

### **Note:**

- These instructions are for filing a Transportation Services Tax (TST) return on Georgia Tax Center (GTC) **for the following periods only:**
  - March (due in April)
  - June (due in July)
  - September (due in October)
  - December (due in January)
- For every quarter in which trips were provided, the total number of trip originations and destinations per county must be reported on the Quarterly Report, which will appear on the monthly tax return for the above-listed periods.
- You may enter the trip originations and destinations directly on the Quarterly Report screen in GTC. Alternatively, you may enter the trip originations and destinations on the [Transportation Services Tax Quarterly Report Import](#) and import the template into GTC.
- **If you report trips on the monthly return or if you state on the return that you provided trips during the quarter, the return cannot be submitted without completing the Quarterly Report.**

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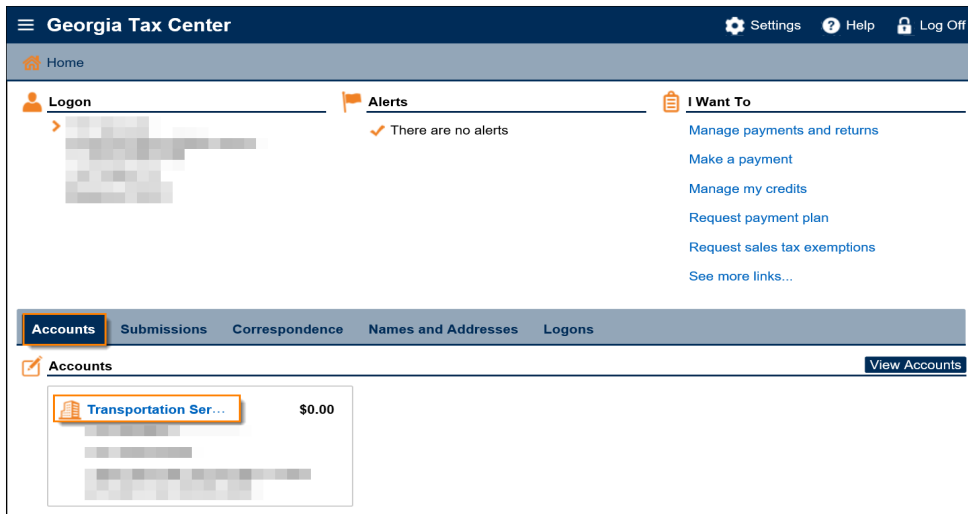
### **How to File a TST Return with a Quarterly Report:**

Click on the scenario that applies to you and follow the instructions to complete and submit your return and Quarterly Report.

- [\*\*Scenario 1:\*\*](#) You provided no trips during the tax period or during the quarter.
- [\*\*Scenario 2:\*\*](#) You provided no trips during the tax period but provided trips during the quarter.
- [\*\*Scenario 3:\*\*](#) You provided trips during the tax period.

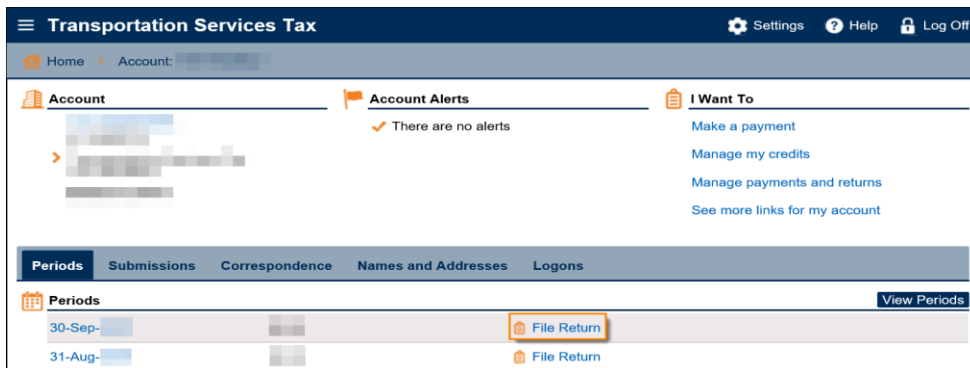
**Scenario 1:** If you **did not provide** for-hire ground transport trips during the tax period and **did not provide** for-hire ground transport trips during the quarter, complete these steps:

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Under the **Accounts** tab, click the **Transportation Services Tax** hyperlink.



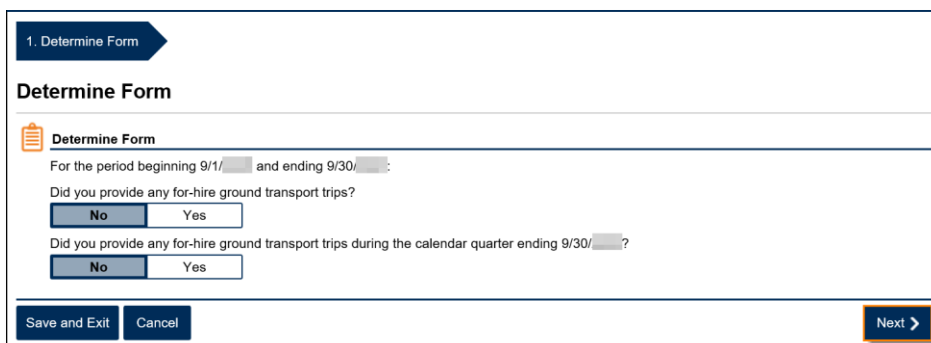
The screenshot shows the Georgia Tax Center (GTC) website. The 'Accounts' tab is selected in the top navigation bar. Below the navigation bar, there is a section for 'Accounts' with a 'View Accounts' button. A list of accounts is displayed, and the 'Transportation Ser...' account is highlighted with a red box, showing a balance of \$0.00.

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



The screenshot shows the Transportation Services Tax page in the GTC website. The 'Periods' tab is selected in the top navigation bar. Below the navigation bar, there is a section for 'Periods' with a 'View Periods' button. A list of periods is displayed, and the 'File Return' hyperlink is highlighted with a red box for the period ending 9/30/2020.

4. Answer *No* to both questions that appear on the **Determine Form** screen.



The screenshot shows the Determine Form screen in the GTC website. The screen asks two questions: "Did you provide any for-hire ground transport trips?" and "Did you provide any for-hire ground transport trips during the calendar quarter ending 9/30/2020?". Both questions have "No" selected. At the bottom, there are buttons for "Save and Exit", "Cancel", and "Next >".

- Review the return and click the **Submit** button.

1. Determine Form
2. Review Return

### Review Return

#### Review Return

Transportation Services Tax Return

Review your Return and click Submit to continue.

**Trip Details**

1. Total Trips	0
2. Total Exempt Trips	0
3. Total Taxable Trips	0
4. Taxable Standard Trips	0
5. Exempt Standard Trips	0
6. Taxable Shared Trips	0
7. Exempt Shared Trips	0
8. Total Tax	0.00
9. Vendor's Compensation	0.00
10. Total Amount Due	0.00
11. Due Date	20-Oct-

Save and Exit
Cancel
Previous
Submit

- 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?

Yes No

A confirmation page will appear with a confirmation number for the return.

Confirmation

#### Submission Information

Ligon	Submitted
Status	
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Transportation Services Tax	
Submission Title	Return for 30-Sep-
Filing Period	30-Sep-
Submitted	22-Sep-

Your return for 30-Sep- has been submitted.

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

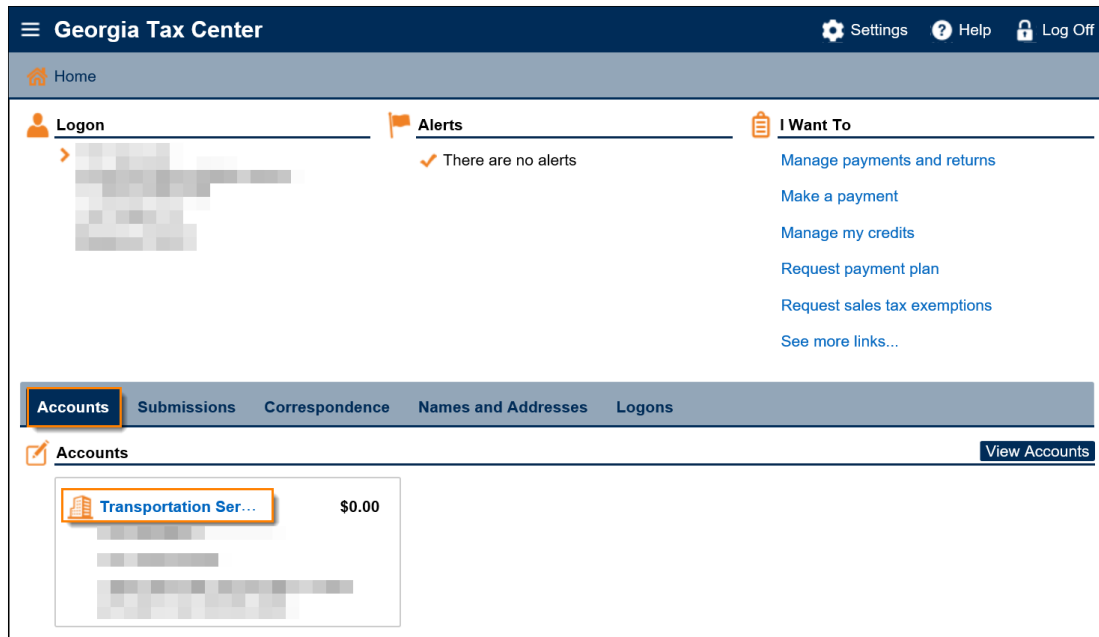
Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View
OK

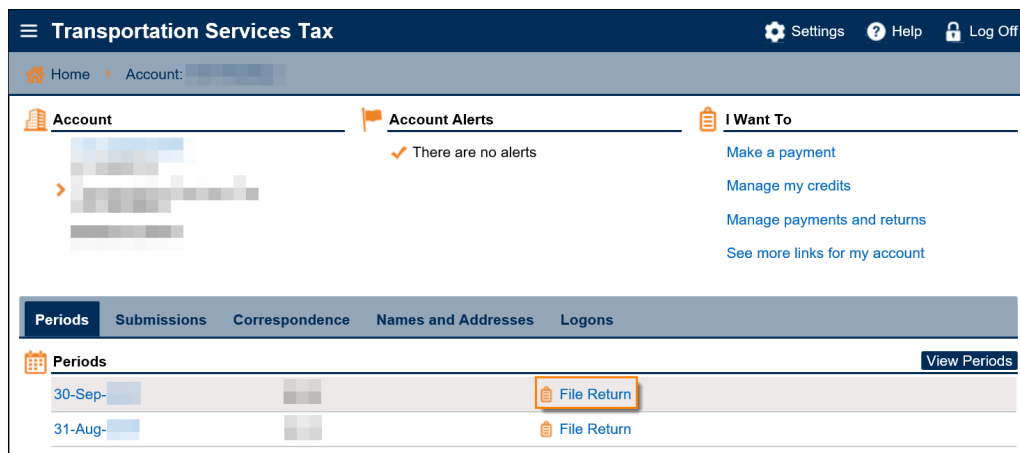
Print Confirmation

**Scenario 2:** If you **did not provide** for-hire ground transport trips during the tax period, but **did provide** for-hire ground transport trips during the quarter, complete these steps:

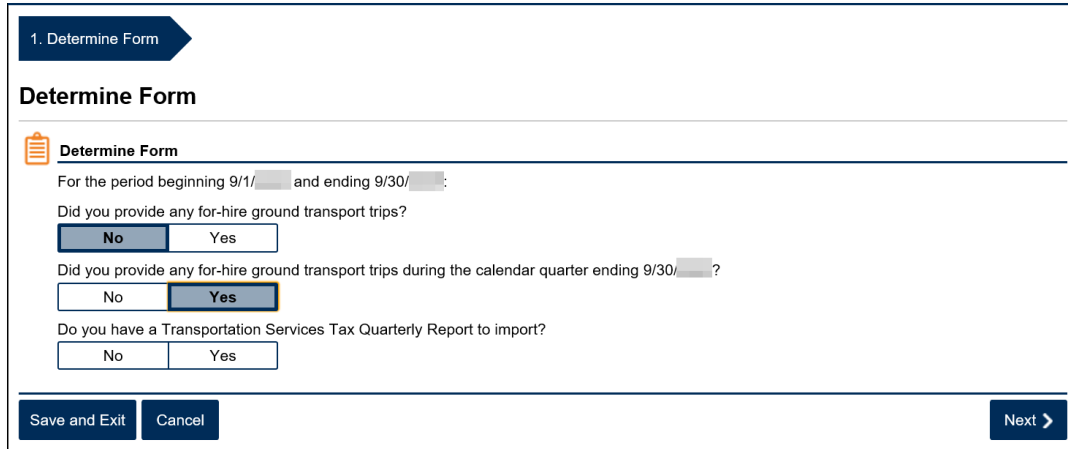
1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Under the **Accounts** tab, click the **Transportation Services Tax** hyperlink.



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




4. On the **Determine Form** screen, answer *No* to “Did you provide any for-hire ground transport trips?” and *Yes* to “Did you provide any for-hire ground transport trips during the calendar quarter ending mm/dd/yyyy?”



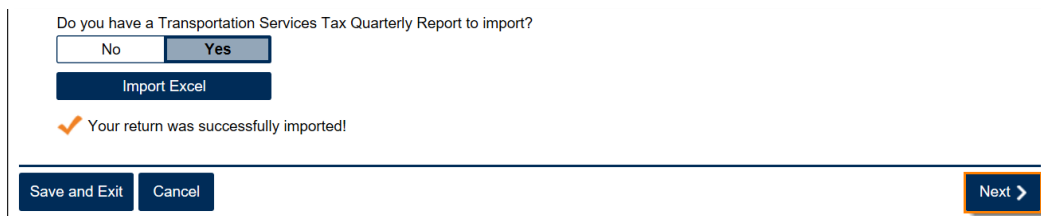
5. Answer the question “Do you have a Transportation Services Tax Quarterly Report to import?”
  - a. If you select *Yes*, click the **Import Excel** button.



On the pop-up window, click the **Browse** button to locate the completed template on your computer and click the **Import** button.



Click **Next**.



- b. If you select *No*, click **Next**.

Do you have a Transportation Services Tax Quarterly Report to import?

☒ No ☐ Yes

Save and Exit Cancel **Next >**

6. Review the return and click **Next**.

1. Determine Form 2. Review Return

## Review Return

**Transportation Services Tax Return**

Review your Return and click Next to continue.

**Trip Details**

1. Total Trips	0
2. Total Exempt Trips	0
3. Total Taxable Trips	0
4. Taxable Standard Trips	0
5. Exempt Standard Trips	0
6. Taxable Shared Trips	0
7. Exempt Shared Trips	0
8. Total Tax	0.00
9. Vendor's Compensation	0.00
10. Total Amount Due	0.00
11. Due Date	20-Oct-









Save and Exit Cancel < Previous **Next >**

7. Enter or verify the information on the **Transportation Services Tax Quarterly Report** screen. Existing entries can be copied or deleted using the icons to the left of the row. Click **Submit**.

1. Determine Form 2. Review Return 3. Transportation Services Tax Quarterly Report

## Transportation Services Tax Quarterly Report

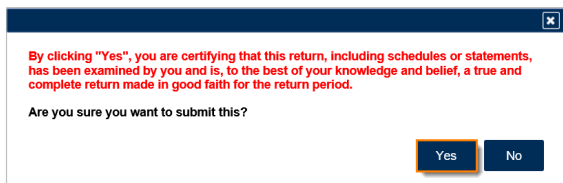
Trip originations and destinations entered below are for periods beginning and ending 9/30/.

	County	Number of Originations	Number of Destinations
 			
 			
 			
 			

4 Rows

Save and Exit Cancel < Previous **Submit**

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

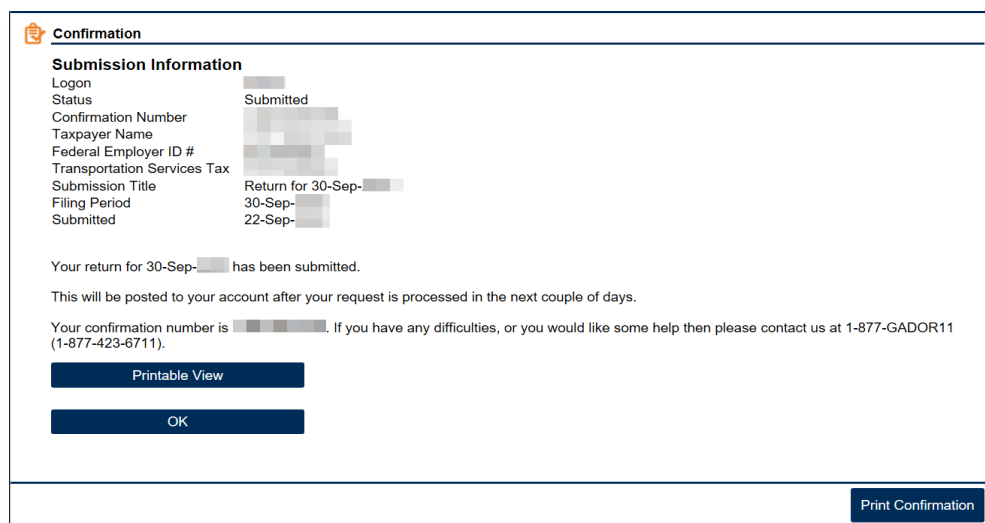


By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is, to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

Yes No

A confirmation page will appear with a confirmation number for the return.



**Confirmation**

**Submission Information**

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Transportation Services Tax	
Submission Title	Return for 30-Sep-
Filing Period	30-Sep-
Submitted	22-Sep-

Your return for 30-Sep- 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).

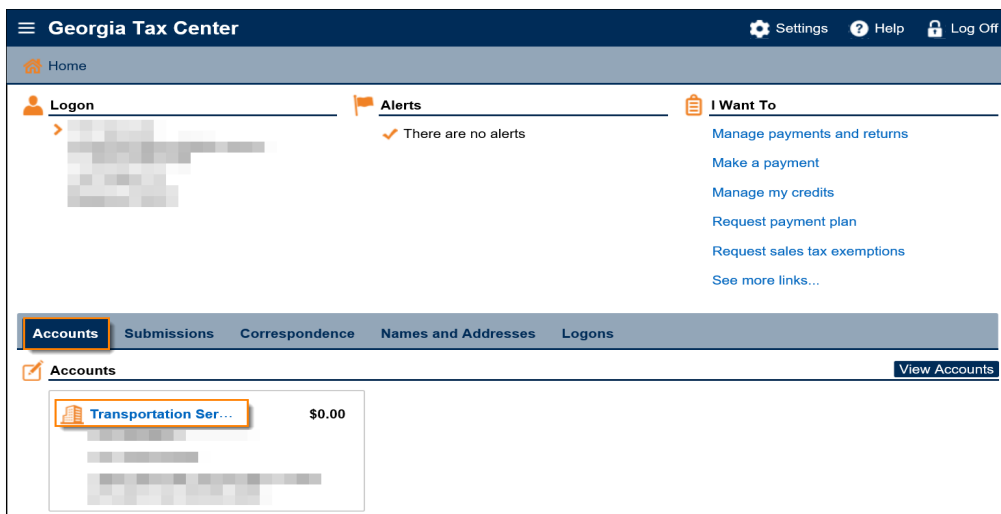
Printable View

OK

Print Confirmation

**Scenario 3:** If you **provided** for-hire ground transport trips during the tax period, complete these steps:

- Log into the GTC website (<https://gtc.dor.ga.gov>).
- Under the **Accounts** tab, click the **Transportation Services Tax** hyperlink.



**Georgia Tax Center** Settings Help Log Off

Home

**Logon** Alerts I Want To

> There are no alerts

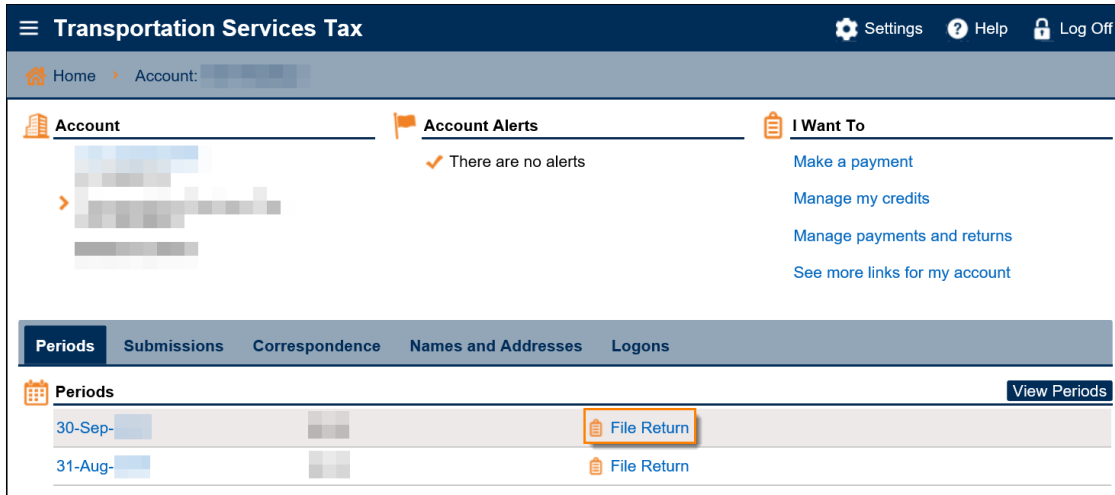
Manage payments and returns  
Make a payment  
Manage my credits  
Request payment plan  
Request sales tax exemptions  
See more links...

**Accounts** Submissions Correspondence Names and Addresses Logons

Accounts View Accounts

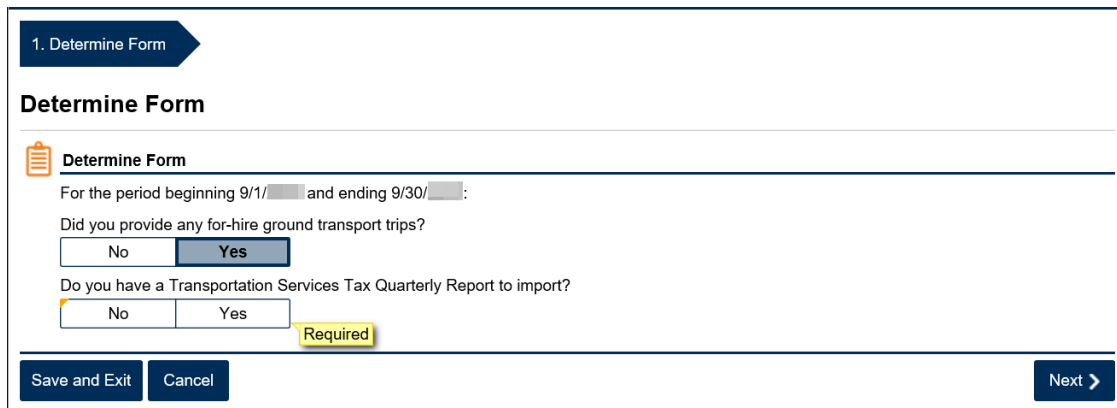
Transportation Ser... \$0.00

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



The screenshot shows the 'Transportation Services Tax' portal. The 'Periods' tab is selected, displaying a table with two rows: '30-Sep-' and '31-Aug-'. The '30-Sep-' row has a 'File Return' link highlighted with an orange box. The '31-Aug-' row also has a 'File Return' link. The 'Account Alerts' section shows 'There are no alerts'. The 'I Want To' section lists links: 'Make a payment', 'Manage my credits', 'Manage payments and returns', and 'See more links for my account'.

4. On the **Determine Form** screen, answer *Yes* to “Did you provide any for-hire ground transport trips?”



The screenshot shows the '1. Determine Form' screen. The 'Determine Form' section asks: 'For the period beginning 9/1/ and ending 9/30/ : Did you provide any for-hire ground transport trips?'. The 'Yes' button is selected. Below this, it asks: 'Do you have a Transportation Services Tax Quarterly Report to import?'. The 'No' button is selected. A yellow 'Required' label is next to the 'No' button. At the bottom, there are 'Save and Exit', 'Cancel', and 'Next >' buttons.


5. Answer the question “Do you have a Transportation Services Tax Quarterly Report to import?”
  - a. If you select *No*, click **Next**.



The screenshot shows the 'Determine Form' screen. The question 'Do you have a Transportation Services Tax Quarterly Report to import?' is displayed. The 'No' button is selected. At the bottom, there are 'Save and Exit', 'Cancel', and 'Next >' buttons. The 'Next >' button is highlighted with an orange box.



b. If you select *Yes*, click the **Import Excel** button.



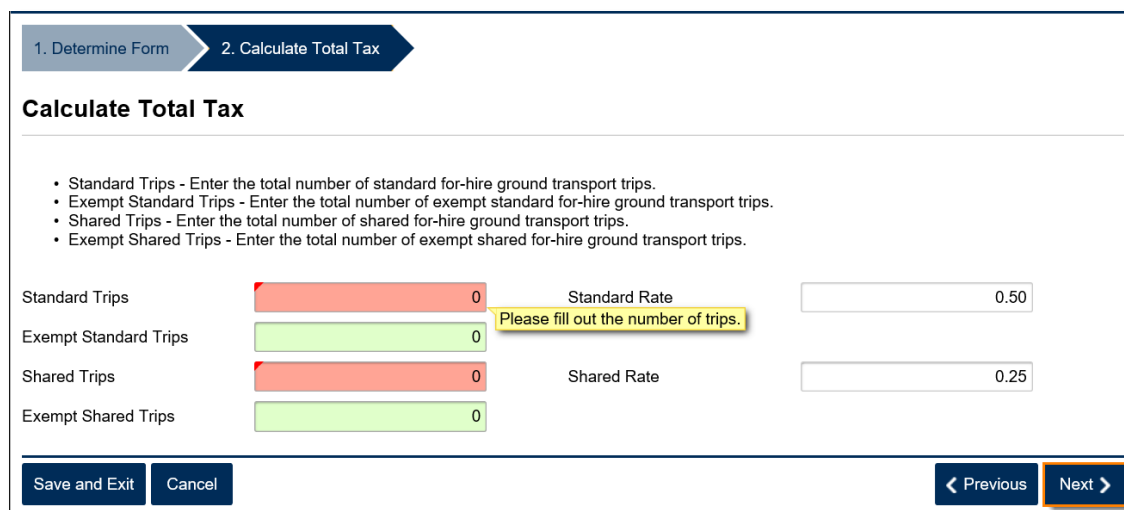
On the pop-up window, click the **Browse** button to locate the completed template on your computer and click the **Import** button.



Click **Next**.



6. Complete the **Calculate Total Tax** screen. Click **Next**.



7. Review the return and click **Next**.

1. Determine Form
2. Calculate Total Tax
3. Review Return

### Review Return

**Transportation Services Tax Return**

Review your Return and click Next to continue.

**Trip Details**

1. Total Trips	
2. Total Exempt Trips	
3. Total Taxable Trips	
4. Taxable Standard Trips	
5. Exempt Standard Trips	
6. Taxable Shared Trips	
7. Exempt Shared Trips	
8. Total Tax	
9. Vendor's Compensation	
10. Total Amount Due	
11. Due Date	20-Oct-

Save and Exit
Cancel
Previous
Next

8. Enter or verify the information on the **Transportation Services Tax Quarterly Report** screen. Existing entries can be copied or deleted using the icons to the left of the row. Click **Submit**.

1. Determine Form
2. Review Return
3. Transportation Services Tax Quarterly Report

### Transportation Services Tax Quarterly Report

Trip originations and destinations entered below are for periods beginning and ending 9/30/.

	County	Number of Originations	Number of Destinations

4 Rows

Save and Exit
Cancel
Previous
Submit

- 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?

Yes No

A confirmation page will appear with a confirmation number for the return. If a payment is due, follow the steps in the [How to Submit a Payment with a TST Return](#) section of this document.

### Confirmation

#### Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Transportation Services Tax	
Submission Title	Return for 30-Sep-
Filing Period	30-Sep-
Submitted	22-Sep-
Total Amount Due	\$

Your return for 30-Sep- 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 return indicates that a payment of \$ is due. **Your payment must be received by the due date to avoid incurring penalty and interest.** You can make a payment now by clicking "Make a Payment".

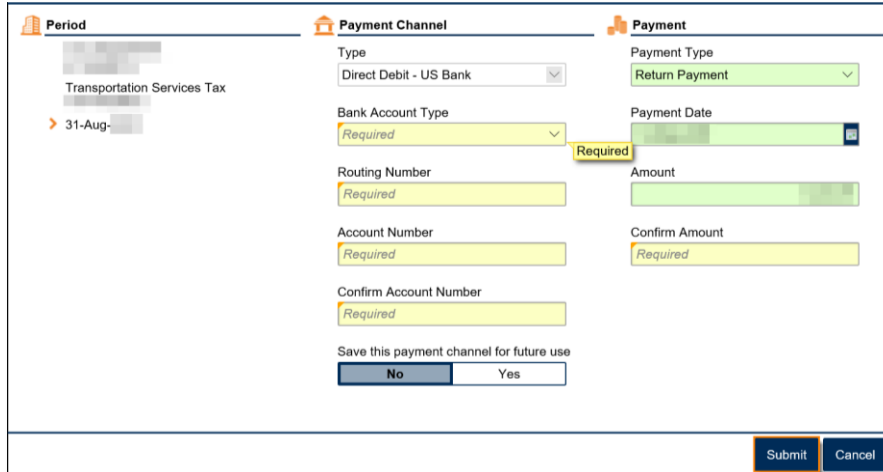
Printable View

OK

Print Confirmation Make a Payment

## How to Submit a Payment with a TST Return:

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

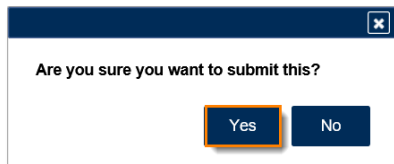


The screenshot shows a web form with three main sections: **Period**, **Payment Channel**, and **Payment**.

- Period:** Shows "Transportation Services Tax" and a date of "31-Aug-".
- Payment Channel:**
  - Type: Direct Debit - US Bank (dropdown)
  - Bank Account Type: Required (dropdown)
  - Routing Number: Required (text field)
  - Account Number: Required (text field)
  - Confirm Account Number: Required (text field)
  - Save this payment channel for future use: No (selected) / Yes (button)
- Payment:**
  - Payment Type: Return Payment (dropdown)
  - Payment Date: Required (calendar icon)
  - Amount: Required (text field)
  - Confirm Amount: Required (text field)

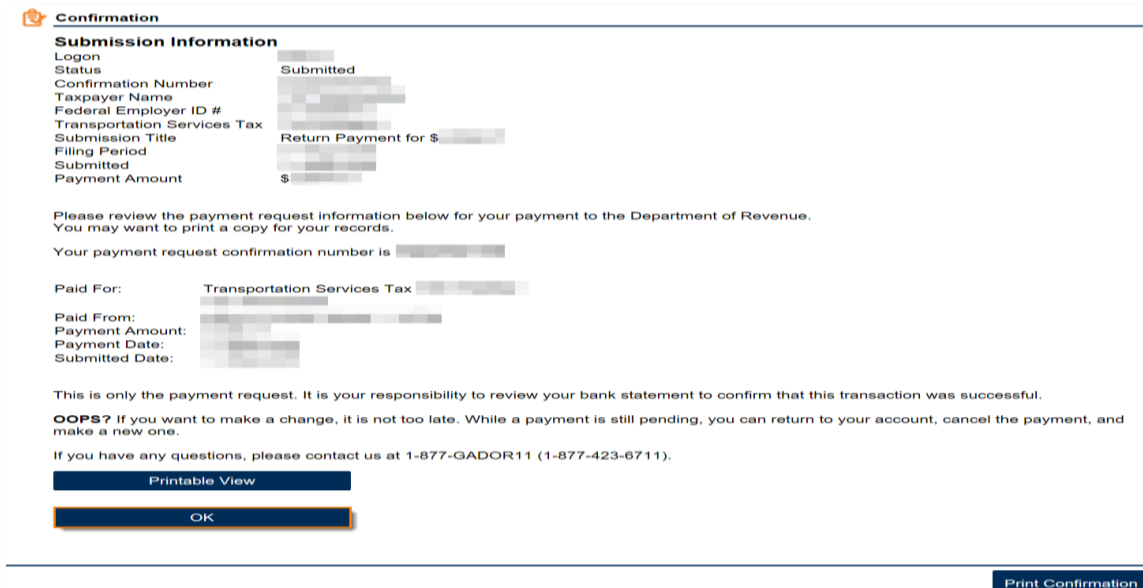
At the bottom right are **Submit** and **Cancel** buttons.

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



A small dialog box with a close button (X) in the top right corner. The text inside says: "Are you sure you want to submit this?". At the bottom are two buttons: **Yes** (highlighted with an orange border) and **No**.

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



The screenshot shows a "Confirmation" page with the following sections:

- Submission Information:**
  - Logon: Submitted
  - Status: Submitted
  - Confirmation Number: [Redacted]
  - Taxpayer Name: [Redacted]
  - Federal Employer ID #: [Redacted]
  - Transportation Services Tax: Return Payment for \$ [Redacted]
  - Submission Title: [Redacted]
  - Filing Period: [Redacted]
  - Submitted: [Redacted]
  - Payment Amount: \$ [Redacted]
- Payment Request Information:**

Please review the payment request information below for your payment to the Department of Revenue. You may want to print a copy for your records.

Your payment request confirmation number is [Redacted]

**Paid For:** Transportation Services Tax [Redacted]

**Paid From:** [Redacted]

**Payment Amount:** [Redacted]

**Payment Date:** [Redacted]

**Submitted Date:** [Redacted]
- Disclaimer:**

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

**OOPS?** If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).
- Buttons:**
  - Printable View** (button)
  - OK** (button, highlighted with an orange border)
  - Print Confirmation** (button at the bottom right)