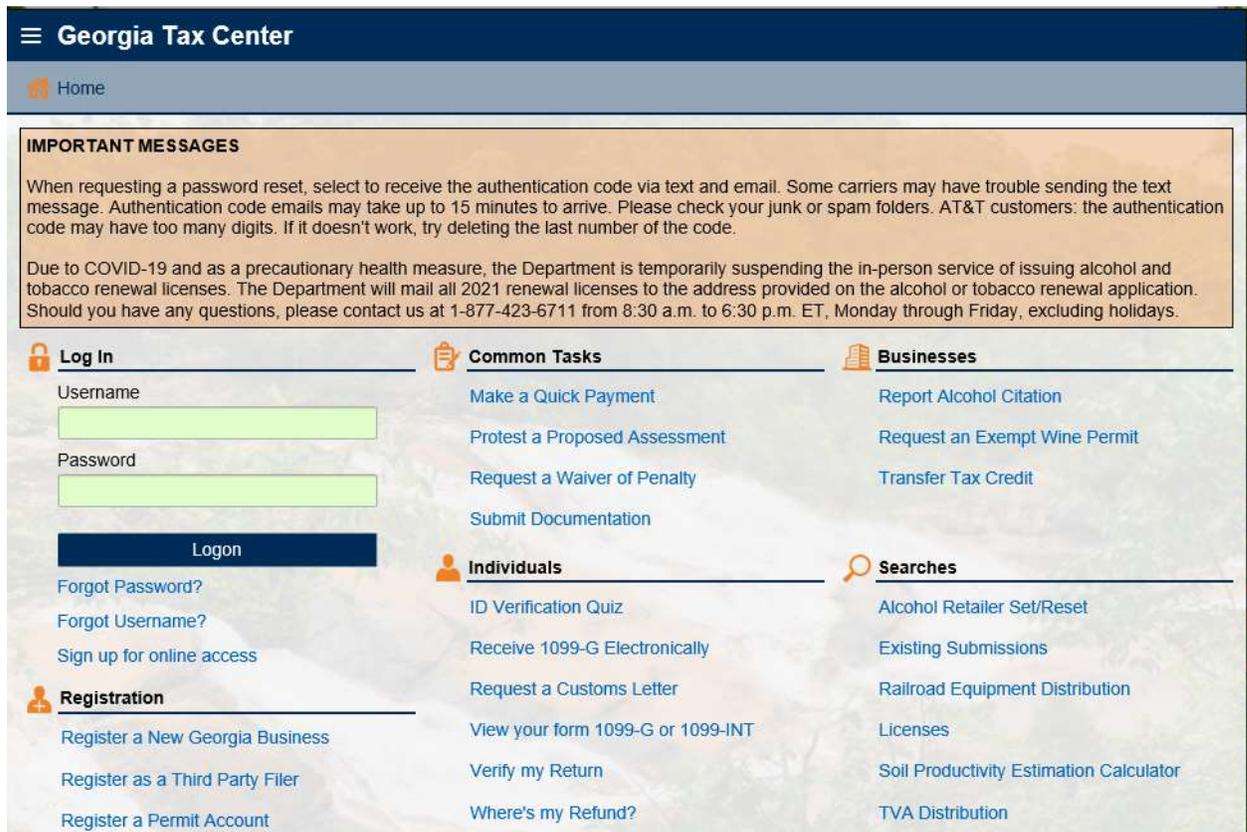


The purpose of this documentation is to provide instructions on filing a renewal for a currently active Tobacco License and to add alternative nicotine products and/or vapor products through the Georgia Tax Center (GTC).

NOTE: The tobacco license must be current and active and the upcoming period/year must be available for renewal. License renewals for wholesalers **only** must submit a bond prior to filing the license renewal.

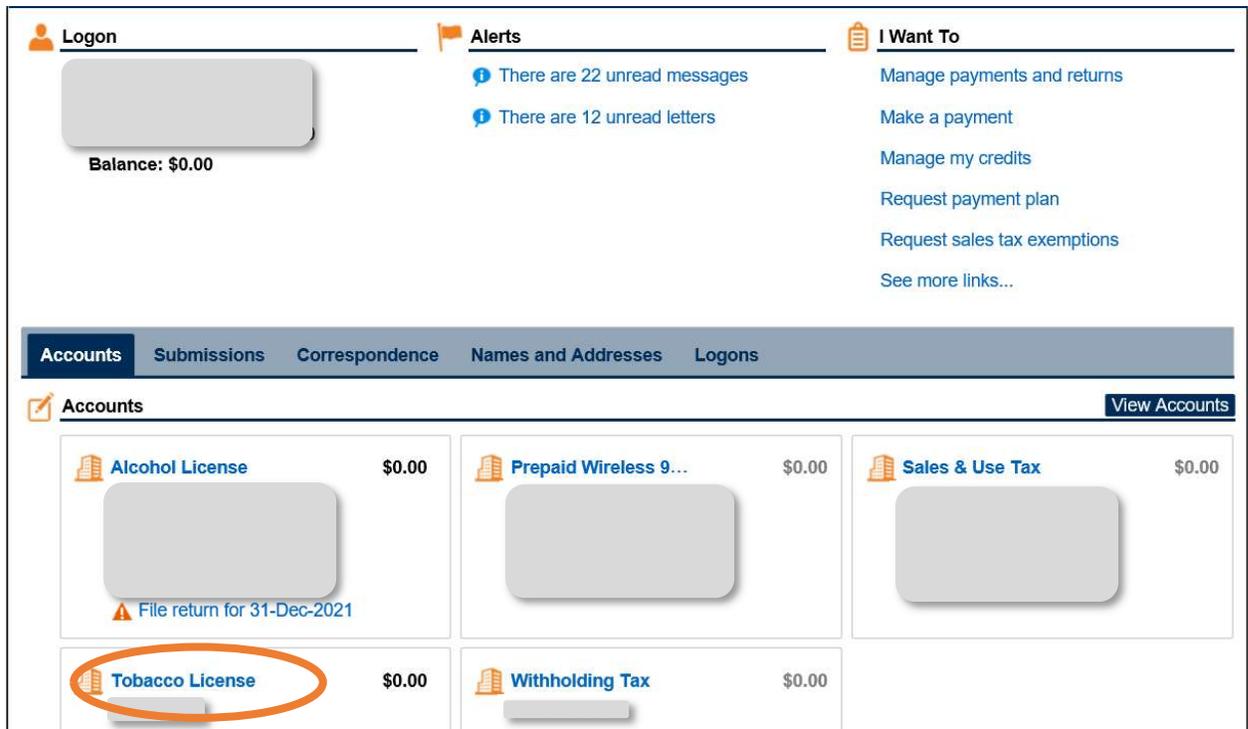
Filing a renewal for a current and active tobacco license and adding vapor products and/or alternative nicotine products

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



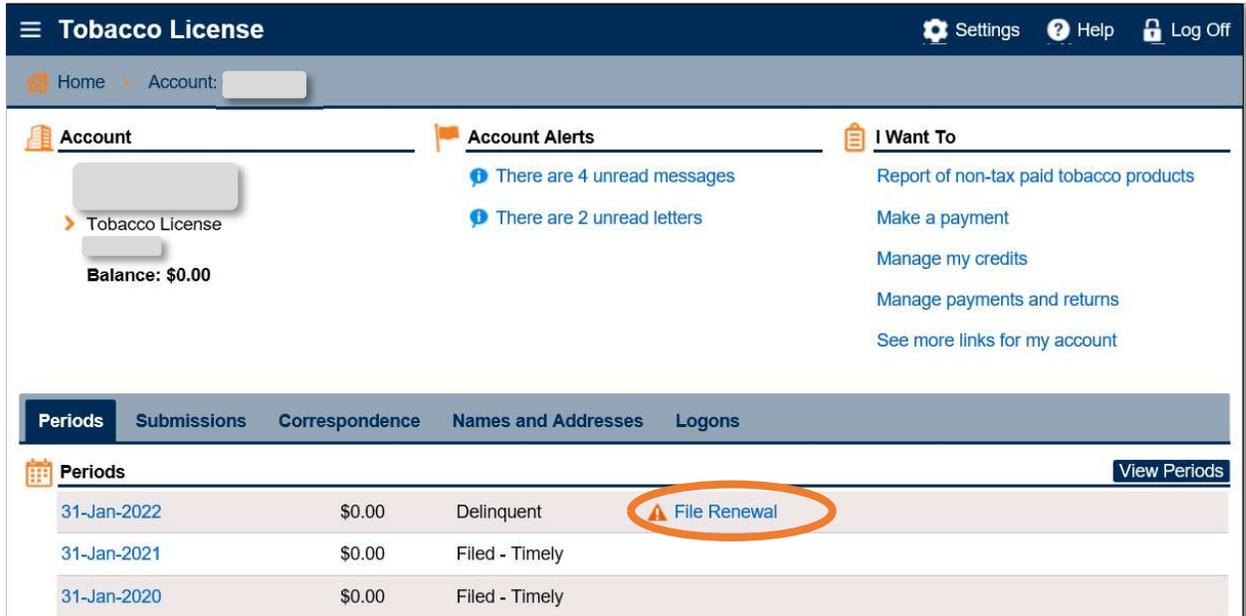
The screenshot shows the Georgia Tax Center website interface. At the top, there is a navigation bar with the "Georgia Tax Center" logo and a "Home" link. Below this is a section for "IMPORTANT MESSAGES" containing two notices: one about password resets and another about COVID-19 suspension of in-person services. The main content area is divided into several columns: "Log In" with fields for Username and Password, a "Logon" button, and links for "Forgot Password?", "Forgot Username?", and "Sign up for online access"; "Registration" with links for "Register a New Georgia Business", "Register as a Third Party Filer", and "Register a Permit Account"; "Common Tasks" with links for "Make a Quick Payment", "Protest a Proposed Assessment", "Request a Waiver of Penalty", and "Submit Documentation"; "Individuals" with links for "ID Verification Quiz", "Receive 1099-G Electronically", "Request a Customs Letter", "View your form 1099-G or 1099-INT", "Verify my Return", and "Where's my Refund?"; "Businesses" with links for "Report Alcohol Citation", "Request an Exempt Wine Permit", and "Transfer Tax Credit"; and "Searches" with links for "Alcohol Retailer Set/Reset", "Existing Submissions", "Railroad Equipment Distribution", "Licenses", "Soil Productivity Estimation Calculator", and "TVA Distribution".

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

The screenshot shows the user interface of the Georgia Tax Center. At the top, there are three main sections: "Logon" with a balance of \$0.00, "Alerts" with 22 unread messages and 12 unread letters, and "I Want To" with links for managing payments, making payments, managing credits, requesting payment plans, and requesting sales tax exemptions. Below these is a navigation bar with tabs for "Accounts", "Submissions", "Correspondence", "Names and Addresses", and "Logons". The "Accounts" tab is selected, and a "View Accounts" button is visible. The "Accounts" section displays a grid of account cards. The "Tobacco License" account is highlighted with an orange circle. Other accounts shown include "Alcohol License" with a "File return for 31-Dec-2021" warning, "Prepaid Wireless 9...", "Sales & Use Tax", and "Withholding Tax". All accounts show a balance of \$0.00.

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 [File Renewal](#) hyperlink for the upcoming period to file the renewal.



The screenshot shows the 'Tobacco License' account page. The top navigation bar includes 'Settings', 'Help', and 'Log Off'. The main content area is divided into three sections: 'Account', 'Account Alerts', and 'I Want To'. The 'Account' section shows a balance of \$0.00. The 'Account Alerts' section shows 4 unread messages and 2 unread letters. The 'I Want To' section lists actions like 'Report of non-tax paid tobacco products', 'Make a payment', 'Manage my credits', 'Manage payments and returns', and 'See more links for my account'. Below these sections is a navigation bar with tabs for 'Periods', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Periods' tab is active, and a 'View Periods' button is visible. The 'Periods' table lists three periods: 31-Jan-2022 (Delinquent), 31-Jan-2021 (Filed - Timely), and 31-Jan-2020 (Filed - Timely). The 'File Renewal' link for the 31-Jan-2022 period is circled in orange.

Periods	Submissions	Correspondence	Names and Addresses	Logons
Periods				View Periods
31-Jan-2022	\$0.00	Delinquent	File Renewal	
31-Jan-2021	\$0.00	Filed - Timely		
31-Jan-2020	\$0.00	Filed - Timely		

4. Complete the renewal registration and click **Next**. **NOTE:** For anyone merely adding vape to an existing tobacco license prior to the renewal date, you will be charged \$10.00. The annual renewal fee to sell tobacco, alternative nicotine, and vapor products has changed to \$20.00. This cost includes a \$10.00 license fee and an additional fee of \$10.00 to add vapor products.

1. Tobacco License Request

Tobacco License Request

Entity Information Section	Tobacco License Section
License # <input type="text"/>	Gross Sales <input type="text"/>
FEIN <input type="text"/>	Total Fee: \$10.00
Doing Business As (DBA) <input type="text"/>	
<input type="checkbox"/> Tobacco Products Required	
<input type="checkbox"/> Vapor Products	
<input type="checkbox"/> Alternative Nicotine Products	
Have you been arrested in the previous 12 months?	
<input type="button" value="Yes"/> <input type="button" value="No"/>	
Pickup License?	
<input type="button" value="Mailed"/> <input type="button" value="Pickup"/>	

1. 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?

Pickup License?

Tobacco License Section

Gross Sales

Total Fee: \$20.00

5. Review your selection and click **Submit**.

Tobacco License Request

Entity Information Section	Tobacco License Section
License # <input type="text"/>	Gross Sales <input type="text"/>
FEIN <input type="text"/>	Total Fee: \$20.00
Doing Business As (DBA) <input type="text"/>	
<input checked="" type="checkbox"/> Tobacco Products	
<input checked="" type="checkbox"/> Vapor Products	
<input checked="" type="checkbox"/> Alternative Nicotine Products	
Have you been arrested in the previous 12 months? <input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
Pickup License? <input checked="" type="button" value="Mailed"/> <input type="button" value="Pickup"/>	
Relationship Section	
Managing Member	<input type="text"/>
Managing Member	<input type="text"/>
Licensee	<input type="text"/>
<input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>	<input type="button" value="Previous"/> <input checked="" type="button" value="Submit"/>

6. 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?

- 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 current active license.

Confirmation Settings Help Log Off

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

Confirmation

Submission Information

Ligon	[redacted]
Status	Submitted
Confirmation Number	[redacted]
Taxpayer Name	[redacted]
Federal Employer ID #	[redacted]
Tobacco License	[redacted]
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](#)

8. Click on **Make a Payment**.

☰ Confirmation
⚙ Settings ? Help 🔒 Log Off

Home > Account: [redacted] > Manage Payments and Returns > Return > Tobacco License > Confirmation

Confirmation

Submission Information

Logon	[redacted]
Status	Submitted
Confirmation Number	[redacted]
Taxpayer Name	[redacted]
Federal Employer ID #	[redacted]
Tobacco License	[redacted]
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

9. Review your banking information. The **AMOUNT** should be \$20.00 for tobacco and vapor. Confirm the amount of \$20.00 and click on **SUBMIT**.

☰ Period Payment
⚙ Settings ? Help 🔒 Log Off

Home > Account: [redacted] > Manage Payments and Returns > Return > Tobacco License > Confirmation > Period Payment

<p>Period</p> <p>[redacted]</p> <p>Tobacco License</p> <p>[redacted]</p> <p>> 30-Jun-2021</p>	<p>Payment Channel</p> <p>Default New</p> <p>MY BANK ACCOUNT</p> <p>[redacted]</p>	<p>Payment</p> <p>Payment Type</p> <p style="background-color: #d9ead3; padding: 2px;">Renewal Payment ▼</p> <p>Payment Date</p> <p style="background-color: #d9ead3; padding: 2px;">06-Jan-2021 📅</p> <p>Amount</p> <p style="background-color: #d9ead3; padding: 2px; border: 2px solid orange; border-radius: 10px;">20.00</p> <p>Confirm Amount</p> <p style="background-color: #fff2cc; padding: 2px;">Required Req</p>
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Pay by Credit Card
Submit
Cancel

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