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INTRODUCTION

The Georgia Department of Revenue provides a secure file upload process for taxpayers to send withholding files through the Georgia Tax Center (GTC). These files will be processed within three business days and available for the taxpayer to retrieve. This instruction manual refers specifically to submitting comma delimited file (CSV) withholding files. A CSV file is a text file where data elements, or fields, are separated by a comma. This document will explain how to use Microsoft Excel to create a CSV file and how to use GTC to submit that file. It is important to note that a CSV UPLOAD links the file to your account as a separate document; an attachment. The preferred method of submission for files with up to 25 employees is to IMPORT your data using a Department of Revenue template. Templates are located on the [DOR.GEORGIA](https://dor.georgia.gov) website. For instructions on how to import a template, go to the [DOR.GEORGIA](https://dor.georgia.gov) website and click on Taxes, then Georgia Tax Center Info and then File Import and Upload.

*****NEW TO FILING BUSINESS TAXES? NEED TO KNOW WHAT TO FILE? Check out the [Employer's Tax Guide](#) for definitions and explanations of all requirements, forms, tables and tips.**

GETTING STARTED

Obtain a Business tax number

Businesses required to pay taxes in the State of Georgia must have a Withholding tax number (WTN). Please follow the set of directions under [Business Tax Registration](#). If you already have a WTN but need to add another business tax account, then please follow the directions under "Register New Tax Account".

Business Tax Registration

- Navigate to [GTC: https://gtc.dor.ga.gov](https://gtc.dor.ga.gov)
- Click the Business tab
- Click "Click here if you aren't a registered Georgia Taxpayer"
- Click "Click here to register your new business"
- The system will guide you through entering your business information
- Following review and approval, you will receive an email with your Business Tax Number

Register New Tax Account

- Navigate to [GTC: https://gtc.dor.ga.gov](https://gtc.dor.ga.gov)
- Enter your Username and Password
- Click "Register New Tax Account" under the "I Want To" menu bar
- Review the Eligibility and Information Statements
- Click "Click to register new tax account"
- The system will guide you through identifying and entering the account type information
- Following review and approval, you will receive an email with your appropriate account number and information

Already Have a Business Tax Number

Businesses operating in the State of Georgia with Business or Individual account number can set up a GTC web account for tax payment and easy access to their revenue activity as an existing business.

- Navigate to [GTC: https://gtc.dor.ga.gov](https://gtc.dor.ga.gov)
- Click “Sign Up”
- Click “Click to set up online access for an existing taxpayer”
- The system will guide you through entering your business information
- Following review and approval, you will receive an email confirming the setup request

3rd Party Filers

Third party filers must register with the Georgia Department of Revenue. After the 3rd party has registered, the taxpayer will provide selective information to the 3rd party for purposes of allowing access to the taxpayer’s account.

HOW TO CREATE A CSV FILE

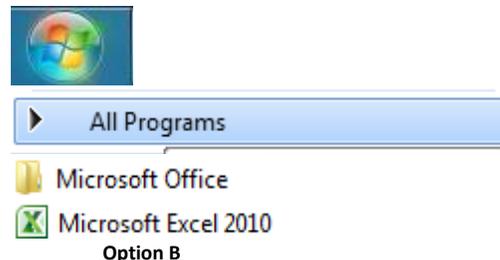
Instruction Overview

1. Open EXCEL
2. Populate the document according to the appropriate file mapping guideline. You can find these beginning on page 13 of this document.
3. Save the new document file as ‘CSV (Comma Delimited)’ file type

Step by Step File Creation

Step 1: Open Excel

- A. Click on the icon or
- B. Click on the Start button; select all programs, ‘Microsoft Office, and then click on ‘Microsoft Excel’



Step 2: Populate the document according to the appropriate file mapping guideline

- A. Determine the tax file type you need to prepare
- B. Locate the file mapping guideline needed. These begin on page 7.
- C. Begin entering in your data on Column A, Row 1. See example of a W2 entry below.

❖ NOTE: If you need to enter a Header Row to help guide you as you enter your data, please remember to delete the header row before you save the file. The file will not process if a header row exists on any row in the file.

W2 Example- based on W2 File Mapping

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	6010000AA	361874695		2014	360457412	Joseph Q Smith	JR	41522 Single Street	Apt. 9K	Simpsonville	GA	30105	8456	0	0											
2	6010000AA	361874695		2014	372684125	Randall Meers		216 Peacock Lane		Fanville	GA	30506	0	0	0											
3	6010000AA	361874695		2014	342854219	Marvin K Hunter		630 Flint Court		Creeksville	GA	30504	2814	0	0											
4	6010000AA	361874695		2014	360958423	Bryan L Simms	SR	525 Rupert Lane		Deepville	GA	30504	2814	0	0											
5	6010000AA	361874695		2014	362259426	Russell B Landers		847 Daven Plae		Merittville	GA	30475	0	0	0											
6	6010000AA	361874695		2014	361874562	Cameron V Fletcher		611 Loop Street		Sandville	GA	30847	0	0	0											
7	6010000AA	361874695		2014	362958745	James D Reuben		210 Minster Way		Rittenville	GA	30452	0	0	0											
8	6010000AA	361874695		2014	360350848	Scott E Henderson		475 Bird Avenue		Ladwell	GA	30712	5251	0	0											

Note: If any number string begins with a zero, change the format of the cell from 'general' to 'text'.

One row per employee

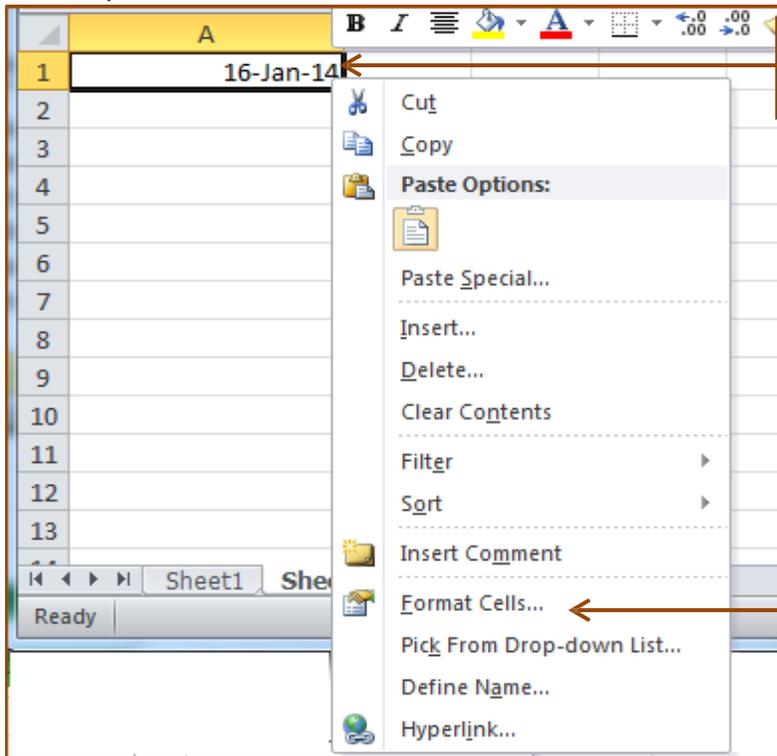
If there is no applicable value for a non-numeric or 'Other TIN' field, leave the field blank.

- D. After you have completed your entries, check to make certain that you have changed any required date column to a custom format (if a date is indicated in the mapping) and that you have deleted all extra sheet tabs. Excel will give you a warning message if you attempt to save the file with more than one active sheet to advise you that only the sheet in view will be saved.

Update the 'date' column

If you are preparing the G7, or any other file that requires a date field, use the YYYY-MM-DD format.

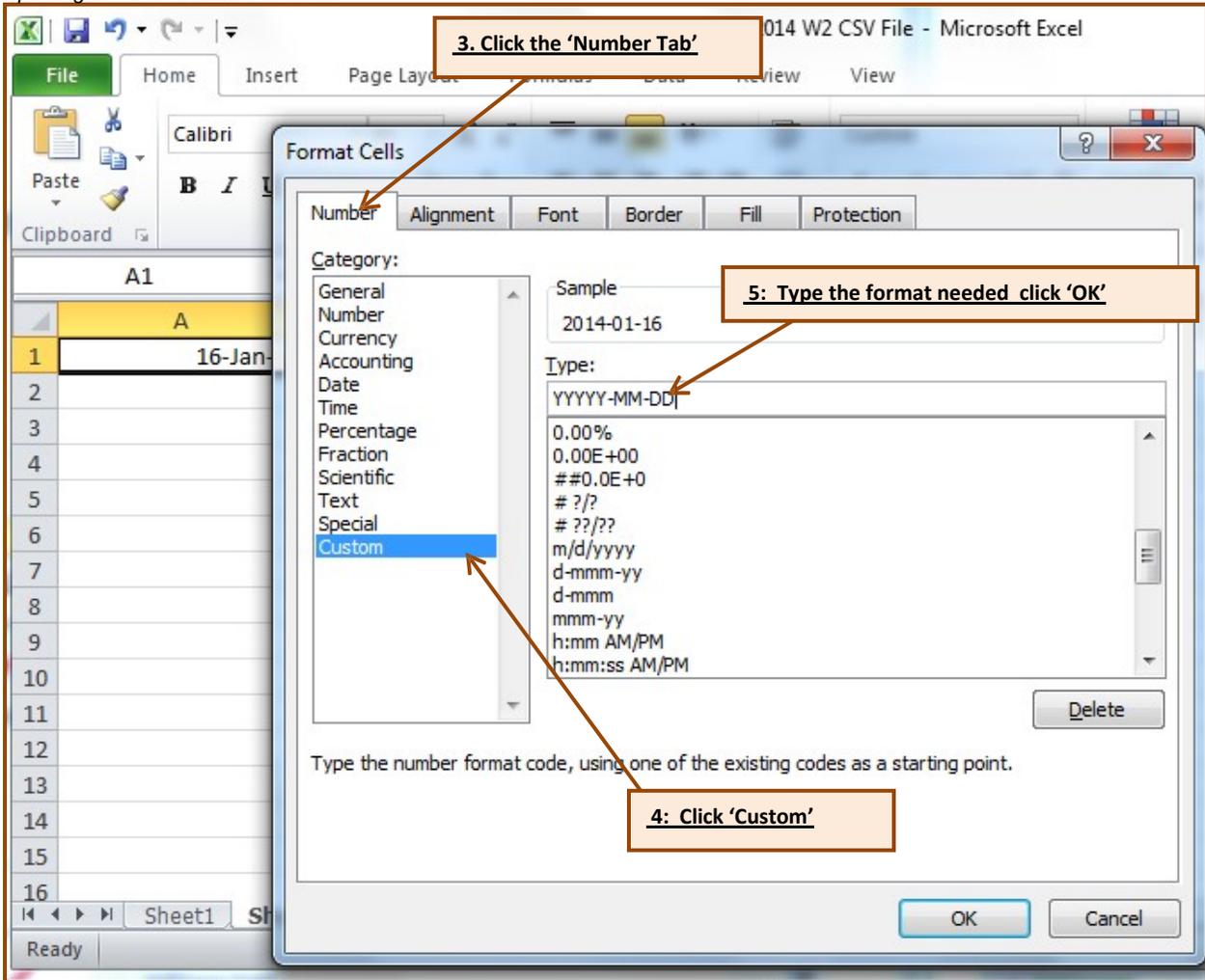
View steps below



1: Select the cell and right click. The option box will appear

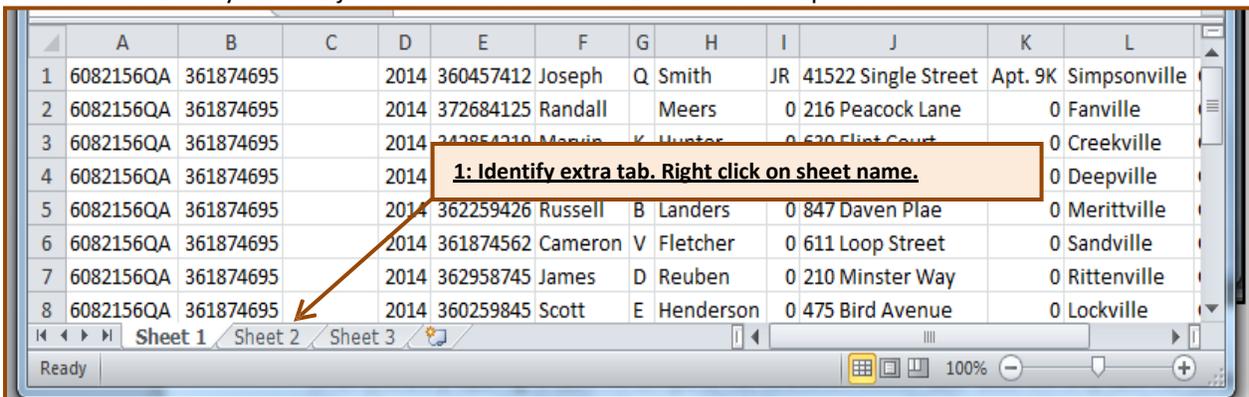
2: Click 'Format Cells'

Updating the 'date' column continued

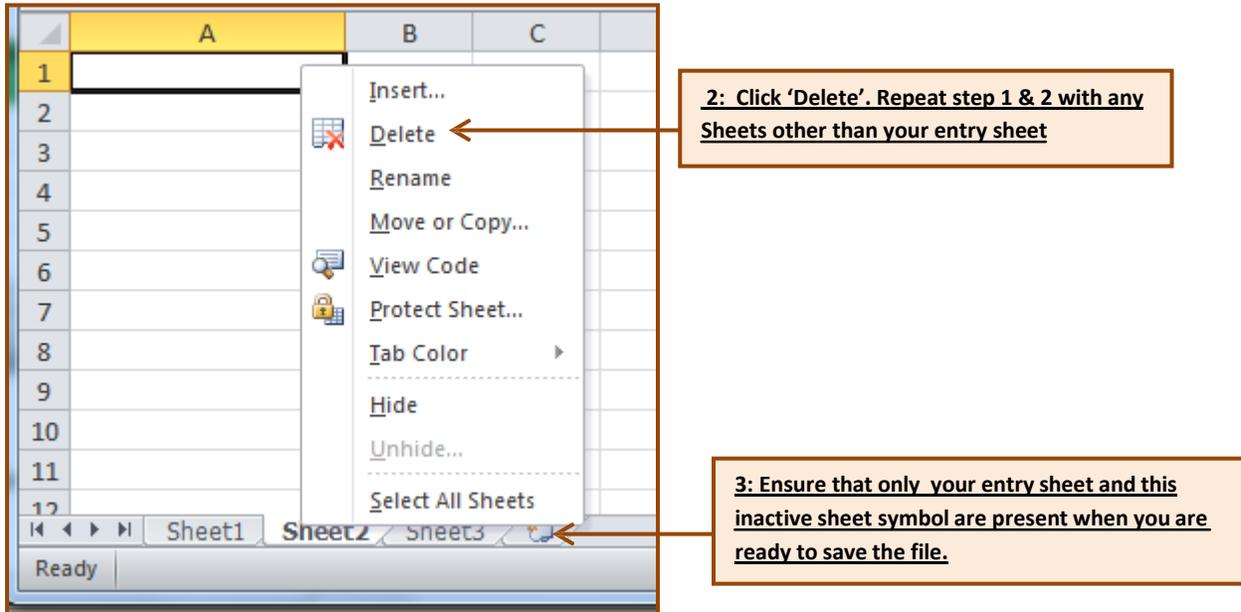


Delete extra sheet tabs

When you are preparing to save the complete file, delete extra excel tabs. Excel will only save the file as CSV with one active tab. Deleting the extra tabs before you save will help prevent losing the sheet for which you have just entered all data. The example below has two extra tabs: 'Sheet2' and 'Sheet 3'. Do not delete the tab you have just entered data on: 'Sheet 1'. View steps below.

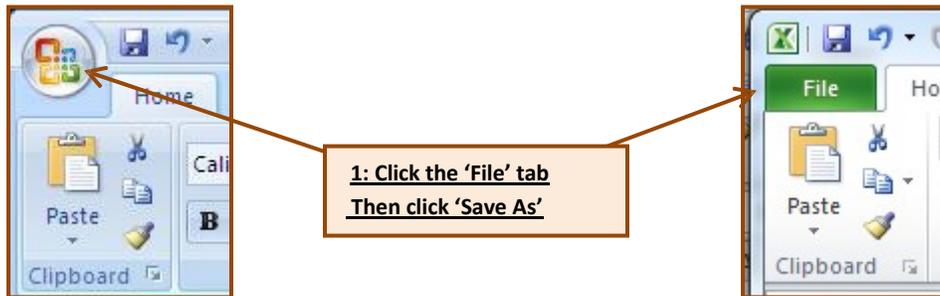


Delete extra sheet tabs continued

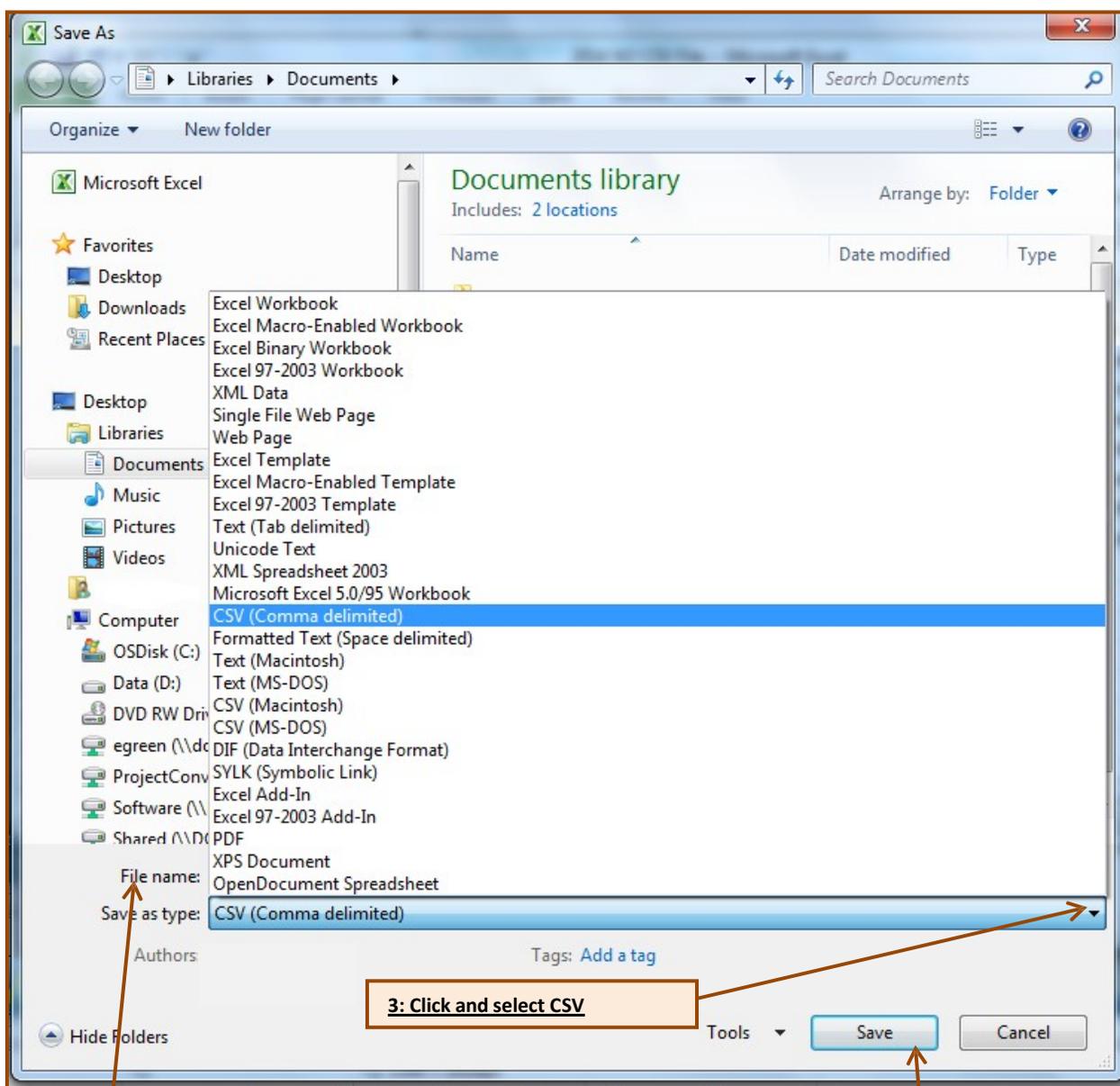


Step 3: Save the new document file as 'CSV (Comma Delimited)' file type

- A. Click the 'File' tab. For more recent MS Office versions, click the circular four-color symbol.



- B. Type your preferred file name in the 'File Name' box, click the arrow for the 'Save as type', and Select 'CSV (Comma Delimited)'. Then click 'Save'.



2: Enter in your file name

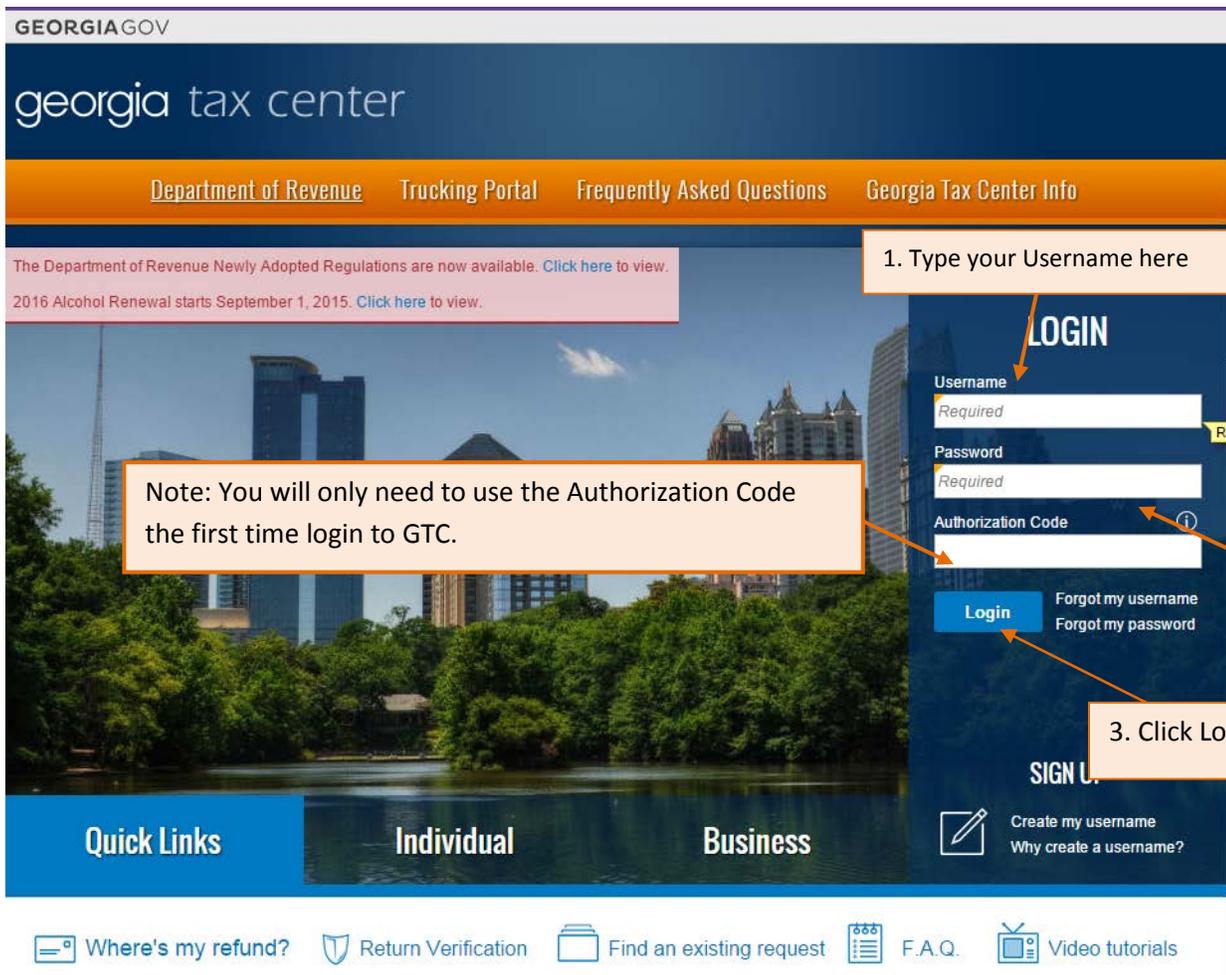
3: Click and select CSV

4: Click 'Save'

You are now ready to UPLOAD your file.

UPLOAD YOUR CSV FILE

Step 1: Log In to GTC (<https://gtc.dor.ga.gov>)



The screenshot shows the Georgia Tax Center login interface. At the top, it says "GEORGIA.GOV" and "georgia tax center". Below this is a navigation bar with links for "Department of Revenue", "Trucking Portal", "Frequently Asked Questions", and "Georgia Tax Center Info". A red banner below the navigation bar contains information about newly adopted regulations and alcohol renewal. The main content area features a large background image of a city skyline and a lake. On the right side, there is a "LOGIN" form with three input fields: "Username", "Password", and "Authorization Code". Each field has a "Required" label. Below the fields is a blue "Login" button and two links: "Forgot my username" and "Forgot my password". At the bottom right of the login area, there is a "SIGN U." section with a pencil icon and the text "Create my username" and "Why create a username?".

1. Type your Username here

2. Type your password here

3. Click Login

Note: You will only need to use the Authorization Code the first time login to GTC.

Quick Links **Individual** **Business**

Where's my refund? Return Verification Find an existing request F.A.Q. Video tutorials

Step 2: Click 'Upload File'

GA DEPARTMENT OF REVENUE		NAMES AND ADDRESSES		I WANT TO...	Profile
STI	20018245743	Legal Name	GA DEPARTMENT OF REVENUE	Make Multiple Payments	
My Balance	\$0.00	DBA Name	E-FILE 3RD PARTY	Submit Documentation	
Other Taxpayer Balance	\$0.00	Business Location Address	1800 CENTURY BLVD NE STE 8300 ATLANTA GA 30345-3202	Submit Power of Attorney	
		Mailing Address	1800 CENTURY BLVD NE ATLANTA GA 30345-3202	Add Access to Another Account	
				Upload File	
				Register New Tax Account	
				Update Officers	
				Bulk Renew Permits	
				3rd Party Notify Options	
				Manage NAICS Codes	

Click Here

ACCOUNTS⁵ REQUESTS¹ E-MESSAGES⁷ LETTERS⁰ CREDITS

MY ACCOUNTS⁴ OTHER TAXPAYER'S ACCOUNTS¹

MY ACCOUNTS Hide History Filter

Step 3: Click 'Click here to upload your file' or click 'Add Attachment'

MENU Log Off

Home

Back

Submit Cancel

Click here to upload your file

ATTACHMENTS				Add Attachment
Type	Filename	Size	Description	

Click here

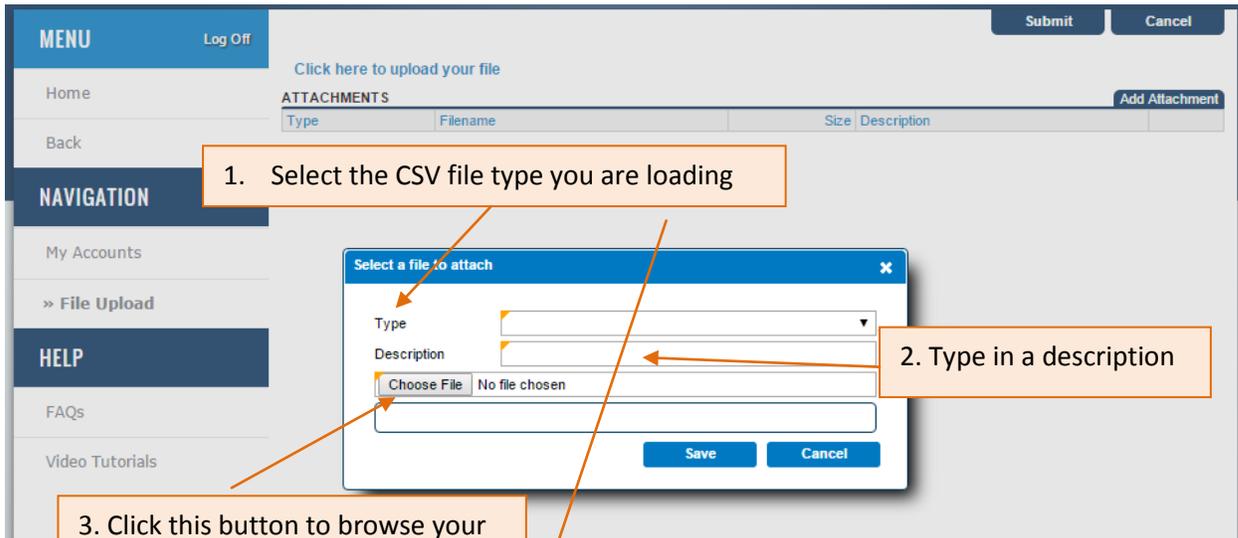
NAVIGATION

My Accounts

» File Upload

[Click here](#) to return to the top of the document

Step 4: Select your file type, enter a description and then click the 'Choose File' button to browse and select your saved file.



MENU Log Off

Click here to upload your file

Home

Back

NAVIGATION

My Accounts

» File Upload

HELP

FAQs

Video Tutorials

Submit Cancel

ATTACHMENTS

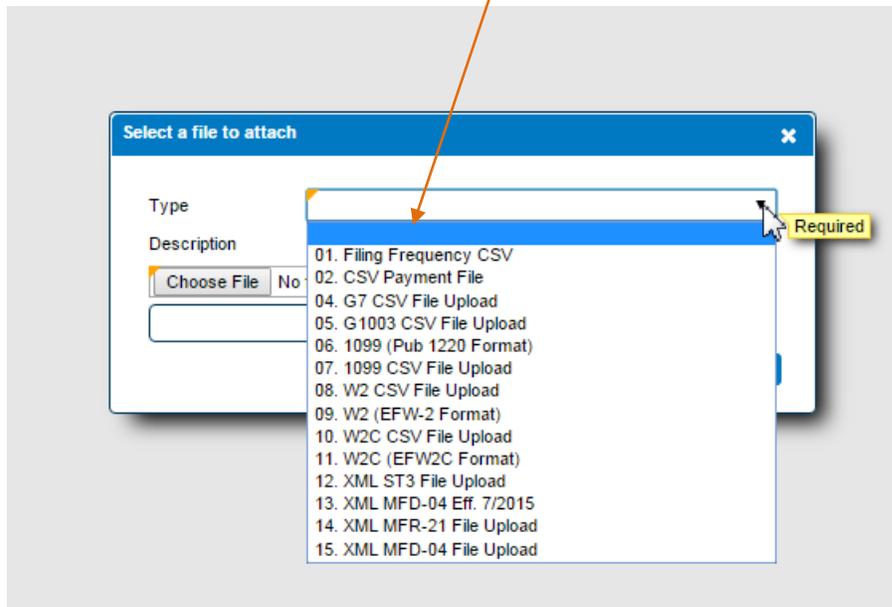
Type	Filename	Size	Description
------	----------	------	-------------

Add Attachment

1. Select the CSV file type you are loading

2. Type in a description

3. Click this button to browse your computer for the saved file



Select a file to attach

Type

Description

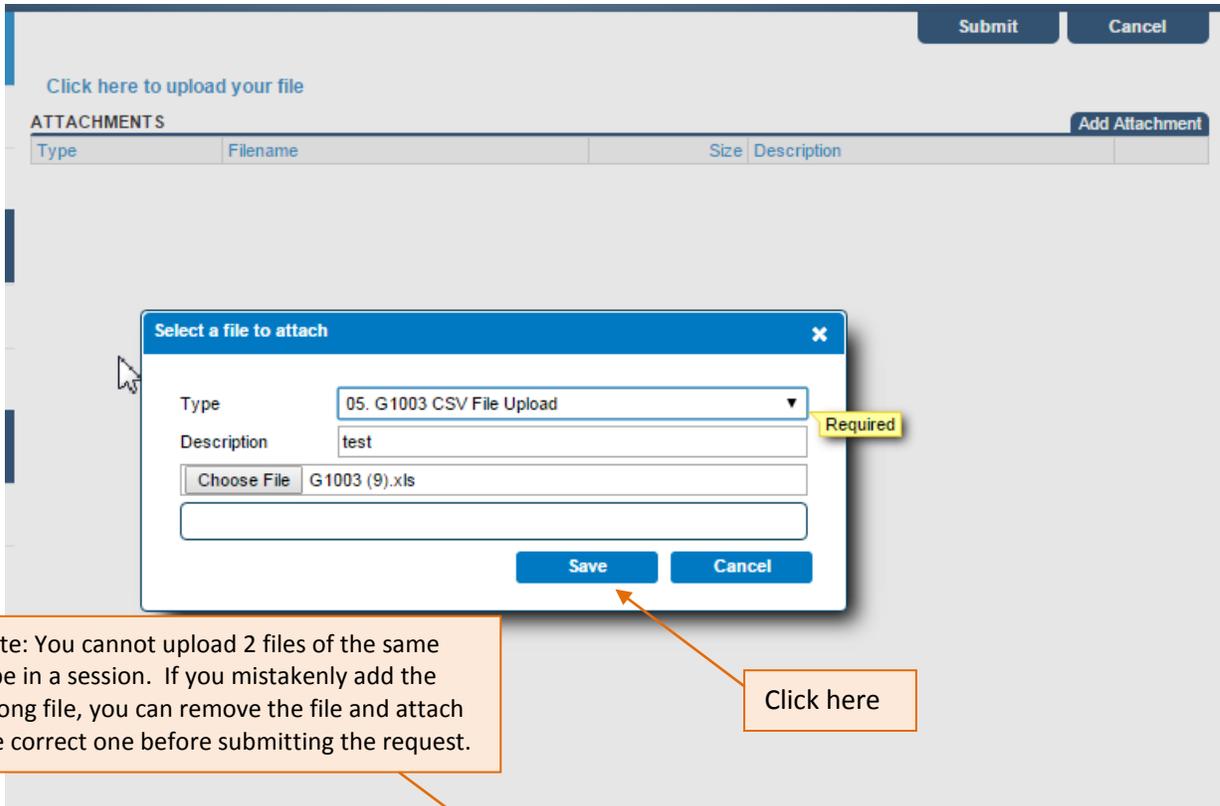
Choose File No file chosen

Save Cancel

Required

- 01. Filing Frequency CSV
- 02. CSV Payment File
- 04. G7 CSV File Upload
- 05. G 1003 CSV File Upload
- 06. 1099 (Pub 1220 Format)
- 07. 1099 CSV File Upload
- 08. W2 CSV File Upload
- 09. W2 (EFW-2 Format)
- 10. W2C CSV File Upload
- 11. W2C (EFW2C Format)
- 12. XML ST3 File Upload
- 13. XML MFD-04 Eff. 7/2015
- 14. XML MFR-21 File Upload
- 15. XML MFD-04 File Upload

Step 5: After you have completed the above step, click 'Save'.



Select a file to attach

Type: 05. G 1003 CSV File Upload Required

Description: test

Choose File: G 1003 (9).xls

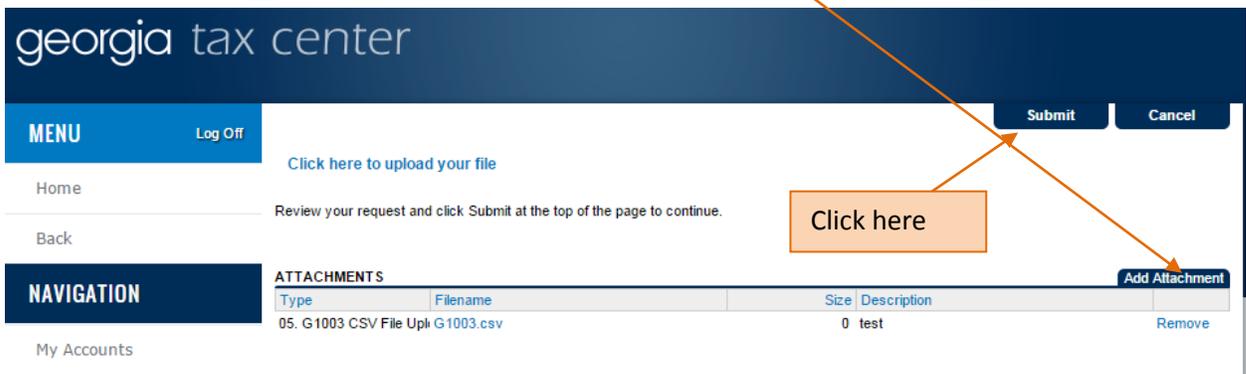
Buttons: Save, Cancel

Note: You cannot upload 2 files of the same type in a session. If you mistakenly add the wrong file, you can remove the file and attach the correct one before submitting the request.

Click here (points to Save button)

If the format of your file is incorrect, or if you have selected the wrong file type, you will receive an error message that your file cannot be accepted. Check your file and type selection and make the necessary corrections to continue uploading your file. If your format and file type selection are correct but there is an error within the file such as an invalid cell format, it will identify the errors by row number.

Step 6: Click 'Submit'



georgia tax center

MENU: Log Off

Home

Back

NAVIGATION: My Accounts

Click here to upload your file

Review your request and click Submit at the top of the page to continue.

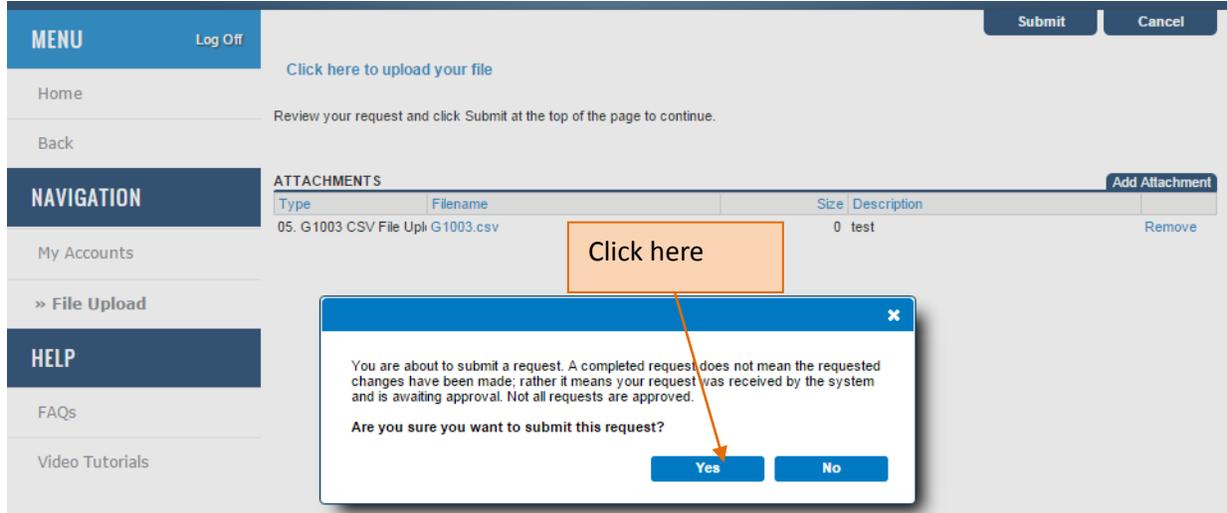
ATTACHMENTS

Type	Filename	Size	Description	
05. G 1003 CSV File Up	G 1003.csv	0	test	Remove

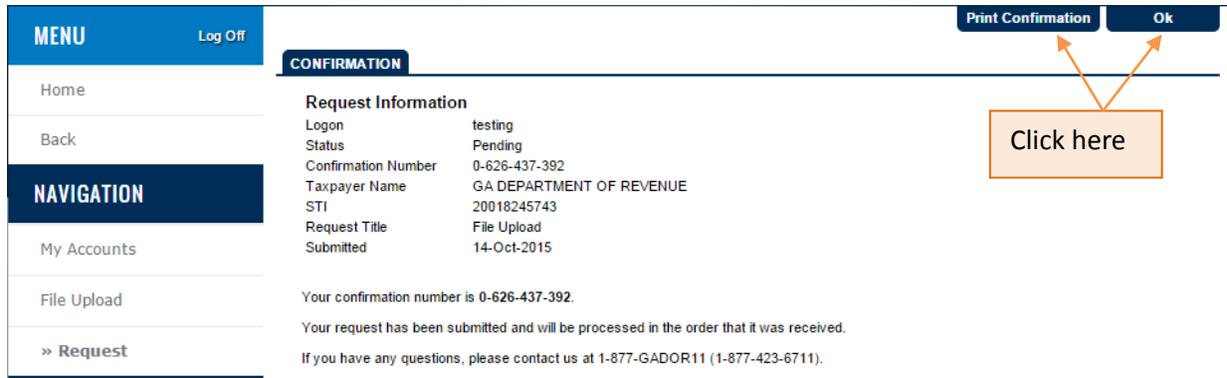
Buttons: Submit, Cancel

Click here (points to Submit button)

7. Confirm your submission by clicking 'Yes'.



Step 8: The confirmation page will display. Click 'Print Confirmation' to print this screen, and then click 'OK' to return to your account page.



Your upload is complete. Files are usually processed within three business days. A message will be sent to your GTC account under the E-Messages tab after submission (acknowledging receipt of the file) and again after processing the file. This 2nd message will contain any errors found with the processed file which will require further action for the account holder.