

The purpose of this documentation is to provide instructions on filing the distributors'/wholesalers' monthly tobacco and vapor products return (ATT-24) on Georgia Tax Center (GTC).

Due Dates:

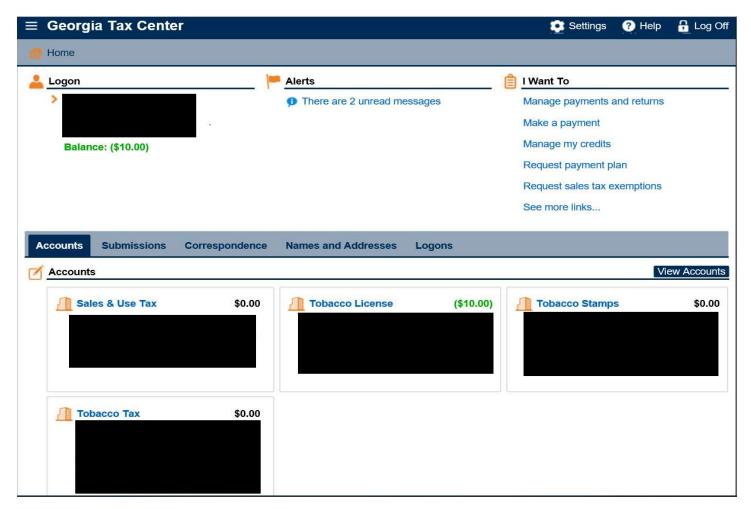
Tobacco and Vapor products tax returns and taxes are to be filed and paid by the 10th of the following month; E.g., March will be filed and paid by April 10th.

If the 10th falls on a weekend or a State of Georgia holiday, then the returns and payments are due on the next business day.

Note: A tobacco and/or vapor products distributor is required to file a zero return even if no activity occurred.

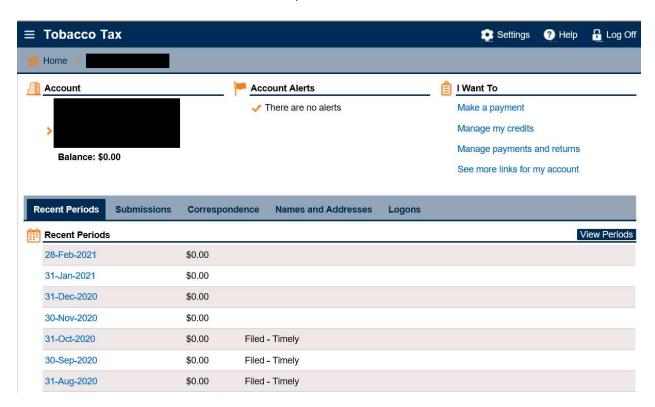
Filing a Distributor/wholesaler Tobacco Return (ATT-24)

- 1. Go to the GTC login page (https://gtc.dor.ga.gov/) and log into your account.
- 2. Under the Accounts tab, click the applicable Tobacco Tax hyperlink.





3. Under "Recent Periods" click on the month you wish to file.

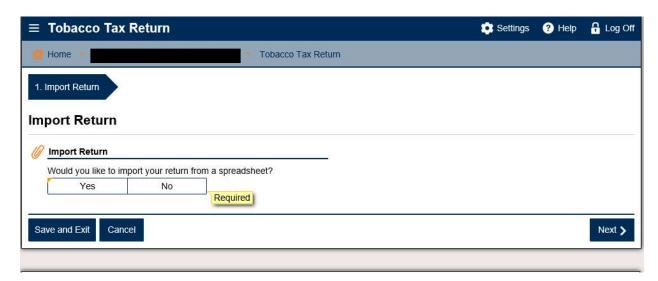


4. Under 'I Want To' click on File or amend return.

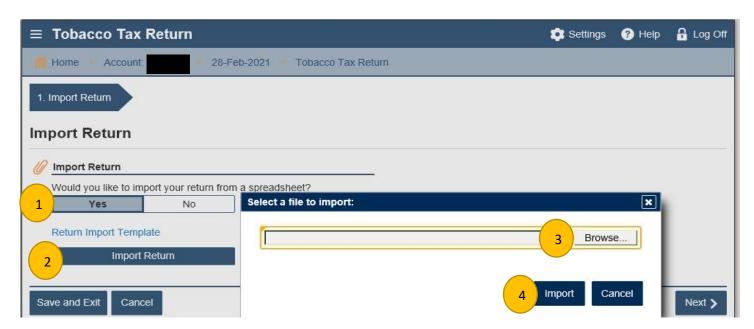




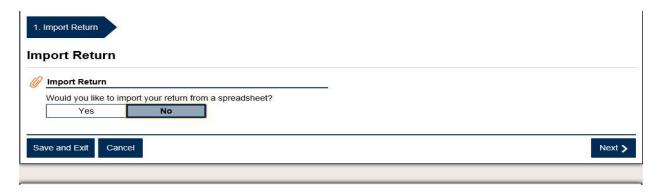
5. Select if you want to import an Excel file. Click the **Next** button.



NOTE: An Import File button will appear if you select "Yes". Browse for the file on your computer to import it.

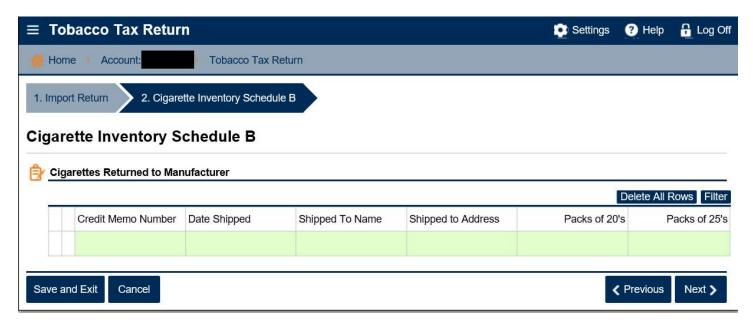


If you click 'no' then click 'next' until tab 2 Cigarette Schedule B

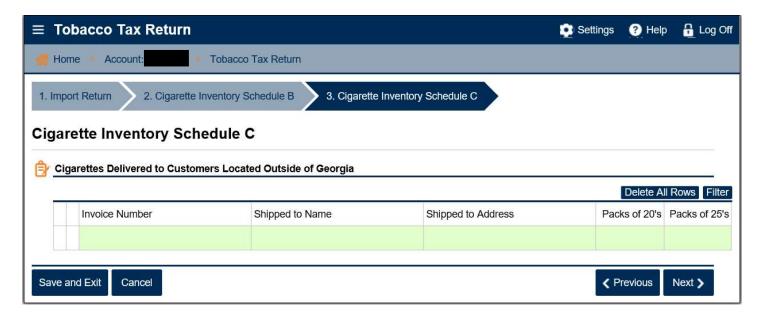




6. Tab 2. Cigarettes Return to Manufacturer. If you returned cigarettes to the manufacturer, add this information in Cigarette Inventory Schedule B. If not, click next.

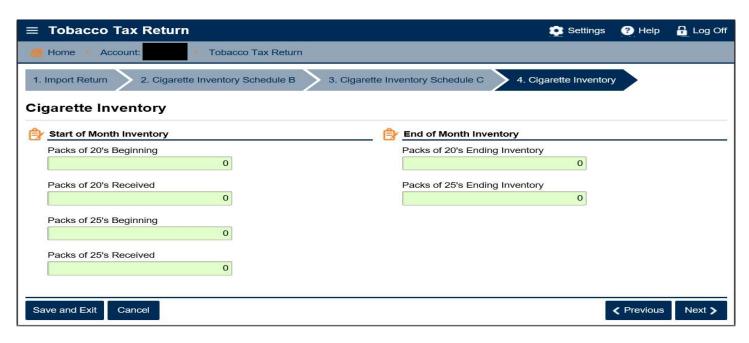


7. Tab 3. Cigarette Inventory Schedule C – Cigarettes Delivered to Customers Located Outside of Georgia – If you delivered cigarettes to customers outside of Georgia, add the information in Cigarette Inventory Schedule C. If not, click next.

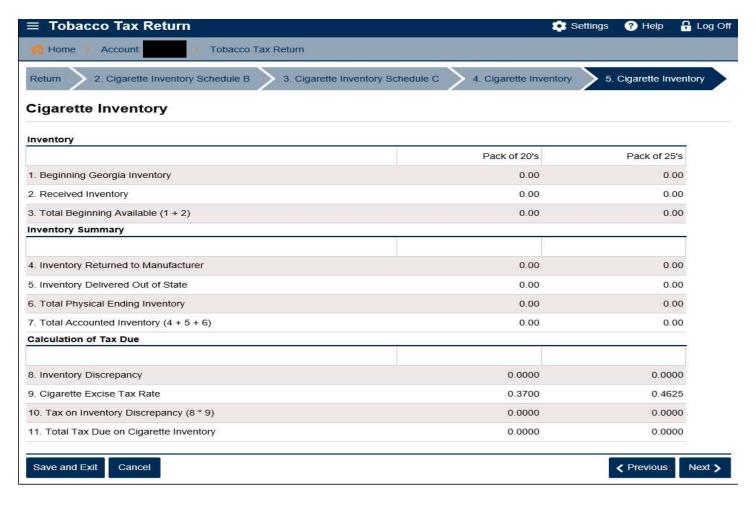




8. Tab 4. Cigarette Inventory – Complete if applicable

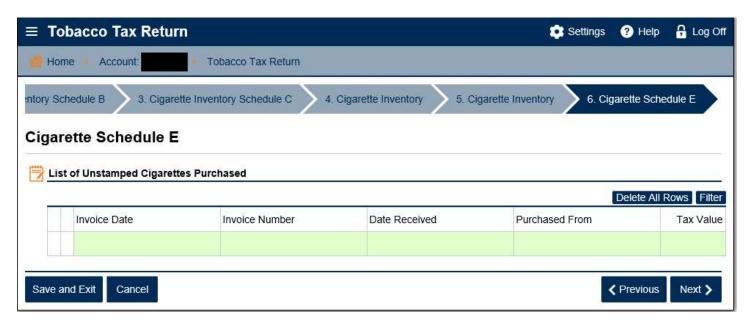


9. Tab 5 will prepopulate from data entered in tabs 2-4.

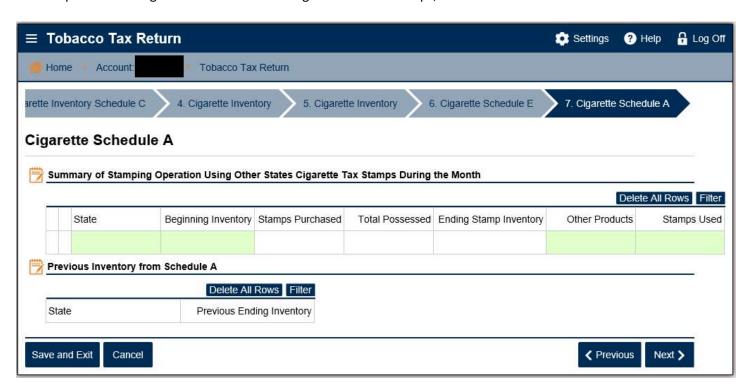




10. Complete Tab 6. Cigarette Schedule E – List of Unstamped cigarettes purchases, as needed. Click Next

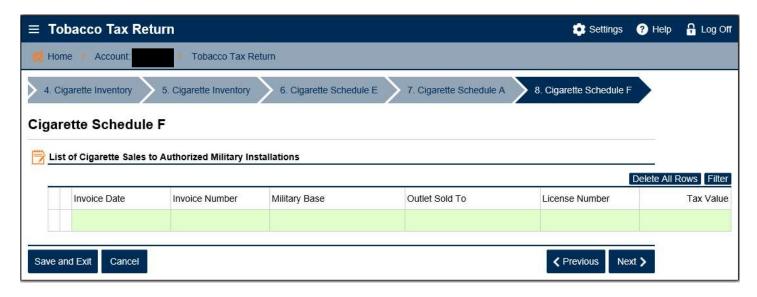


11. Complete Tab 7. Cigarette Schedule A – Using Other States stamps, as needed. Click Next



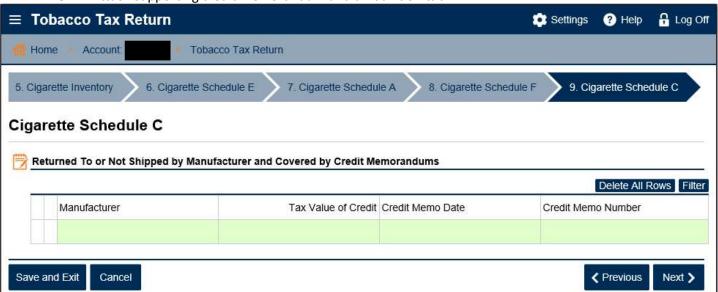


12. Complete Tab 8. Cigarette Schedule F – List of Cigarettes Sales to Authorized Military Installations, as needed. Click Next



13. Complete Tab 9. Cigarette Schedule C – Returned To or Not Shipped by Manufacturer and Covered by Credit Memorandums, as needed. Click Next

NOTE: Attach supporting credit memorandum and affidavit on tab 2.





14. Complete Tab 10. Cigarette Schedule D – List of Cigarette Credits, as needed. Click Next

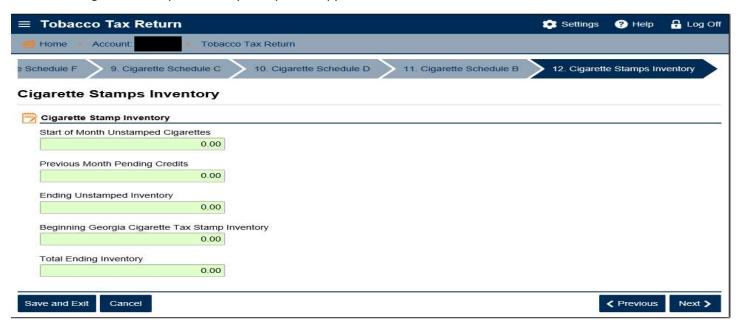


15. Complete Tab 11. Cigarette Schedule B – List of Cigarette Tax Stamps Received During the Month, as needed. Click Next

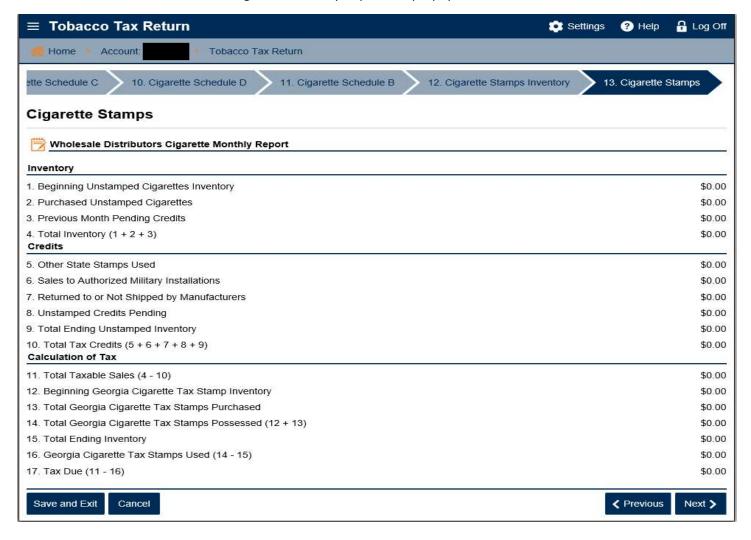




16. Tab 12. Cigarette Stamps Inventory, complete if applicable. Click Next



17. Tab $13 - \text{Wholesale Distributors Cigarette Monthly Report will prepopulate from data entered on tabs <math>6 - 12$.

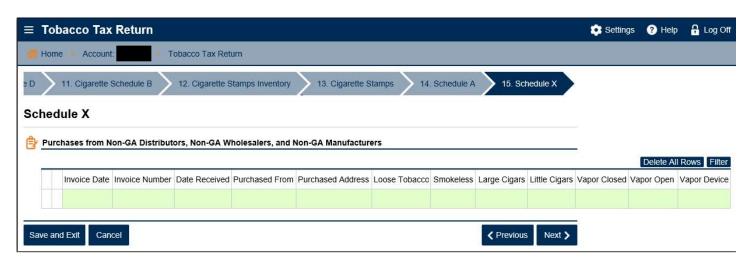




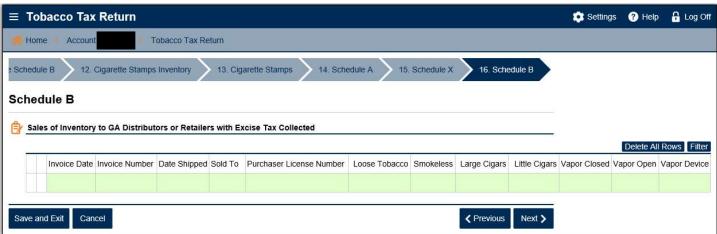
18. Tab 14. Schedule A – Other tobacco & vape purchases from Georgia Distributors & Wholesalers (Purchases from Vendors who collect Georgia excise taxes). Complete as needed. Click next.



19. Tab 15. – Schedule X – Purchases from Non-GA Distributors, Non-GA Wholesalers and Non-GA manufacturers (Purchases from vendors who do not collect Georgia excise taxes). Complete as needed. Click Next

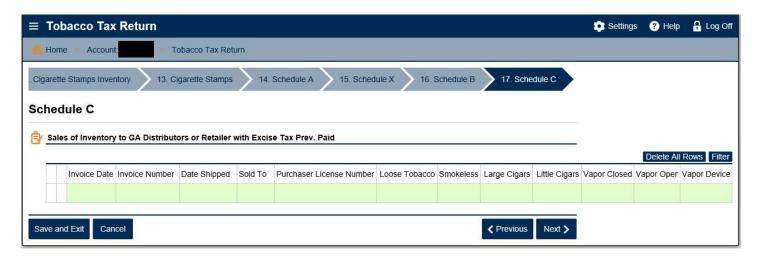


20. Tab 16. Schedule B – Sales of Inventory to GA Distributors or Retailers with excise tax collected. Complete as needed. Click next.

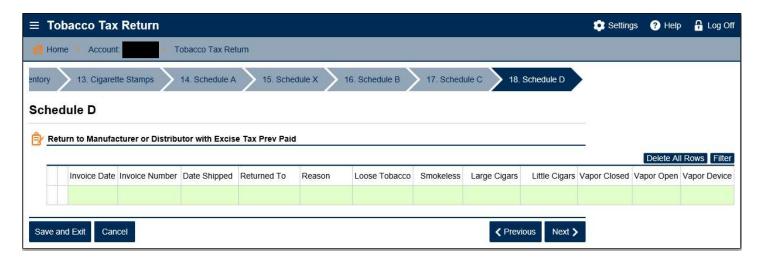




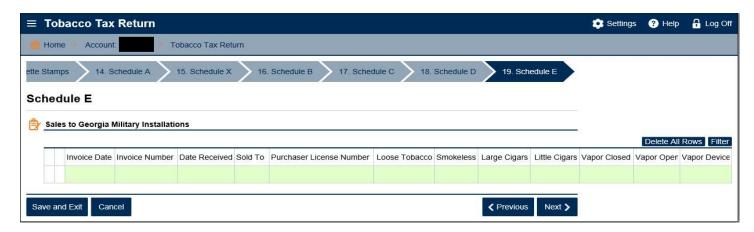
21. Tab 17. Schedule C – Sales of Inventory to GA Distributors or Retailers with excise tax paid. Complete as needed. Click next.



22. Tab 18. Schedule D – Return to Manufacturer or Distributor with excise tax paid. If excise taxes were not paid, do not report any items here. Credit memos and affidavits are required for returned product. Complete as needed. Click Next.

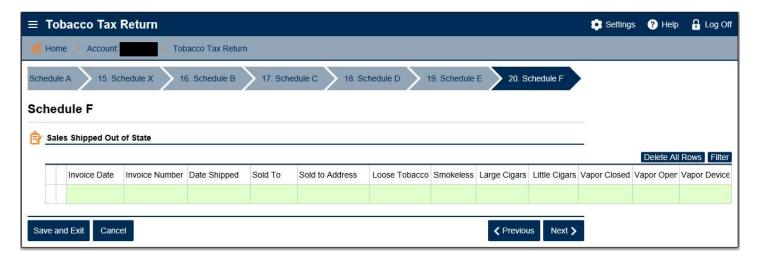


23. Tab 19. Schedule E – Sales to Georgia Military Installations. Complete as needed. Click Next.





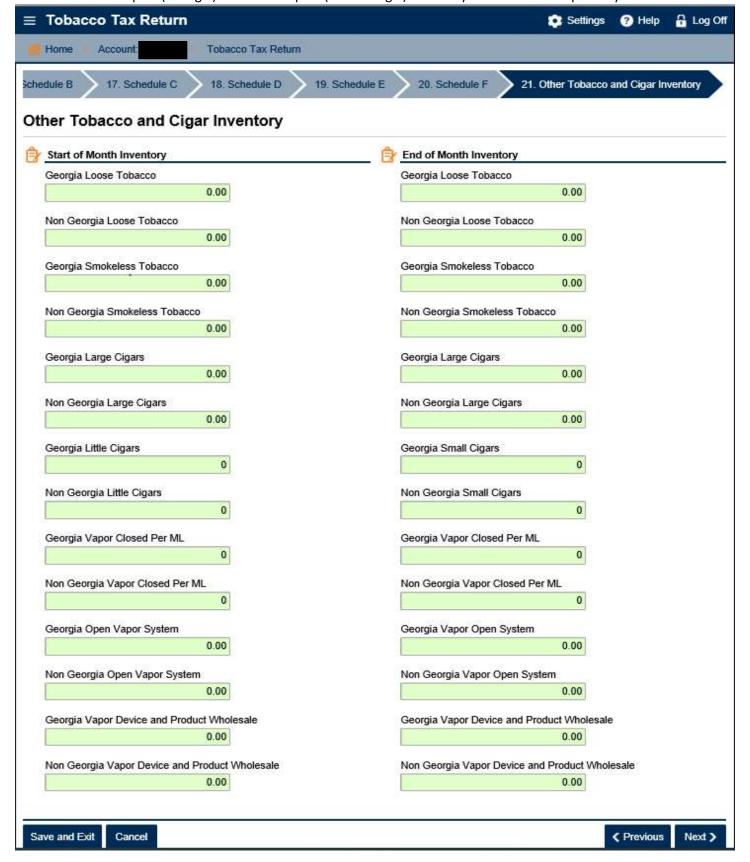
24. Tab 20. Schedule F – Sales Shipped Out of State. Complete as needed. Click Next.





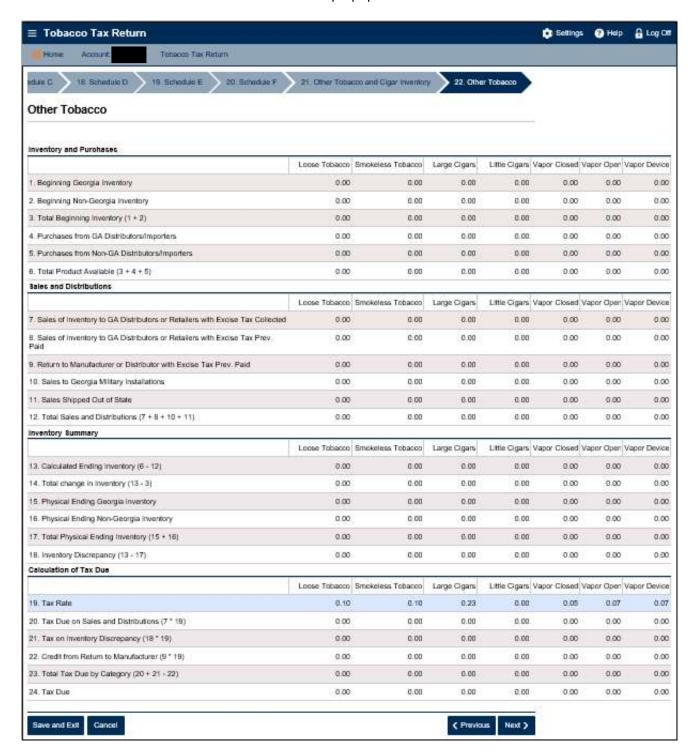
25. Tab 21. Other Tobacco and Cigar Inventory. List beginning and ending inventories of other tobacco products.

NOTE: Tax-paid (Georgia) and non-tax paid (non-Georgia) inventory must be listed separately.



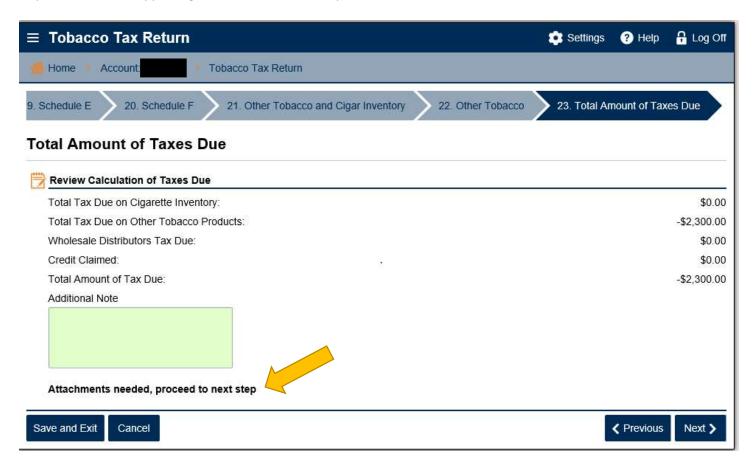


26. Tab 22. Other Tobacco – Please review. This will prepopulate from data entered on tabs 14 – 21.

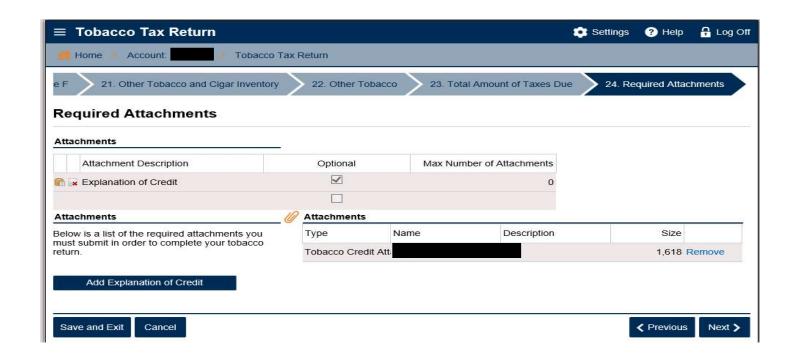




27. Total Amount of Taxes Due. If you entered data on Cigarette Schedule C (tab 9) or Schedule D (tab 18), you are required to attach supporting documentation. If not, proceed to Submit return.

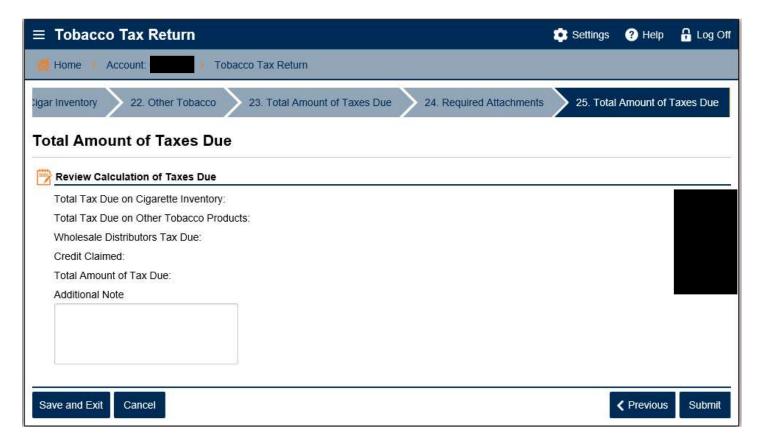


Attach document on tab 24.

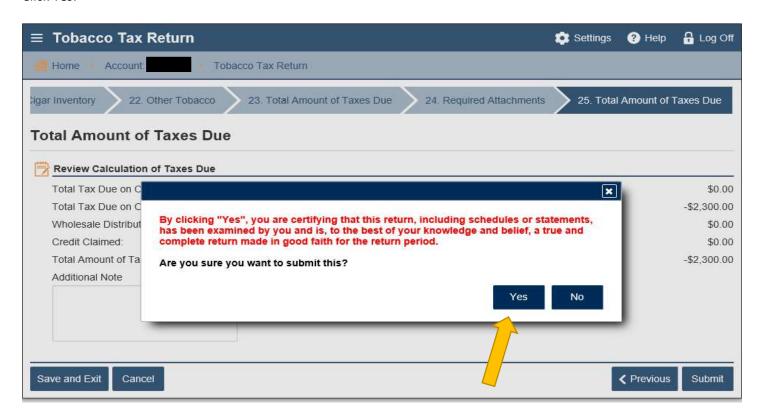




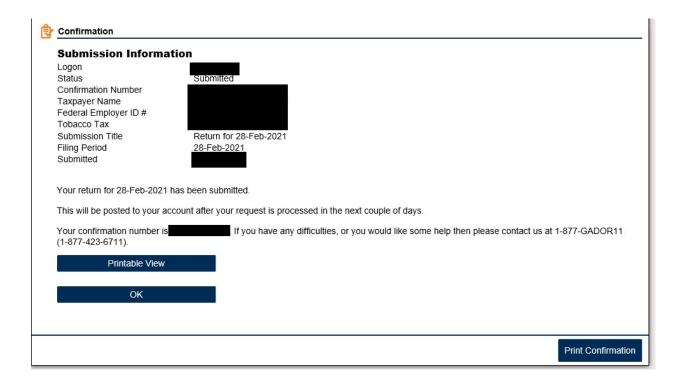
Tab 25. Submit Return.



Click Yes.







If you click Ok, you will return to the period page. On this page, you can choose to Make a Payment

