

The following documentation provides information on how to register for a Sales and Use Tax Account on the Georgia Tax Center (GTC).

Note: Marketplace facilitators must register for a Marketplace Facilitator Sales and Use Tax Account or convert an existing Sales and Use Tax Account to a Marketplace Facilitator Sales and Use Tax Account. To convert an existing account to a Marketplace Facilitator Sales and Use Tax Account, please call the Department at 1-877-423-6711. For additional information about marketplace facilitators, visit <https://dor.georgia.gov/marketplace-facilitators>.

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Register a New Business for a Sales and Use Tax Account:

1. On the GTC login page (<https://gtc.dor.ga.gov/>), click **Register a New Georgia Business** under the **Registration** section.
2. Review the information shown, which includes when to use this request and what you will need to complete it. Click the **Next** button.
3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Fields with an asterisk are required. Click the **Next** button.
4. Provide the **Business Location Address**.
5. Click the **Verify your address** button to validate the address.
6. Click the red **Unverified** hyperlink on the Address Search pop-up window.
 - If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.
7. Enter a different mailing address, if applicable. Click the **Next** button.
8. Select **Sales & Use Tax**. Click the **Next** button.
9. Answer the questions pertaining to the Sales & Use Tax account. Click the **Next** button.
10. Complete the **Additional Business Information** section. Enter your **NAICS** code(s). Click the **Next** button.

If you do not know your NAICS code, click the **Enter or Click to Select Primary NAICS Code** hyperlink to search by keyword.

11. Click the **Add Officer/Responsible Party** hyperlink to add officers and/or responsible parties.

Note: Sole proprietors will not see this step. If you are a sole proprietor, skip to the next step in these instructions.

Enter the **Officer/Responsible Party** information. To enter additional officers, click the **Add Officer/Responsible Party** hyperlink. Click the **Next** button after all officers/responsible parties have been entered.

12. Enter a **Login, Password, Secret Question, Secret Answer, and Contact Information** for the person who will be using the login. Click the **Next** button.
13. Review the summary of the request. Click the **Submit** button.
14. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number for the registration request.

Register an Existing Business for a Sales and Use Tax Account:

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. On the Home screen click the **More...** hyperlink.
3. Under the Register Section Click the **Register a New Tax Account** hyperlink.
4. Select **Sales & Use Tax** from the drop-down list. Click the **Next** button.
5. Provide the **Business Location Address**.
6. Click the **Verify your address** button to validate the address.
 - If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered
7. Enter a different mailing address, if applicable. Click the **Next** button.
 - If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered
8. Answer the questions pertaining to the Sales & Use Tax account. Click the **Next** button.
9. Officers and responsible parties currently linked to the business will appear. To add an officer/responsible party, click the **+Add Officer/Responsible Party** hyperlink.
10. Enter the **Officer/Responsible Party** information. To enter additional officers, click the **Add Officer/Responsible Party** hyperlink. Click the **Next** button after all officers/responsible parties have been entered.
11. Click the **Submit** button.
12. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number for the registration request.