

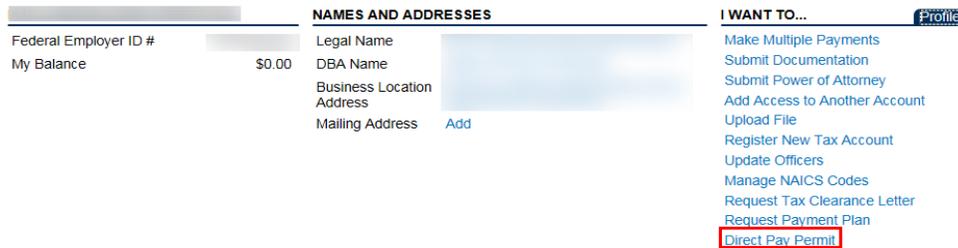
The following documentation provides information on requesting a direct pay permit via the Georgia Tax Center. Note: you must have a NAICS code associated with the account before you can proceed with your request. **Please allow 7 to 10 business days for the processing of your request. You will receive a letter by mail regarding your request as well as receive an e-MESSAGE notification via your online GTC account.**

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Request a Direct Pay Permit

1. Click on the Direct Pay Permit hyperlink.



The screenshot shows a user interface with three main sections: account information, 'NAMES AND ADDRESSES', and 'I WANT TO...'. The 'I WANT TO...' section contains a list of actions, with 'Direct Pay Permit' highlighted in a red box.

2. Click the **Click to continue** button *or* click **Next**.



The screenshot displays a three-step process flow for requesting a Direct Pay Permit. Each step is represented by a card with a Georgia state icon and a title. Below the cards are navigation buttons: 'Save and Finish Later', 'Save and Continue', 'Cancel', 'Previous', and 'Next'. The 'Click to continue' button is highlighted in blue.

3. If your business is reorganizing, click the first box, otherwise, skip it. You must select at least one of the boxes in the first section. Next, select the three boxes in the **Attestation** section stating that you affirm the information to be true. Next, click the box certifying that the application is correct to the best of your knowledge. Click **Submit** to process.

1. Start **2. Main**

Main

Direct Pay Permit Request

Please enter the following information to complete your registration request:

Business Reorganization

Check here if you are applying due to a business reorganization.

Direct payment will benefit the taxpayer's sales and use tax compliance by accomplishing one or more of the following: **You must select at least one of the following.**

- Improved compliance in circumstances where determination of taxability of the item is difficult or impractical at the time of purchase;
- Reduced administrative work in determining taxability or collecting, verifying, calculating, or remitting the tax;
- More accurate calculation of the tax where new or electronic business processes such as electronic data interchange, evaluated receipts settlement, or procurement cards are utilized; or
- More accurate determination and calculation of tax where significant automation and/or centralization of purchasing and/or accounting processes have occurred and the applicant must comply with the laws and regulations of multiple state and local jurisdictions; or
- Improved compliance with the tax laws of this state

Attestation

- Taxpayer has purchased more than \$2 million of tangible personal property in the 12 months prior to application or has purchased an annual average amount exceeding \$2 million of tangible personal property during the 36 months prior to application.
- Taxpayer is able to comply with the tax laws and reporting and payment requirements.
- Taxpayer agrees to waive interest on refunds of sales and use tax remitted for purchases made on or after January 1, 2017 without the payment of tax to a vendor.

Knowingly and willfully making a false statement on this application can subject the applicant to a fine or imprisonment, or both. O.C.G.A. § 16-10-20 .

I certify that this application has been examined by me and to the best of my knowledge is true and correct.

Save and Finish Later

Save and Continue

Cancel

Previous

Submit

- Click **Yes** to confirm that you would like to submit the request.

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Print the confirmation page or note your confirmation number. Click **Ok**.

CONFIRMATION

Request Information

Logon	
Status	Pending
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Request Title	
Submitted	26-Oct-2016

Your confirmation number is **1-980-941-832**.

Your request has been submitted and will be processed in the order that it was received.

Allow for 7 to 10 business days for processing.

If you have any questions, please contact us at 1-877-GADOR1 (1-877-423-6711).

Adding a NAICS Code

- Log onto the GTC website (<https://gtc.dor.ga.gov>).
- Click on the **Manage NAICS Codes** hyperlink.

FRANK'S FOOD HUT

Federal Employer ID #	55-5555588
My Balance	\$0.00

NAMES AND ADDRESSES

Legal Name	FRANK'S FOOD HUT
DBA Name	FRODO'S
Business Location Address	47 TRINITY AVE SW ATLANTA GA 30334-9006
Mailing Address	47 TRINITY AVE SW ATLANTA GA 30334-9006

I WANT TO...

- [Make Multiple Payments](#)
- [Submit Documentation](#)
- [Submit Power of Attorney](#)
- [Add Access to Another Account](#)
- [Upload File](#)
- [Register New Tax Account](#)
- [Update Officers](#)
- [Manage NAICS Codes](#)
- [Request Tax Clearance Letter](#)
- [Request Payment Plan](#)
- [Direct Pay Permit](#)

Profile

- Click the **Add a NAICS Code** hyperlink to select your code.

1. Update NAICS Code
2. Review

Update NAICS Code

If you would like to update your primary NAICS Code, then you must uncheck your current primary NAICS code.
If a NAICS Code no longer applies to your business, then you may inactivate it by adding an expiration date.

	NAICS Code	Description	Expiration Date	Primary NAICS?
+ Add a NAICS Code				

Cancel
Previous
Next

- If you do not know the company's NAICS code, you can look it up by clicking the **Click to lookup NAICS code** hyperlink.

NAICS Code
i [refresh] x

NAICS Code [Click to lookup NAICS code](#)

Description

Expiration Date

Primary NAICS?

Add
Cancel

- Search using a keyword to locate the NAICS code that closest matches the company's business. Input it in the **NAICS Code** box and the Description will auto-populate. Click the **Primary NAICS** box to signify that this is the company's primary code and then click **Add**.

NAICS Code
i [refresh] x

NAICS Code [Click to lookup NAICS code](#)

Description

Expiration Date

Primary NAICS?

Add
Cancel

Note: if you are adding additional codes do not select the *Primary NAICS* box. A company can only have one primary code.

- Click **Next** once all codes have been added to the account.

Update NAICS Code

If you would like to update your primary NAICS Code, then you must uncheck your current primary NAICS code.

If a NAICS Code no longer applies to your business, then you may inactivate it by adding an expiration date.

	NAICS Code	Description	Expiration Date	Primary NAICS?
	722110	Full-Service Restaurants		<input checked="" type="checkbox"/>
	Add a NAICS Code			

Cancel
Previous
Next

- Review your entry and then click **Submit**.

Review

Please review your changes.

You may continue by clicking the submit button at the top.

	NAICS Code	Description	Expiration Date	Primary NAICS?
	722110	Full-Service Restaurants		<input checked="" type="checkbox"/>

Cancel
Previous
Submit

- Click **Yes** to confirm that you would like to submit the request.

✕

You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Yes
No

Print the confirmation page or note your confirmation number. Click **Ok**.
 Note: Your account should update within 15 minutes.