

The purpose of this documentation is to provide instructions on amending a currently active Tobacco License to add alternative nicotine products and/or vapor products through the Georgia Tax Center (GTC).

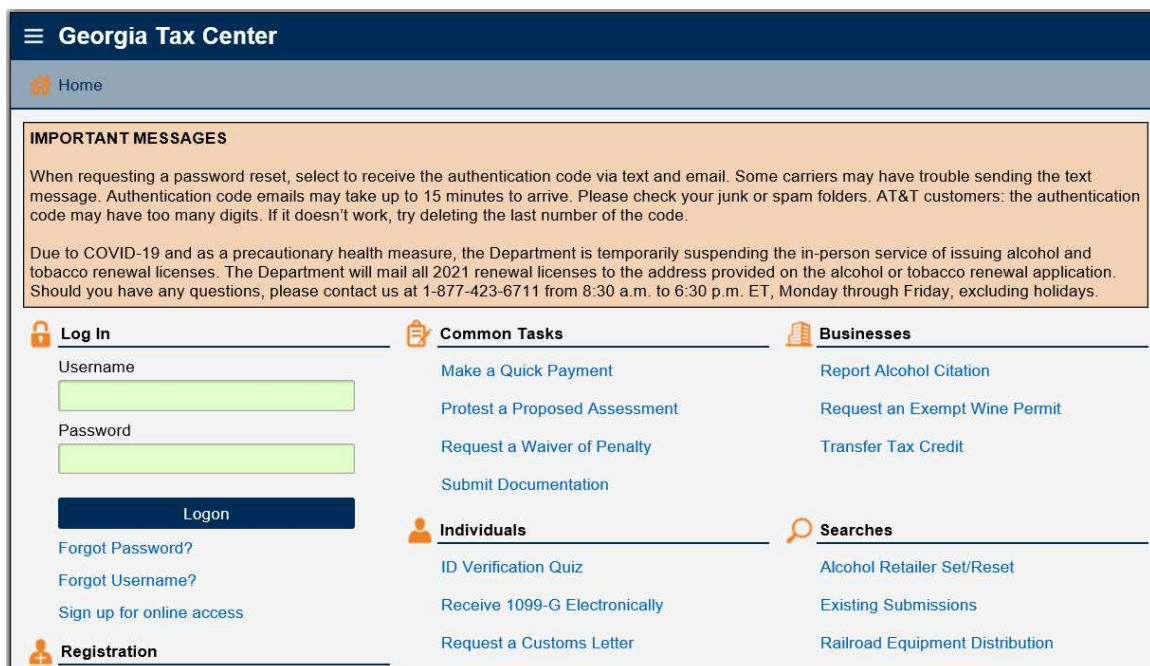
NOTE: You must have a current and active tobacco license.

Contents

Submitting a Current Tobacco License

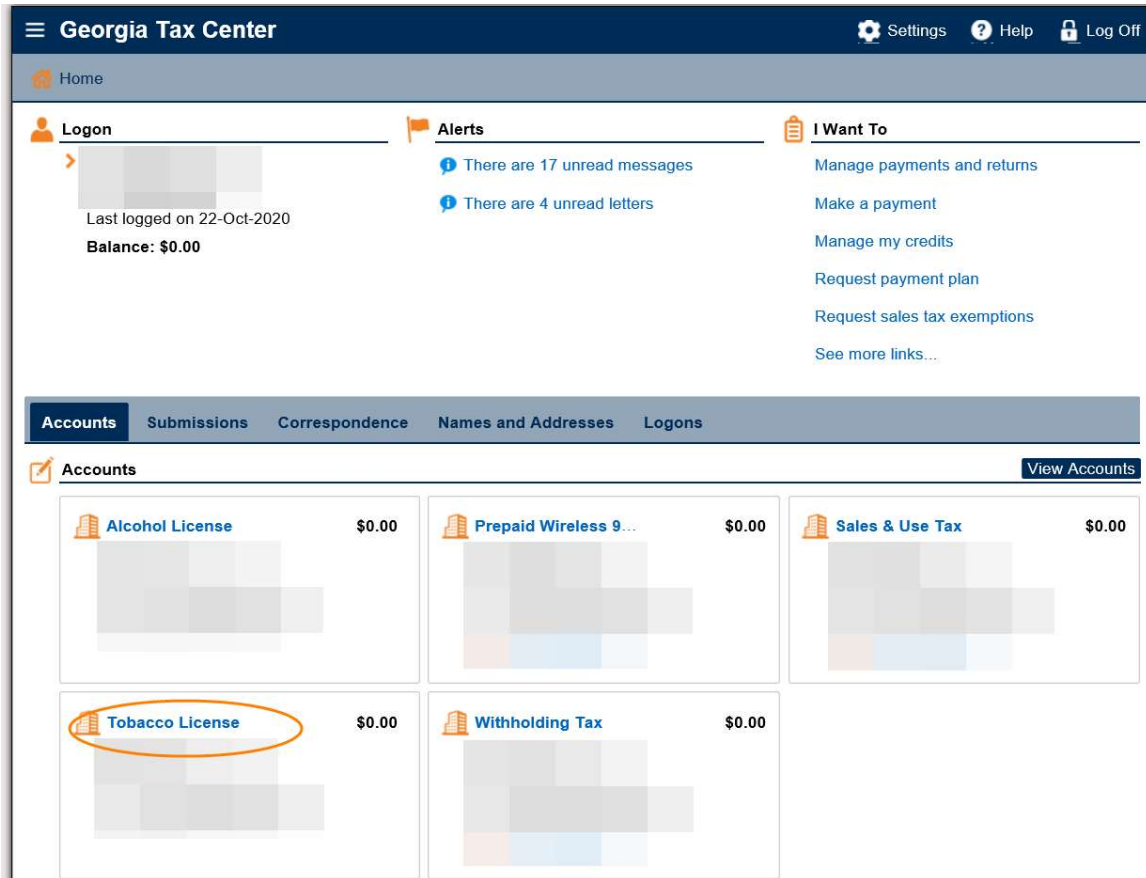
Amending a current and active tobacco license to add vapor products and/or alternative nicotine products

1. Go to the GTC website (<https://gtc.dor.ga.gov/>) and log into your account.



The screenshot shows the Georgia Tax Center website interface. At the top is a dark blue header with the "Georgia Tax Center" logo and a hamburger menu icon. Below the header is a light blue navigation bar with a "Home" link. The main content area features an "IMPORTANT MESSAGES" section with two paragraphs of text. Below this are three columns of links: "Log In" (with fields for Username and Password, a Logon button, and links for Forgot Password?, Forgot Username?, and Sign up for online access), "Common Tasks" (with links for Make a Quick Payment, Protest a Proposed Assessment, Request a Waiver of Penalty, and Submit Documentation), and "Businesses" (with links for Report Alcohol Citation, Request an Exempt Wine Permit, and Transfer Tax Credit). At the bottom, there are two more columns: "Individuals" (with links for ID Verification Quiz, Receive 1099-G Electronically, and Request a Customs Letter) and "Searches" (with links for Alcohol Retailer Set/Reset, Existing Submissions, and Railroad Equipment Distribution). A "Registration" link is also visible at the bottom left.

2. Under the **Accounts** tab, click on the applicable **Tobacco License** hyperlink.



The screenshot shows the Georgia Tax Center interface. At the top, there's a navigation bar with "Georgia Tax Center" and links for Settings, Help, and Log Off. Below this is a "Home" section with three main areas: "Ligon" (showing login status and balance), "Alerts" (showing unread messages and letters), and "I Want To" (a list of actions like "Manage payments and returns"). A horizontal tab bar below these sections includes "Accounts", "Submissions", "Correspondence", "Names and Addresses", and "Logons". The "Accounts" tab is selected, showing a list of accounts: "Alcohol License", "Prepaid Wireless 9...", "Sales & Use Tax", "Tobacco License", and "Withholding Tax". Each account card displays a balance of \$0.00. The "Tobacco License" account is circled in orange.

| Account Name | Balance |
|------------------------|---------|
| Alcohol License | \$0.00 |
| Prepaid Wireless 9... | \$0.00 |
| Sales & Use Tax | \$0.00 |
| Tobacco License | \$0.00 |
| Withholding Tax | \$0.00 |

- Under the **Periods** tab, click the blue hyperlink next to the last period filed for renewal.

Tobacco License
Settings
Help
Log Off

Home
Account:

Account

Tobacco License

Balance: \$0.00

Account Alerts

There are 2 unread messages
There is 1 unread letter

I Want To

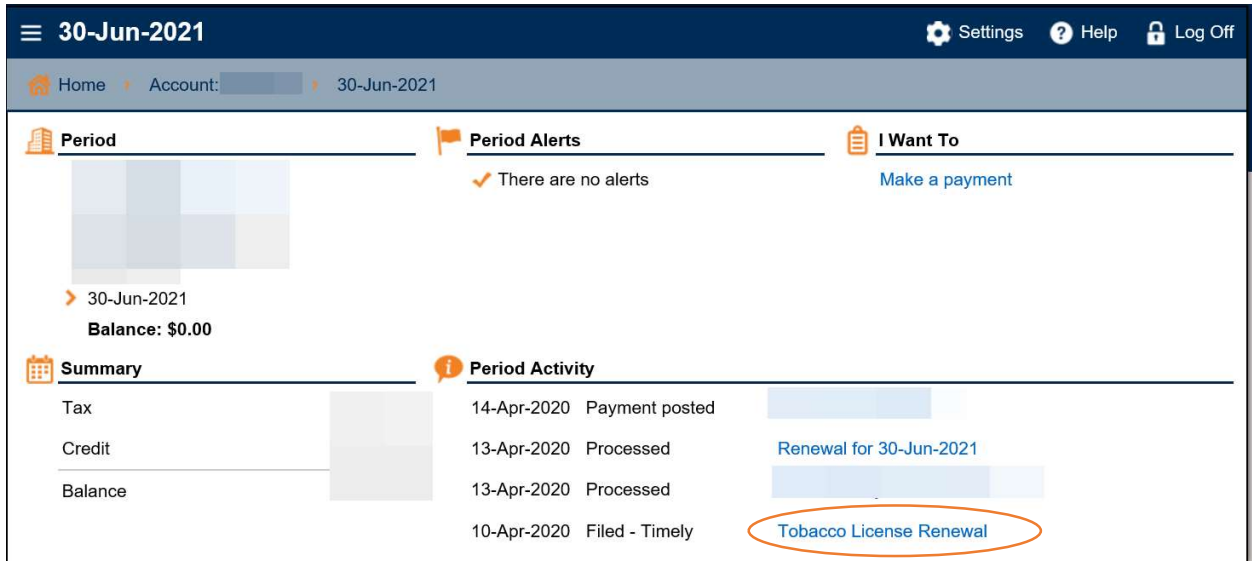
Report of non-tax paid tobacco products
Make a payment
Manage my credits
Manage payments and returns
See more links for my account

Periods
Submissions
Correspondence
Names and Addresses
Logons

Periods
View Periods

| | | |
|-------------|--------|----------------|
| 30-Jun-2021 | \$0.00 | Filed - Timely |
| 30-Jun-2020 | \$0.00 | Filed - Timely |
| 30-Jun-2019 | \$0.00 | Filed - Timely |
| 30-Jun-2018 | \$0.00 | Filed - Timely |
| 30-Jun-2017 | \$0.00 | Filed - Timely |
| 30-Jun-2016 | \$0.00 | Filed - Timely |
| 30-Jun-2015 | \$0.00 | Filed - Timely |

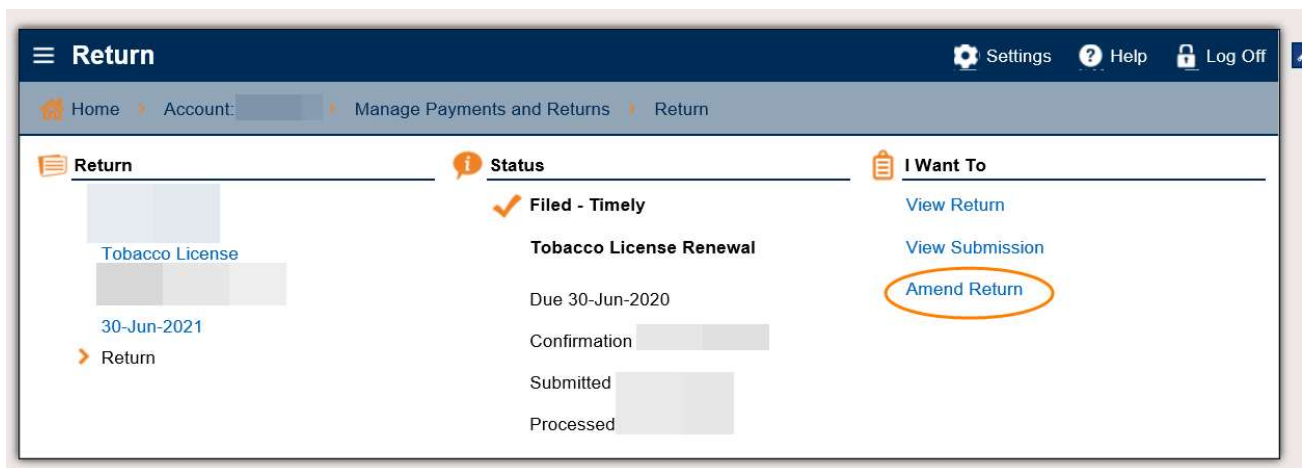
- Under the **Period Activity** section, click the “**Tobacco License Renewal**” hyperlink.



The screenshot shows the Georgia Tax Center interface for the period 30-Jun-2021. The top navigation bar includes links for Home, Account, and 30-Jun-2021. The main content area is divided into three sections: Period, Period Alerts, and I Want To. The Period section shows a calendar grid with the date 30-Jun-2021 highlighted. The Period Alerts section shows a message: "There are no alerts". The I Want To section shows a link: "Make a payment". The Period Activity section shows a table of activity:

| Summary | Period Activity |
|---------|--|
| Tax | 14-Apr-2020 Payment posted |
| Credit | 13-Apr-2020 Processed Renewal for 30-Jun-2021 |
| Balance | 13-Apr-2020 Processed |
| | 10-Apr-2020 Filed - Timely Tobacco License Renewal |

- Under the **I Want To** section, click the **Amend Return** hyperlink.



The screenshot shows the Georgia Tax Center interface for the Return section. The top navigation bar includes links for Home, Account, Manage Payments and Returns, and Return. The main content area is divided into three sections: Return, Status, and I Want To. The Return section shows a calendar grid with the date 30-Jun-2021 highlighted. The Status section shows a message: "Filed - Timely" and "Tobacco License Renewal". The I Want To section shows links: "View Return", "View Submission", and "Amend Return".

6. You will notice a new option within this area. Check the products you would like to include on your license, answer the next two questions, enter gross sales, and click **NEXT**.

Tobacco License

Settings Help Log Off

[Home](#)
[Account](#)
[Manage Payments and Returns](#)
[Return](#)
[Tobacco License](#)

1. Tobacco License Request

Tobacco License Request

Entity Information Section

Tobacco License Section

License #

FEIN

Doing Business As (DBA)

☐ Tobacco Products
☐ Vapor Products
☐ Alternative Nicotine Products

Have you been arrested in the previous 12 months?

Pickup License?

Gross Sales

Total Fee: \$10.00

Relationship Section

Officer

Licensee

Tobacco License

Settings Help Log Off

[Home](#)
[Account](#)
[Manage Payments and Returns](#)
[Return](#)
[Tobacco License](#)

1. Tobacco License Request

Tobacco License Request

Entity Information Section

Tobacco License Section

License #

FEIN

Doing Business As (DBA)

☒ Tobacco Products
☒ Vapor Products
☒ Alternative Nicotine Products

Have you been arrested in the previous 12 months?

Pickup License?

Gross Sales

Total Fee: \$20.00

Relationship Section

Officer

Licensee

7. Review your selection and click **Submit**. **NOTE:** For anyone merely adding vapor products to an existing tobacco license prior to the renewal date, you will be charged an additional vapor products fee of \$10.00. The annual renewal fee to sell tobacco, alternative nicotine products, and vapor products has increased from \$10.00 to \$20.00. This cost includes a \$10.00 license fee and an additional fee of \$10.00 to add vapor products.

Tobacco License

[Settings](#)
[Help](#)
[Log Off](#)

[Home](#)
[Account](#)
[Manage Payments and Returns](#)
[Return](#)
[Tobacco License](#)

1. Tobacco License Request

2. Tobacco License Request

Tobacco License Request

Entity Information Section

License #

FEIN

Doing Business As (DBA)

☒ Tobacco Products

☒ Vapor Products

☒ Alternative Nicotine Products

Have you been arrested in the previous 12 months?

Yes

No

Pickup License?

Mailed

Pickup

Tobacco License Section

Gross Sales

Total Fee: \$20.00

Relationship Section

Officer

Licensee

Save and Exit


Cancel

Previous

Submit



8. Click **Yes** to confirm you want to submit the request.



By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is, to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

9. A confirmation page will be displayed. You may write down your **Confirmation Number** or **Print** the confirmation page for your records. A **Make a Payment** button will also be available for those who have an amount due. **IMPORTANT NOTE:** Persons with an existing tobacco license shall pay an additional \$10.00 fee to add vapor products to their currently active license. The following steps will explain how to change the payment due from \$20.00 to \$10.00 using the **ACH Debit payment option**. If submitting payment by credit card, please contact the Department at 1-877-GADOR11 (1-877-423-6711) to change the payment amount from \$20.00 to \$10.00. A third-party vendor (credit card company) will not allow changes to the payment amount in GTC.

Confirmation

SettingsHelpLog Off

HomeAccount:Manage Payments and ReturnsReturnTobacco LicenseConfirmation

Confirmation

Submission Information

Logon

Status

Confirmation Number

Taxpayer Name

Federal Employer ID #

Tobacco License

Submission Title

Filing Period

Submitted

Submitted

Renewal for 30-Jun-2021

30-Jun-2021

06-Jan-2021

Your renewal request has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Your request indicates that a payment of **\$20.00** is due. You can make a payment now by clicking "**Make a Payment**".

Printable View

OK

Print Confirmation

Make a Payment

10. Click on **Make a Payment**.

Confirmation [Settings](#) [Help](#) [Log Off](#)

[Home](#) [Account](#) [Manage Payments and Returns](#) [Return](#) [Tobacco License](#) [Confirmation](#)

Confirmation

Submission Information

| | |
|-----------------------|-------------------------|
| Ligon | |
| Status | Submitted |
| Confirmation Number | |
| Taxpayer Name | |
| Federal Employer ID # | |
| Tobacco License | |
| Submission Title | Renewal for 30-Jun-2021 |
| Filing Period | 30-Jun-2021 |
| Submitted | 06-Jan-2021 |

Your renewal request has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Your request indicates that a payment of **\$20.00** is due. You can make a payment now by clicking "Make a Payment".

[Printable View](#)

[OK](#)

[Print Confirmation](#) [Make a Payment](#)

11. Review your banking information and change the **AMOUNT** from \$20.00 to \$10.00.
Confirm the amount of \$10.00 and click on **SUBMIT**.

Period Payment
Settings
Help
Log Off

Home
Account:
Manage Payments and Returns
Return
Tobacco License
Confirmation
Period Payment

Period
Tobacco License
30-Jun-2021

Payment Channel
Default
New
MY BANK ACCOUNT

Payment
Payment Type
Renewal Payment
Payment Date
06-Jan-2021
Amount
20.00
Confirm Amount
Required

Pay by Credit Card
Submit
Cancel

Period Payment
Settings
Help
Log Off

Home
Account:
Manage Payments and Returns
Return
Tobacco License
Confirmation
Period Payment

Period
Tobacco License
30-Jun-2021

Payment Channel
Default
New
MY BANK ACCOUNT

Payment
Payment Type
Renewal Payment
Payment Date
06-Jan-2021
Amount
10.00
Confirm Amount
10.00

Pay by Credit Card
Submit
Cancel

12. You will certify your submission and receive a confirmation number for your records.