State of Georgia Department of Revenue

KEEP THESE INSTRUCTIONS AND WORKSHEET WITH YOUR RECORDS

Instructions

1. Download (free) the latest version of Adobe Reader.

   http://www.adobe.com/products/acrobat/readstep2.html

2. Complete the worksheet below to automatically create your return.

3. Click the "Print" button to print a completed G-1003 return.

4. Sign and date the return.

5. Cut the return along the dotted line. Mail only the return to the address on the return. ***Do not send a payment with this return, submit an amended G-7 if additional tax is due.***

DO NOT fold, staple or paper clip items being mailed.

DO NOT mail in the worksheet, keep this for your records.

G-1003 Worksheet							
1. **GA Withholding ID :**		2. **FEI Number :**					
3. **Amended Return :**		4. **Domestic Employers :**					
5. **Name : .....**							
6. **Street Address Line 1 :**							
7. **Street Address Line 2 :**							
8. **City :**		9. **State:**		10. **Zip:**		-	0000
11. **Telephone :**		**Check here if correction to SSN only**					
12. **Form Type:**	**W-2:**		**G2-A:**		**1099 :**		**W2-C:**
13. **Year : .....**					Select		
14. **Number Of Forms : .....**							
15. **Georgia Taxable Wages : .....**							
16. **Georgia Tax Withheld : .....**							

Print Clear

Instructions for Preparing the G-1003

- If you file and pay electronically or are filing Form G2-FL, you must file the G-1003 and related statements electronically. Also employers who are federally required to file income statements electronically must file them electronically for Georgia purposes. Reg. 560-7-8-.33. Even if the employer is not required to file electronically, they may choose to do so. To obtain a copy of our specifications, visit our website http://dor.ga.gov or call **1-877-GADOR11 (1-877-423-6711)**.

- Income statements are due on or before February 28th of the following calendar year. If this date is a weekend or holiday, the due date is the next business day. **If a business closes** during the taxable year, income statements are due within 30 days after payment of final wages. Please note for a flow-through entity, the G-1003 and the related G2-As for nonresident members are due by the earlier of the date such entity's income tax return is filed or the due date for filing such entity's income tax return (without extension).

- Submit non-wage statements (1099s) only if Georgia tax is withheld. Statements that do not indicate Georgia tax withheld may be filed under the Combined Federal/State Filing Program.

- Submission requirements: The G2-As should be filed with a separate G-1003 that is being filed to report withholdings on nonresident members share of taxable income sourced to Georgia. Submit one Form G-1003 for W2s, 1099s and W2-Cs.

- The "Number of Forms," "Form Type" "Georgia Taxable Wages" and "Georgia Tax Withheld" blocks must be completed where applicable.

- Copies of the corrected W2s/1099s/G2-As must accompany all amended returns.

- Submit Form G-1003 and paper copies of income statements to:

Processing Center
Georgia Department of Revenue
PO Box 105685
Atlanta, GA 30348-5685

PLEASE DO NOT mail this entire page. Please cut along dotted line and mail coupon only.
PLEASE DO NOT STAPLE OR PAPER CLIP.

Cut on dotted line

G-1003 (Rev. 12/14)
Income Statement Return

☐ Amended Return
☐ Domestic employer with no GA Tax Withheld

1510304013

EMPLOYER NAME AND ADDRESS

DO NOT SUBMIT PAYMENT WITH THIS FORM

GA Withholding ID	FEI Number	Tax Year	Number of Forms	Vendor Code
				040

Form Type
☐ W-2 ☐ G2-A ☐ 1099 ☐ W2-C

☐ **Check here if correction to Social Security Numbers only.**

Georgia Taxable Wages	Georgia Tax Withheld

Under penalty of perjury, I declare that this return has been examined by me and to the best of my knowledge and belief it is true, correct and complete.

Signature	Title
Telephone	Date

PROCESSING CENTER
GEORGIA DEPARTMENT OF REVENUE
PO BOX 105685
ATLANTA GA 30348-5685

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