

Manage Licensees Web Request

The Manage Licensee Web Request should be completed prior to registering for a new account type and/or renewing a license(s) for all Individual and Business Licensees.

Scenario 1: You are an existing, registered taxpayer with the Department of Revenue. You want to register a new Public Benefit using one of your existing licenses; however, the Department does not have current citizenship documentation on file for this licensee. You will need to submit documentation for that licensee using the Manage Licensees Web Request.

Scenario 2: Prior to renewing an existing Public Benefit, current and unexpired citizenship documentation must be on file with the Department. To manage and update each licensee's citizenship documentation, use the Manage Licensee Web Request.

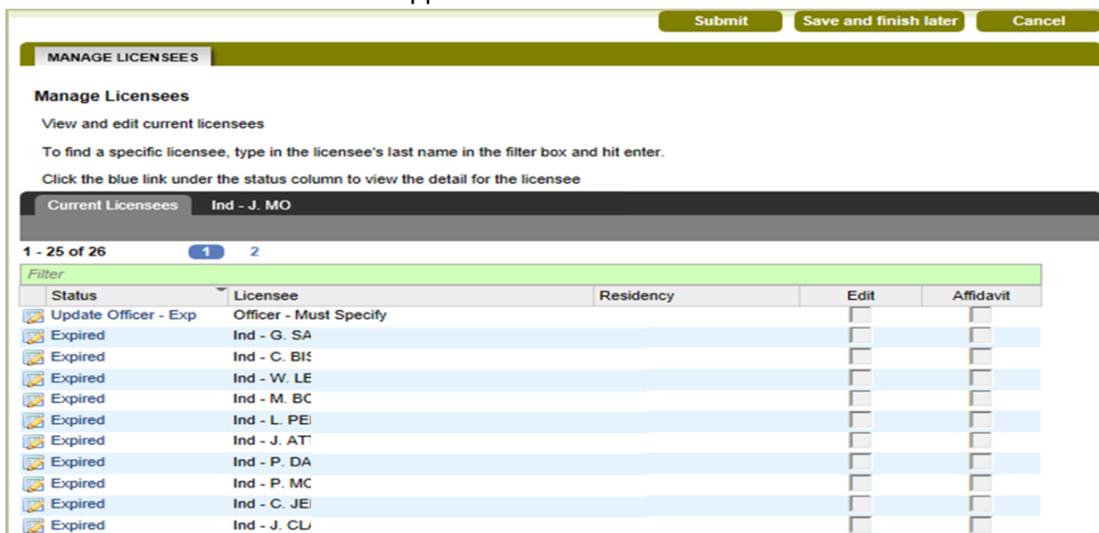
IMPORTANT NOTE: Citizenship documentation must be submitted for all licensees. If an individual licensee is also an officer responsible for supplying the documentation for a business licensee, the citizenship documentation must be submitted for both the individual licensee and the business licensee.

Steps for Submitting the Manage Licensee Web Request:

1. Log into the GTC website (<https://gtc.dor.ga.gov>)
2. In the top-right corner of the Customer Springboard, under "I Want To...", click the **Manage Licensees** hyperlink



3. A list of all licensees (First Initial, Full Last Name, Last Four of SSN) for every registered Alcohol and Tobacco benefit will appear



4. Click the **Status** hyperlink by a particular licensee to update the residency status and attach the citizenship documentation for that licensee
 - Navigate using the arrows in the light gray area for large licensee lists. Smaller licensee lists will show all licensees as tabs in the dark gray area
 - The link to attach the documentation is at the bottom of the web request

MANAGE LICENSEES

Manage Licensees
View and edit current licensees

To find a specific licensee, type in the licensee's last name in the filter box and hit enter.

Click the blue link under the status column to view the detail for the licensee

Current Licensees Ind - G. S

Licensee ← < > →

Licensee Information Current Status:

Do you need to edit residency status or licensee information? ?

Attach a Citizenship Affidavit and a Secure and Verifiable Document for this licensee? ?

Individual Licensee

SSN

First Name Middle Initial Last Name

Licensee Address

Street

City State ZIP

County Country Phone

Licensee Affidavit

Residency Status

Date of Birth

Document Name

Document Expiration

Citizenship Number I94 Number

SEVIS ID Naturalization Number

Card/Receipt Number

VISA Number

Passport Number Country of Issuance

← < > →

Number of Licensees with changes

Licensees requiring a Citizenship Affidavit and a Secure and Verifiable Document

[Click here for a complete list of Secure and Verifiable Documents.](#)

[Click for Citizenship Affidavit PDF](#)

Attachments added - click to add attachments

ATTACHMENTS Add Attachment

Type	Filename	Size	Description

- If the business itself is the licensee, an officer of the business must provide the citizenship documentation. Choose an existing officer from the drop-down list.
*Note: A "Missing an officer?" hyperlink to the **Update Officers Web Request** is provided to add an officer currently not on file with the Department*

MANAGE LICENSEES

Manage Licensees
View and edit current licensees
To find a specific licensee, type in the licensee's last name in the filter box and hit enter.
Click the blue link under the status column to view the detail for the licensee

Current Licensees **Officer - J. ATTAWAY, 3493**

Licensee

Licensee Information Current Status: Valid Citizenship
Would you like to edit the licensee information? Yes
Attach a Citizenship Affidavit and a Secure and Verifiable Document for this licensee? Yes

Business STI: 20 Business Name: PUBLIX SUPER MARKETS INC
Officer Information Officer: [Dropdown]
SSN: ***--3493 Missing an officer? Click here to manage officers
First Name: Middle Initial: Last Name:

Licensee Address
Street: PO
City: State: FLORIDA ZIP: 33802-0407
County: POLK Country: USA Phone:

Licensee Affidavit
Residency Status: US Citizen
Date of Birth: Document Name: Document Expiration:
Citizenship Number: 194 Number: Naturalization Number:
SEVIS ID: Card/Receipt Number: VISA Number: Passport Number: Country of Issuance:

5. Review the Web Request. The bottom of the web request shows how many licensees require a Citizenship Affidavit and a Secure and Verifiable Document, each attached as a separate file

Number of Licensees with changes: 1

Licensees requiring a Citizenship Affidavit and a Secure and Verifiable Document: 1

Click here for a complete list of Secure and Verifiable Documents.

Click for Citizenship Affidavit PDF

Attachments added - click to add attachments: 0

In order to complete this request, 1 licensee(s) must have a Citizenship affidavit and a Secure and Verifiable Document attached. Please attach each as a separate file and include the last name of the individual in the attachment description.

6. Click the **Submit** button at the top of the Web Request. Click the **Yes** button to confirm

MANAGE LICENSEES

Submit Save and finish later Cancel

MANAGE LICENSEES

Manage Licensees

View and edit current licensees

To find a specific licensee, type in the licensee's last name in the filter box and hit enter.

Click the blue link under the status column to view the detail for the licensee

Current Licensees Officer - B. CA Ind - R. JAM Ind - C. KII

Licensee

Licensee Information Current Status: Update Officer - Exp

Do you need to edit residency status or licensee information? Yes

Attach a Citizenship Affidavit and a Secure and Verifiable Document for this licensee? Yes

Business STI

Officer Information

SSN

First Name

Licensee Address

Street

City

County MEC Country USA Phone (704)

Licensee Affidavit

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

7. Write down the **confirmation number** or **Print** the confirmation page for your records

Ok Print Confirmation

Request Information

Logon	
Status	Pending...
Confirmation Number	0-639-359-088
Taxpayer Name	
Federal Employer ID #	56-
Request Title	Licensee Management
Submitted	16-Jun-2014

CONFIRMATION

Your confirmation number is 0-639-359-088.

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

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).