

Adding Access to a Withholding Film Tax Account

IMPORTANT NOTES:

- The following information is for Third Party Filers or Bulk Filers.
- Before you begin, please make sure you know the zip code of the location address, the withholding number, and the last payment amount if one has been made.

Steps:

1. Under the **I Want To Panel**, click the **Add Access to Another Account** hyperlink

The screenshot shows the Georgia Department of Revenue website interface. On the left is a navigation menu with sections: Menu (Home, Help), Development (RunDate: 01-Sep-2013), Navigation (My Accounts), View (My Profile, All Accounts), and I Want To. The 'I Want To' section contains several links, with 'Add Access to Another Account' highlighted by a red arrow. A tooltip below this link reads 'Add online access to an existing account'. The main content area shows a 'THIRD PARTY FILER' profile for 'STI' with a balance of \$0.00 and a 'NAMES AND ADDRESSES' section for 'THIRD PARTY FILER' with address '1800 CENTURY BLVD NE ATLANTA GA 30345-3202'. Below this are tabs for ACCOUNTS, REQUESTS, E-MESSAGES, and LETTERS, and a 'MY ACCOUNTS' table with columns for Id, Account Type, Name, Frequency, Address, and Balance.

2. Select **Withholding Misc** as the Account Type; Enter the **Withholding Number** and the **zip code of the location address**. (NOTE: You may also be asked for the last payment amount if a payment has been made to that account)

The screenshot shows the 'ADD ACCESS TO ANOTHER ACCOUNT' form on the Georgia Department of Revenue website. The form has a title bar with 'ADD ACCESS TO ANOTHER ACCOUNT' and 'Submit' and 'Cancel' buttons. Below the title bar is a prompt: 'Provide the following information for the account you want to access on GTC.' The form contains three input fields: 'Account Type' (a dropdown menu set to 'Withholding Misc'), 'Withholding Tax #' (text input with '3102581-RB'), and 'ZIP Code of the account location address' (text input with '30345'). A red box highlights these three fields. Below the form is a message: 'Review your request and click Submit at the top of the page to continue.'

- Review your request and click the **Submit** button at the top of the page. Confirm that you want to submit the request by clicking **Yes**

- Write down the **Confirmation Number** or **Print** the confirmation page for your records.

After the request is processed, log into GTC and click the **Other People's Accounts** tab. You will see the account that you can now access.

Id	Account Type	Name	Frequency	Address	Balance
3102581-RB	With Misc	WITHHOLDING FILM TAX	Quarterly	1800 CENTURY BLVD NE ATL	0.00