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

Contents

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.

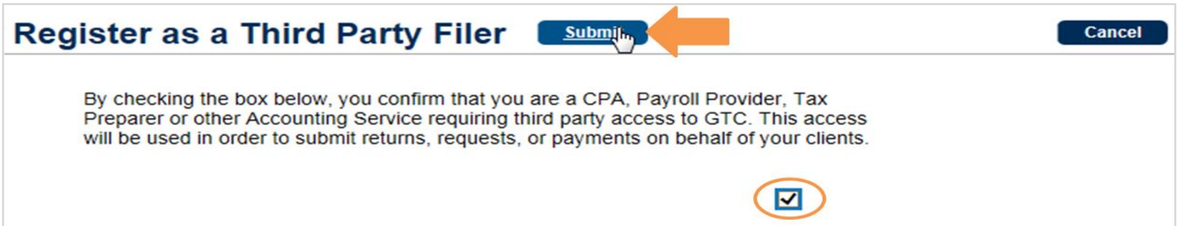
NOTE: The web request is only available to businesses with North American Industry Classification System (NAICS) codes associated with third party filing. Those NAICS codes are:

- 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

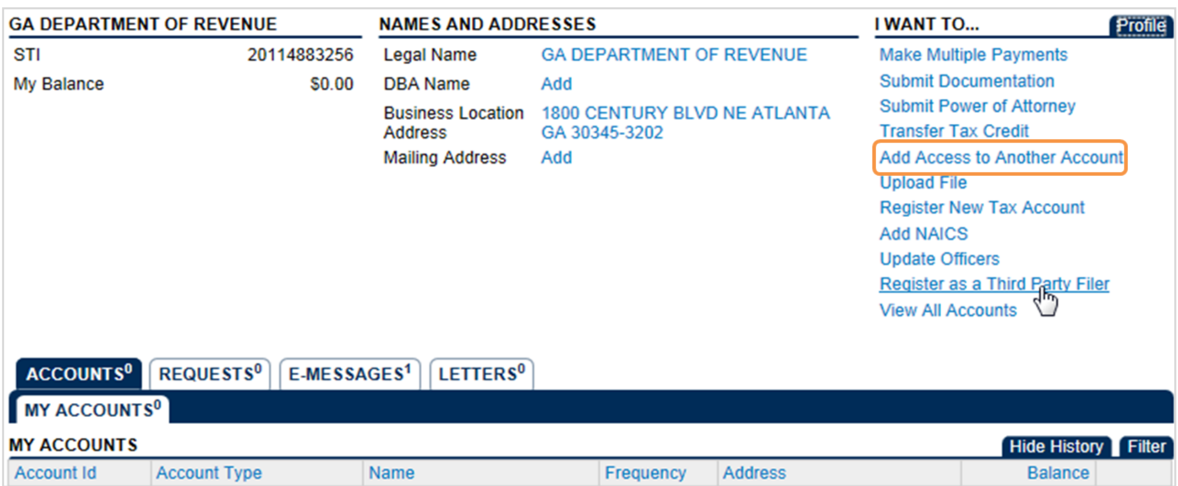
3. Review and accept the message on the screen by checking the box below. Click the **Submit** button



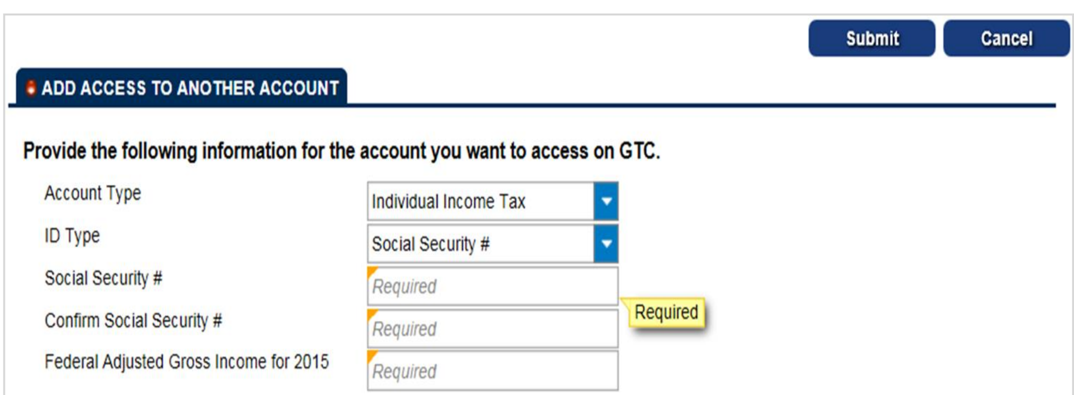
4. The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records

Steps to Add Access to Another Account:

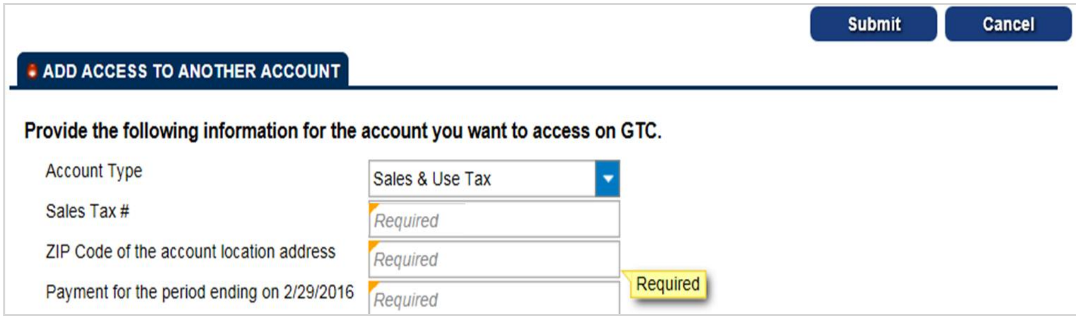
1. On the Home screen, under the **I WANT TO… menu** in the upper right-corner, click the **Add Access to Another Account** hyperlink



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



– For Sales Tax or Withholding:



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