

The following documentation provides information on registering as a Third Party Filer and gaining access to clients' accounts via Georgia Tax Center.

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## Introduction:

A new web request has been added that allows a Georgia Tax Center (GTC) user to register as a third party filer to gain access to their client's accounts.

NOTE: The web request is only available to businesses with North American Industry Classification System (NAICS) codes associated with third party filing. Those NAICS codes are:

- 541213 Tax Preparation Services
- 541214 Payroll Services
- 541219 Other Accounting Services
- 541211 Offices of Certified Public Accountants

## Steps to Register as a Third Party Filer:

1. Log into the GTC website (<https://gtc.dor.ga.gov>)
2. Under the **I WANT TO...** menu in the upper right-corner, click the **Register as a Third Party Filer** hyperlink



The screenshot shows the Georgia Department of Revenue website interface. At the top, there are three main sections: 'GA DEPARTMENT OF REVENUE' with account details (STI, 20114883256, My Balance \$0.00), 'NAMES AND ADDRESSES' with contact information (Legal Name: GA DEPARTMENT OF REVENUE, Business Location: 1800 CENTURY BLVD NE ATLANTA GA 30345-3202), and 'I WANT TO...' with a list of actions. The 'Register as a Third Party Filer' link is highlighted with a red box. Below this, there are navigation tabs for 'ACCOUNTS<sup>0</sup>', 'REQUESTS<sup>0</sup>', 'E-MESSAGES<sup>1</sup>', and 'LETTERS<sup>0</sup>'. At the bottom, there is a 'MY ACCOUNTS' table with columns for Account Id, Account Type, Name, Frequency, Address, and Balance, along with 'Hide History' and 'Filter' buttons.

- Review and accept the message on the screen by checking the box below. Click the **Submit** button

**Register as a Third Party Filer** **Submit** **Cancel**

By checking the box below, you confirm that you are a CPA, Payroll Provider, Tax Preparer or other Accounting Service requiring third party access to GTC. This access will be used in order to submit returns, requests, or payments on behalf of your clients.

- The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records

### Steps to Add Access to Another Account:

- On the Home screen, under the **I WANT TO...** menu in the upper right-corner, click the **Add Access to Another Account** hyperlink

GA DEPARTMENT OF REVENUE	NAMES AND ADDRESSES		I WANT TO...
STI 20114883256	Legal Name	GA DEPARTMENT OF REVENUE	Make Multiple Payments
My Balance \$0.00	DBA Name	Add	Submit Documentation
	Business Location Address	1800 CENTURY BLVD NE ATLANTA GA 30345-3202	Submit Power of Attorney
	Mailing Address	Add	Transfer Tax Credit
			<b>Add Access to Another Account</b>
			Upload File
			Register New Tax Account
			Add NAICS
			Update Officers
			<u>Register as a Third Party Filer</u>
			View All Accounts

ACCOUNTS<sup>0</sup> REQUESTS<sup>0</sup> E-MESSAGES<sup>1</sup> LETTERS<sup>0</sup>

MY ACCOUNTS<sup>0</sup>

MY ACCOUNTS Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance

- Provide the requested information for the account you want to access on GTC
  - For Individual Income Tax account:

**Submit** **Cancel**

**ADD ACCESS TO ANOTHER ACCOUNT**

**Provide the following information for the account you want to access on GTC.**

Account Type	Individual Income Tax	
ID Type	Social Security #	
Social Security #	Required	
Confirm Social Security #	Required	<b>Required</b>
Federal Adjusted Gross Income for 2015	Required	

– For Sales Tax or Withholding:

Submit
Cancel

+ ADD ACCESS TO ANOTHER ACCOUNT

Provide the following information for the account you want to access on GTC.

Account Type	<input type="text" value="Sales &amp; Use Tax"/>	
Sales Tax #	<input type="text" value="Required"/>	
ZIP Code of the account location address	<input type="text" value="Required"/>	
Payment for the period ending on 2/29/2016	<input type="text" value="Required"/>	Required

### How to Access Your Clients' Account(s):

On the Home screen, select the new **Other Taxpayers' Accounts** tab. A list of all the clients that you have access to will be displayed. NOTE: you can use the **Filter** tab to filter the list

ACCOUNTS<sup>1,353</sup>
REQUESTS
E-MESSAGES<sup>356</sup>
LETTERS<sup>6</sup>
CREDITS

MY ACCOUNTS<sup>2</sup>
OTHER TAXPAYERS' ACCOUNTS<sup>1</sup>

OTHER TAXPAYERS' ACCOUNTS
Hide History
Filter