

Effective for tax periods on or after April 2020, the following documentation provides information on how to file a Motor Fuel Distributor (MFD-04) return on Georgia Tax Center (GTC).

The Excel return template for MFD-04 return can be found on the Georgia Department of Revenue's website: <u>Tax Templates</u>.

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## How to File an MFD-04 Return:

- 1. Log into the GTC website (<u>https://gtc.dor.ga.gov</u>).
- 2. Under the Accounts tab, click the Motor Fuel Distributor Tax hyperlink.



3. Locate and click the **File Return** hyperlink for the applicable tax period.

$\equiv$ Motor Fuel Distributor Tax		후 Settings 🕜 Help 🔒 Log Off
Account:		
Account	Account Alerts	I Want To Make a payment
Motor Fuel Distributor Tax		Manage my credits Manage payments and returns See more links for my account
Periods Submissions Correspondence	e Names and Addresses Logons	
Periods		View Periods
31-Mar- \$0.00	📋 File Return	
29-Feb- \$0.00	Generated A File Return	



4. Click Yes to "Do you have an XML or Excel return you would like to import?"

1. De	Determine Form				
Ê	Determine Form				
	Effective with the 04/ sales, you must impo either the MFD-04 ex	30/2020 return, e rt your receipt ar cel import templa	except for returns with zero ad disbursements schedules via ate or via the MFD-04 XML file.		
	For the period beginn	ning and	d ending :		
	No	Yes			
	Zero I	Return			
Sa	ave and Exit Cance			 	 Next >

5. Click the **Import Return** button.

1. Determine Form
Determine Form
Determine Form
Effective with the 04/30/2020 return, except for returns with zero sales, you must import your receipt and disbursements schedules via either the MFD-04 excel import template or via the MFD-04 XML file.
For the period beginning and ending :
Do you have an XML or Excel return you would like to import?
Zero Return
Download MFD-04 Return Template
Import Return Import Valid Return File
Save and Exit Cancel Next >

6. Click the **Browse** button to locate the file on your computer. Click the **Import** button.

Select a file to import:	×
	1 Browse
	2 Import Cancel



7. Confirm the return was successfully imported. Click the Next button.

Determine Form	
Effective with the 04/30/2020 return, except for returns with zero sales, you must import your receipt and disbursements schedules via either the MFD-04 excel import template or via the MFD-04 XML file.	
For the period beginning and ending :	
Do you have an XML or Excel return you would like to import?	
No Yes	
Zero Return	
Download MFD-04 Return Template	
Import Return	
Return was successfully imported.	
Save and Exit Cancel	Next >

8. Click through the web request, reviewing the information populated from the imported file, until you reach the **Fuel Type Review** step. Click the **Next** button.

el Type Review						
Beginning & Ending Georgia Inventory						
	(A) Gasoline	(B) Fuel Oils - Clear	(C) Fuel Oils - Dyed	(D) L.P. Gas	(E) Special Fu	
Inventory On The First Day Of The month						
Inventory On The Last Day Of The Month						
Debits						
	(A) Gasoline	(B) Fuel Oils - Clear	(C) Fuel Oils - Dved	(D) L.P. Gas	(E) Special E	
1 Beginning GA Inventory	(1) Subbillio		(e) i dei ene e byed	(5) 2.1 . 645	(L) opeoidir e	
2a Gallons Received From Alabama						
2h. Gallons Received From Florida						
25. Callens Received From North Carolina						
2d. Callens Recieved From North Carolina						
20. Gallons Recieved From South Carolina						
26. Callons Recieved From Tennessee						
2. College Received From Other States						
3. Gallons Received From GA Points (Tax Free)						
4. Gallons Recieved Tax Paid						
5. Compounds						
6. Total Debits						
Credits						
	(A) Gasoline	(B) Fuel Oils - Clear	(C) Fuel Olls - Dyed	(D) L.P. Gas	(E) Special Fu	
7a. Transfers To Alabama						
The Manager and The Manager						
7b. Transfers To Florida						
75. Transfers To Fiorida 7c. Transfers To North Carolina						
70. Transfers To Florida 7c. Transfers To North Carolina 7d. Transfers To South Carolina						
76, Transfers To Fionda 76, Transfers To North Carolina 76, Transfers To South Carolina 7e, Transfers To Tennessee						
76. Transfers To North Carolina 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To Tennessee 71. Transfers To Other States						
76. Transfers To North Carolina 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To Tennessee 71. Transfers To Other States 8. Sales to U.S. Government						
76. Fransfers To Fionda 76. Transfers To North Carolina 7d. Transfers To South Carolina 7e. Transfers To Tennessee 7f. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors						
76. Fransfers To Fionda 76. Transfers To North Carolina 7d. Transfers To South Carolina 7e. Transfers To Tennessee 7f. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use						
76. Transfers To Fionda 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To Tennessee 71. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use 11. Compounds						
76. Transfers To Fionda 76. Transfers To North Carolina 76. Transfers To South Carolina 7e. Transfers To Tennessee 7f. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use 11. Compounds 12. Sales or Use of Tax Paid Fuel						
76. Transfers To North Carolina 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To Tennessee 71. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use 11. Compounds 12. Sales or Use of Tax Paid Fuel 13a. Sales Of Aviation Gas To Licensed Sellee						
76. Transfers To North Carolina 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To Tennessee 77. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use 11. Compounds 12. Sales or Jave of Tax Paid Fuel 13a. Sales of Aviation Gas To Licensed Sellee 13b. Sales of Aviation Gas to Unlicensed Sellee						
76. Transfers To North Carolina 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To South Carolina 77. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use 11. Compounds 12. Sales or Use of Tax Paid Fuel 13a. Sales of Aviation Gas To Licensed Sellee 13b. Sales of Aviation Gas to Unlicensed Sellee 14. Taxable Sales/Use						
76. Transfers To North Carolina 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To South Carolina 77. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use 11. Compounds 12. Sales or Use of Tax Paid Fuel 13a. Sales Of Aviation Gas To Licensed Sellee 13b. Sales of Aviation Gas to Unlicensed Sellee 14. Taxable Sales/Use 15. Taxable Sales/Use						
76. Transfers To Fionda 76. Transfers To North Carolina 76. Transfers To South Carolina 76. Transfers To Tennessee 71. Transfers To Other States 8. Sales to U.S. Government 9. Sales to Other Licensed Distributors 10. Non-Taxable Sales and/or Use 11. Compounds 12. Sales or Use of Tax Paid Fuel 13a. Sales of Aviation Gas To Licensed Sellee 13b. Sales of Aviation Gas to Unlicensed Sellee 14. Taxable Sales/Use 15. Taxable Sales/Use 16. Closing GA Inventory						

9. Review the information populated on the **Receipts** step and the **Disbursements** step. Click the **Next** button on each screen.

**Georgia** 

**NOTE:** If you imported an XML file, you would see receipts and disbursements together in one table.

٧L	ultiple Schedule:	s Of Receipts					
0) D) SG	= Origin ) = Destination GLN = Supplier's (	GA License Number					
	Carrier Name	Schedule Type	Import State	Product Code	State (O)	Date Received	Billed Gallons
b							
6							
6	×						
è							
h							
P	×						
b							
h							
b							
b							

Μι	Itiple Schedules Of	Disbursements					
(0) (D)	= Origin = Destination						
ТC	code = Terminal Code	e					
	Carrier Name	Schedule Type	Export State	Product Code	State (D)	Date Shipped	Billed Gallon
ß							
ß							
ß							
C							
ß							
C							



10. Review the calculation of tax due. Click the **Submit** button.

	# of Gallons	Excise Rate	Tax Amount Due	Less Vendor's Comp	Net Tax Amount Du
Gasoline					
Fuel Oils - Clear					
Fuel Oils - Dyed					
L.P. Gas					
Special Fuels					
Aviation Gasoline - Unlicensed					
Aviation Capalina Liconand					

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



A confirmation page will appear with a confirmation number for the return. If a payment is due, follow the steps in the <u>How to Submit a Payment with the MFD-04 Return</u> section of this document.

Confirmation	
Submission Informati	ion
Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Motor Fuel Distributor Tax	
Submission Title	Return for
Filing Period	
Submitted	
Total Amount Due	\$
Your return for ha This will be posted to your accor Your confirmation number is	as been submitted. ount after your request is processed in the next couple of days. . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11
(1-8/7-423-6711).	
Your return indicates that a pay <b>interest.</b> You can make a payr	yment of <b>\$</b> is due. Your payment must be received by the due date to avoid incurring penalty and ment now by clicking "Make a Payment".
Printable View	
ОК	

## How to File an MFD-04 Zero Dollar Return:

- 1. Log into the GTC website (<u>https://gtc.dor.ga.gov</u>).
- 2. Under the Accounts tab, click the Motor Fuel Distributor Tax hyperlink.

≡ Georgia Tax Center		📚 Settings 🕜 Help 🔒 Log Off
🚮 Home		
💄 Logon	Alerts	📋 I Want To
>	There are no alerts	Manage payments and returns
		Make a payment
Annual Control of Cont		Manage my credits
		Request payment plan
		Request sales tax exemptions
		See more links
Accounts Submissions Correspondence	Names and Addresses Logons	
Accounts		View Accounts
Motor Fuel Distribu) \$0.00		
A File return for		

3. Locate and click the **File Return** hyperlink for the applicable tax period.

$\equiv$ Motor Fuel Distributor Tax		🔯 Settings 🕜 Help 🔒 Log Off
🚮 Home 🔸 Account:		
Account  Motor Fuel Distributor Tax	Account Alerts	I Want To Make a payment Manage my credits Manage payments and returns See more links for my account
Periods Submissions Correspondence	e Names and Addresses Logons	View Periods
31-Mar- \$0.00 29-Feb- \$0.00	File Return     Generated	

4. Click No to "Do you have an XML or Excel return you would like to import?"

1. Determine Form Determine Form	
Determine Form	
Effective with the 04/30/2020 return, except for returns with zero sales, you must import your receipt and disbursements schedules via either the MFD-04 excel import template or via the MFD-04 XML file.	
For the period beginning and ending	
Do you have an XML or Excel return you would like to import?	
No Yes Required	
Zero Return	
Save and Exit Cancel	Next >



The Zero Return box becomes checked. Click the Next button.

Determine Form	
Determine Form	
Effective with the 04/30/2020 return, except for returns with zero sales, you must import your receipt and disbursements schedules via either the MFD-04 excel import template or via the MFD-04 XML file.	
For the period beginning 4/1/2020 and ending 4/30/2020:	
Do you have an XML or Excel return you would like to import?	
No Yes	
Zero Return	
Save and Exit Cancel	Next >

5. Review the calculations of tax due. Click the **Submit** button.

Georgia Motor Fuel Tax Repor	t Calculation Of Taxes Due				
	# of Gallon	s Excise Rate	Tax Amount Due	Less Vendor's Comp	Net Tax Amount [
Gasoline		0	0.00	0.00	C
Fuel Oils - Clear		0	0.00	0.00	C
Fuel Oils - Dyed		D	0.00	0.00	C
L.P. Gas		D	0.00	0.00	C
Special Fuels		D	0.00	0.00	(
Aviation Gasoline - Unlicensed		D	0.00	0.00	(
Aviation Gasoline - Licensed		0	0.00	0.00	(
Penalties					
Penalties Add \$50.00 because you filed after Add 10% per month ( times) bec Add interest at 1% per month or p	er the 20th day of the following ause you filed after the 20th o part thereof on taxes due	g month lay of the following mo	nth		
Penalties Add \$50.00 because you filed after Add 10% per month ( times) bec Add interest at 1% per month or p Months Late	er the 20th day of the following ause you filed after the 20th o art thereof on taxes due Late File \$50 Penalty	g month lay of the following mo Late File 10% Pen	nth alty F	Penalty Interest	Total Pena
Penalties Add \$50.00 because you filed after Add 10% per month ( times) bec Add interest at 1% per month or p Months Late	er the 20th day of the following ause you filed after the 20th o art thereof on taxes due Late File \$50 Penalty	; month lay of the following mo Late File 10% Pen	nth alty F	Penalty Interest	Total Penal
Penalties Add \$50.00 because you filed aftr Add 10% per month (" times) bec Add interest at 1% per month or p Months Late Total Tax / Liability Due	er the 20th day of the following ause you filed after the 20th o part thereof on taxes due Late File \$50 Penalty	g month lay of the following mo Late File 10% Pen	nth alty F	Penalty Interest	Total Pena
Penalties Add \$50.00 because you filed after Add 10% per month ( times) bec Add interest at 1% per month or p Months Late Total Tax / Liability Due Total Amount Of Tax:	er the 20th day of the following ause you filed after the 20th o art thereof on taxes due Late File \$50 Penalty	g month lay of the following mo Late File 10% Pen	nth alty F	Penalty Interest	Total Pena

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



A confirmation page will appear with a confirmation number for the return. If a payment is due, follow the steps in the <u>How to Submit a Payment with the MFD-04 Return</u> section of this document.

🔶 Confirma	Confirmation			
Submis	ssion Informatio	on		
Logon				
Status		Submitted		
Confirmat	tion Number			
Taxpayer	Name			
Federal E	mployer ID #			
Motor Fue	el Distributor Tax			
Submissio	on Title	Return for		
Filing Per	iod			
Submittee	k			
Total Amo	ount Due	\$		
Your retur This will b	m for has has has has has has has has has had	s been submitted. unt after your request is processed in the next couple of days.		
Your conf (1-877-42	irmation number is 3-6711).	. If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11		
Your retur interest.	m indicates that a pay You can make a paym	ment of <b>\$</b> is due. Your payment must be received by the due date to avoid incurring penalty and nent now by clicking "Make a Payment".		
	Printable View			
	OK			

## How to Submit a Payment with the MFD-04 Return:

**Georgia** 

1. Click the **Make a Payment** button at the bottom of the confirmation page.

	ation
Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Motor Fuel Distributor Tax	
Submission Title	Return for
Filing Period	
Submitted	
Total Amount Due	\$
(1-877-423-6711). Your return indicates that a interest. You can make a p	payment of <b>\$ 1000</b> is due. <b>Your payment must be received by the due date to avoid incurring penalty and</b> payment now by clicking "Make a Payment".
Printable View	
OK	

2. Fill out the banking information under the **Payment Channel** section. Confirm the dollar amount of the payment under the **Payment** section. Click the **Submit** button.

■ Period Payment		😰 Settings	? Help	🔒 Log Off			
Home > Account: Notor Fuel Distributor Return > Confirmation > Period Payment							
Period 🔒	Payment Channel	Payment					
	Туре	Payment Type					
Motor Fuel Distributor Tax	Direct Debit - US Bank	Return Payment		<b>~</b>			
	Bank Account Type	Payment Date					
>	Required 🔽			83			
	Routing Number	Amount					
	Required						
	Account Number	Confirm Amount					
	Required	Required					
	Confirm Account Number						
	Required						
	Save this payment channel for future use						
	No Yes						
		Pay by Credit Card	Submit	Cancel			

- Note: Selecting the **Pay by Credit Card** button will direct you to an external site to enter your information. This site is not under the control of the State of Georgia.

₿	Confirmation				
	The site you are about to visit is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of this site to you. The state is providing this link only as a convenience to you.				
	Pay using Official Payments				
	Note: a convenience fee may be charged by the credit card processor.				
	Printable View				
	ОК				

3. Click **Yes** to submit the payment.





A confirmation page will appear with a confirmation number for the payment. Click the **OK** button.

Submission Informati	on	
Logon		
Status	Submitted	
	Subhitted	
Confirmation Number		
Taxpayer Name		
Federal Employer ID #		
Motor Fuel Distributor Tax		
Submission Title	Return Payment for \$	
Filing Period		
Submitted		
Payment Amount	\$	
T dymont Amount	•	
Please review the payment rec You may want to print a copy f	uest information below for your payment to the Department of Revenue. or your records. ation number is	
Paid For: Motor Fue	Distributor Tax	
Daid France		
Paid From:		
Payment Amount:		
Payment Date:		
Submitted Date:		
This is only the payment reque	st. It is your responsibility to review your bank statement to confirm that this transaction was succ	essful.
<b>OOPS?</b> If you want to make a make a new one.	change, it is not too late. While a payment is still pending, you can return to your account, cancel	the payment, and
If you have any questions, plea	ise contact us at 1-877-GADOR11 (1-877-423-6711).	
Printable View		
ОК		