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Introduction

If you choose to **UPLOAD** the W-2s and/or 1099s, then you will also need to upload the G-1003. You cannot mix uploading the annual reports with any other method of filing.

- ❖ See [Difference Between Import and Upload](#) document

Since many software vendors do not create the G-1003 upload file, it may be necessary to manually create this file. **You cannot use the G-1003 return in GTC; you must upload the return.** The G-1003 file can be created by using a text editor (such as Notepad) or a spreadsheet program (such as Excel).

Create the G-1003 File

The G-1003 file can be created using either a text editor or spreadsheet program.

Create G-1003: Text Editor

1. Open a new document using Notepad or other text editor
2. Use the layout below to create your file
 - Replace the example data with your real data
 - The color codes are a guide for you to identify the data
 - **All fields are required**

2015-12-31,My Corp,0,0,901234560,1234567AB,2016-02-28,2015,0,10,150000.00,9000.00

Field	Format	Example	Notes
Tax period end date	YYYY-MM-DD	2016-12-31	Always use the last day of the year
Software Id	Alphanumeric	My Corp	Use "0" or your company's name
Software Version	Alphanumeric	0	Use "0" or the software version
Amended Return Indicator	0 or 1	0	0 - Original, 1 - Amended
FEIN	NNNNNNNNN	901234560	No dash
GA Withholding ID	NNNNNNNAA	1234567AB	No dash and the alphas must be capitalized
Due date	YYYY-MM-DD	2017-01-31 2017-02-28	Jan 31 - W2s and 1099MISCs Feb 28 - Other 1099s
Tax year	YYYY	2016	
No GA Tax	0 or 1	0	0 - have GA withholding tax, 1 - No tax to report
Number of forms	Numeric	10	No commas, no decimals
GA taxable wages	Currency	150000.00	No commas
GA tax withheld	Currency	9000.00	No commas

Create G-1003: Spreadsheet Program

Excel, or any other spreadsheet program, can also be used to create this file as a CSV file. Refer to the document [Submit CSV Withholding Returns](#) for steps on how to create this type of file.

Example:

	A	B	C	D	E	F	G	H	I	J	K	L
1	2016-12-31	My Corp	0	0	901234560	1234567AB	2017-01-31	2016	0	10	150000.00	9000.00

Multiple G-1003 Returns

You can use the G-1003 upload to submit multiple G-1003 returns in one file. A single line is considered one return. Therefore, bulk filers and/or third party filers can submit returns for multiple clients and/or multiple years in a single file. Each line will receive its own acknowledgement.

Uploading G1003 Files

1. Click the [Upload File](https://gtc.dor.ga.gov/) hyperlink under the **I Want To...** section when you first log into GTC (<https://gtc.dor.ga.gov/>)
2. From the upload prompt, select either option **05. G1003 CSV File Upload-Jan** or **06. G1003 CSV File Upload-Feb**
 - W2s and 1099MISC Non-Employee Compensation (NEC) – due Jan 31st
 - 1099 Other Income – due Feb 28th
3. Enter a short name for the file in the description field
4. Add the file by using the **Browse** button
 - NOTE: A TXT file is compatible to a CSV file in GTC; therefore, select the G1003 CSV File Upload option to upload a TXT file

Uploading 1099s or W2s

The following upload options can be used:

- ✓ 1099 (Pub 1220 Format)
- ✓ 1099 CSV File Upload
- ✓ W2 CSV File Upload
- ✓ W2 (EFW-2 Format)
- ✓ W2C CSV File Upload
- ✓ W2C (EFW2C Format)

Georgia's specifications for the federal files and the specifications for the CSV files can be found at <http://dor.georgia.gov/file-formats>.

E-Message Confirmations

Within 2-4 business days, your account will receive an E-message regarding the upload files. To view these E-messages, log into GTC and click on the **E-MESSAGES** tab. The W2s and 1099s will have an attachment that can be opened in any standard text editor such as Notepad. The G-1003 will also have an attachment but the main result will be in the body of the e-message. Pop-ups must be allowed in order to open the attachment.

W-2 and 1099 Results

When you open the attachment the information is in .XML format. Look for the lines “AcceptCount” and “RejectCount”. When the reject count is 0 (zero) then all returns in the file were accepted. If the accept count is 0 (zero) then the original file will need to be corrected and resubmitted. If you have multiple companies in the same file, it is possible to get mixed results where some were accepted and some were rejected. In this case you will only need to resubmit the companies that were rejected.

All Accepted	None Accepted	Mixed Results
<Count>1</Count>	<Count>1</Count>	<Count>63</Count>
<AcceptCount>1</AcceptCount>	<AcceptCount>0</AcceptCount>	<AcceptCount>61</AcceptCount>
<RejectCount>0</RejectCount>	<RejectCount>1</RejectCount>	<RejectCount>2</RejectCount>

For more information on correcting these errors, see the document [How to Resolve \(GTC\) W2 Processing Errors](#).