

1. Download this template and fill in Taxable Receipts and Allowable Deductions for each period. It has been pre-populated based on your selections on the previous screen. To edit your selections, click 'Back'.

Download Template

2. Upload your completed spreadsheet by clicking the button below. If there are any validation errors reported, please fix the spreadsheet and upload it again. Once uploaded successfully, click 'Continue' to proceed.

Upload Tax Report

Failed to validate your report

Please fix the errors below and re-upload the corrected spreadsheet to continue

- Row 2: Invalid period December 2025
- Row 3: Invalid period December 2025
- Row 4: Invalid period December 2025
- Row 5: Invalid period December 2025
- Row 6: Invalid period December 2025
- Row 7: Invalid period December 2025
- Row 8: Invalid period December 2025
- Row 9: Invalid period December 2025
- Row 10: Invalid period December 2025
- Row 11: Invalid period December 2025
- + 18 more errors

CONTINUE

BACK

Step 7: Confirm Payment Amount

After successful upload:

1

Double-check the calculated payment amount for each pay period.

2

Make sure the property count and totals look right.

Confirm and Sign

Please confirm the following information and sign below

Tax Summary

All Periods ▾

All Licenses ▾

November 2025

Tax due

Barefoot Bay FL 32976	\$4.87 ▾
Cocoa FL 32922	\$4.87 ▾
Ave Cocoa FL 32922	\$4.87 ▾
Cocoa FL 32927	\$4.87 ▾
St Cocoa FL 32922	\$4.87 ▾
Ln Melbourne FL 32901	\$4.87 ▾
St Cocoa FL 32927	\$4.87 ▾
Rd Cocoa FL 32927	\$4.87 ▾
Rd Cocoa FL 32926	\$4.87 ▾
Rd Rockledge FL 32955	\$4.87 ▾

Total due November 2025

\$48.70

Step 8: Sign, Certify, and Pay

The final step is the same as a standard filing.

1

Review and confirm all certifications.

2

Sign by typing your name.

3

Click "Continue" to finalize and proceed to payment.

Total due November 2025

\$48.70

Total Payment Due

\$48.70

Certifications



Any person or entity required to collect, truthfully account for, and pay any taxes, and willfully fails to do so, shall be liable for penalties under the provisions of Section 213.29, Florida Statutes. All communication, reporting and filing shall be done electronically and the email address provided shall be used for such purposes.



I certify under penalty of perjury that I am the owner or authorized agent of the owner of this real property or business, and that the information contained hereupon is true and accurate. I further acknowledge that affixing my name constitutes my legally binding signature.

Legal Name of Authorized Signatory

Date

2025-12-02

CONTINUE

BACK

SECTION 5

Payment Methods Explained

Understand each option so you can pick the one that fits you best.

ACH (e-Check) vs. Credit Card vs. Mail-In Check

ACH / e-Check

Recommended for most filers

Benefits

- Funds transfer directly from your bank account
- Fast — payment processed quickly
- Eligible for the e-payment discount
- No mailing or trips to the post office

Things to Note

-There is a \$2.50 flat fee on e-Checks under \$500K and \$3.50 for checks greater than \$500K.

WHAT YOU'LL NEED

Bank routing number and account number

Credit / Debit Card

Convenient for occasional filers

Benefits

- Quick to enter — no banking info needed
- Eligible for the e-payment discount
- Receipt sent immediately

Things to Note

-There is a service charge of 2.9% of your total tax bill plus \$.30 fee for each transaction.

WHAT YOU'LL NEED

Card number, expiration, CVV, billing ZIP

Check (PAPER)

Available, but slower

Benefits

- No electronic banking required
- Requires a 6-digit code on the memo line.

Things to Note

-NO e-payment discount; no service fee.
-Please mail check to: Brevard County Clerk
Finance-TDT, 400 South St., 3rd FL, Titusville, FL
32780

WHAT YOU'LL NEED

*Pen, paper check, stamp, 6-digit code in the memo line
and mailing address*

IMPORTANT

Mailing a check? The portal generates a 6-digit Confirmation Code when you choose mail-in check. **WRITE THIS CODE ON THE MEMO LINE.** Without it, your check cannot be matched to your account.

SECTION 6

Frequently Asked Questions

Quick answers to the most common questions about the portal.

FAQ — Filings, Edits, and Payments

Q

Do I need to file if I had no bookings this month?

Yes. Brevard County requires a filing every month, even when there is no revenue. Submit a \$0 filing (a "Zero-Dollar Filing") to stay compliant and avoid penalty notices.

Q

I made a mistake on a filing I already submitted. Can I edit it?

Submitted and paid filings cannot be edited by the user — this protects audit integrity. Contact the Brevard County Clerk of the Circuit Court and Comptroller (see Section 7) to request a manual adjustment.

Q

Can I pay for multiple properties at once?

Yes. Add multiple properties to a single filing on the "Select Properties" screen, then check out with one payment. If you have 10 or more properties, you can also use Bulk Upload (Section 4).

Q

What's the difference between an e-Check (ACH) and a Paper Check?

An e-Check (ACH) is an instant electronic transfer from your bank account — fast, secure, and eligible for the e-payment discount. A Paper Check is a physical check sent through the mail; it's slower and does NOT qualify for the discount.

FAQ — Technical Issues & Bulk Upload

Q

The payment window won't open when I click pay. What's wrong?

This is almost always caused by a Pop-up Blocker. In Chrome, Safari, or Edge, allow pop-ups for portal.deckard.com and try again. Make sure your browser is up to date.

Q

My bulk upload spreadsheet keeps failing validation. Why?

Only the Total Revenue and Allowable Deductions columns may be edited. All other columns — including Permit Number, Reporting Period, Row ID, and Check Sum — must remain unchanged. Also, never reuse an old template — always download a fresh one for each upload.

Q

Can I save my bulk upload spreadsheet and finish it later?

Yes. You can download the template, log out, and finish entering revenue at your convenience. When you return, log back in and upload — but you must select the SAME properties and periods you originally selected, or the file will be rejected.

Q

I'm paying by Mail-In Check — what do I need to know?

When you choose Mail-In Check, the portal generates a unique 6-digit Confirmation Code. WRITE THIS CODE ON THE MEMO LINE of your check. Without it, your check cannot be applied to the correct account.

Q

I don't have Excel — can I still do a Bulk Upload?

Yes. Open the downloaded template in Google Sheets or Apple Numbers. Use File → Export As → Excel (.xlsx) or CSV before uploading back to the portal.

Download Your Tax Summary for Records

After every successful filing, you can download a Tax Summary PDF for your records. This report supports reconciliation and compliance documentation — keep one for every filing.

Your Tax Summary includes:

	Revenue by Platform How much revenue came from Airbnb / VRBO and from your direct bookings.		Allowable Deductions Any qualifying deductions applied against Gross Revenue.
	Taxable Receipts Gross Revenue minus deductions — the figure tax is calculated on.		Tax Payable The Tourist Development Tax due for the filing period.
	Penalties & Interest Any penalty/interest applied for late filing.		Total Amount Due The complete amount paid for this filing.

TIP

Save your Tax Summary every month. It's the easiest way to reconcile your TDT records, support an audit, and share with your accountant at tax time.

NEED HELP?

Getting Additional Assistance

If you have questions, encounter issues, or need a manual adjustment to a previously submitted filing, the Brevard County Clerk of the Circuit Court and Comptroller team is here to help.

CALL US

(321) 637-6530

Brevard County Clerk of the Circuit Court and Comptroller

EMAIL US

tourist.tax@brevardclerk.us

Brevard County Clerk of the Circuit Court and Comptroller

Portal: portal.deckard.com/fl-brevard-str-portal