



## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

The purpose of this documentation is to provide instructions on applying for a Tobacco, Vapor Products, and/or Alternative Nicotine Products license through the Georgia Tax Center (GTC).

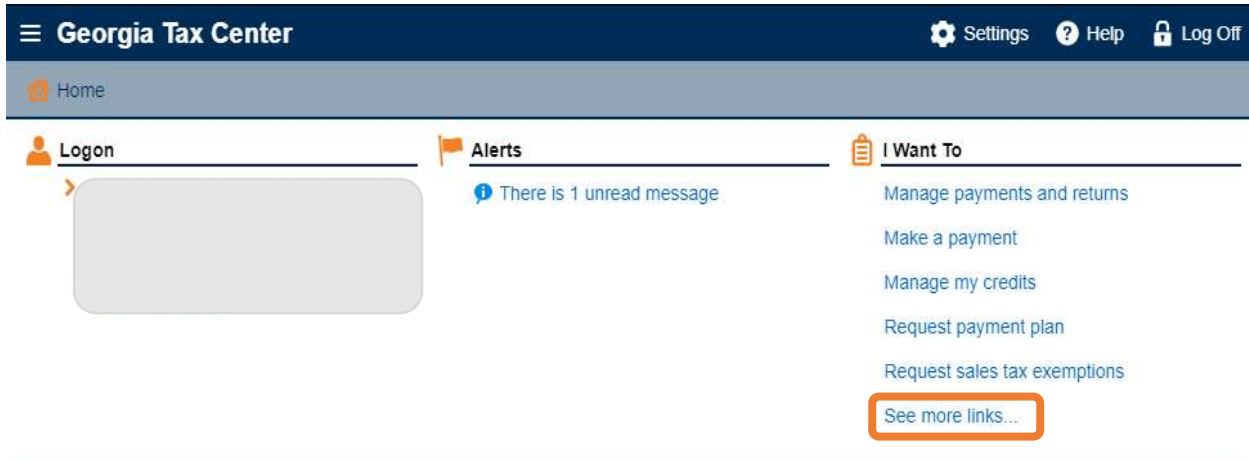
**NOTE:** You must have a registered Georgia Tax Center account.

1. Log into your GTC account at <https://gtc.dor.ga.gov>

The screenshot shows the Georgia Tax Center (GTC) website. The page has a blue header with the Georgia Tax Center logo and navigation links: Department of Revenue, Trucking Portal, Frequently Asked Questions, and Georgia Tax Center Help. Below the header is a dark blue bar with the text "Georgia Tax Center". The main content area is white and features a "Log In" section on the left, which is highlighted with an orange box. The "Log In" section contains fields for "Username" and "Password", and a "Logon" button. To the right of the "Log In" section are three columns of links: "Common Tasks" (Make a Quick Payment, Protest a Proposed Assessment, Request a Waiver of Penalty, Submit Documentation), "Businesses" (Report Alcohol Citation, Request an Exempt Wine Permit, Transfer Tax Credit), and "Individuals" (ID Verification Quiz, Receive 1099-G Electronically, Request a Customs Letter). There is also a "Searches" section with links for Alcohol Retailer Set/Reset, Existing Submissions, and Railroad Equipment Distribution. An "IMPORTANT MESSAGES" section is located above the "Log In" section, providing information about password resets and COVID-19 related suspensions.

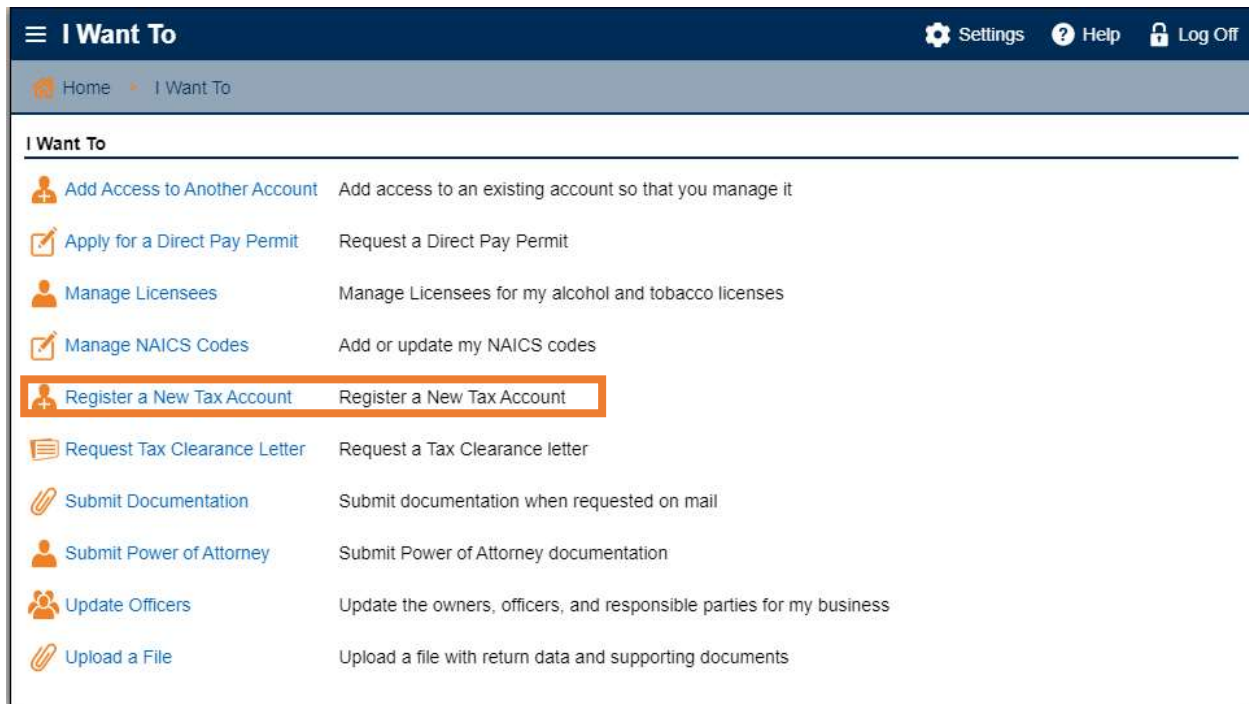
## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

2. Under the Column - **I Want To** - Click on “See more links”



The screenshot shows the Georgia Tax Center dashboard. The top navigation bar includes the Georgia Tax Center logo, a hamburger menu, and links for Settings, Help, and Log Off. Below the navigation bar is a breadcrumb trail showing Home. The main content area is divided into three columns: Logon, Alerts, and I Want To. The Logon column contains a placeholder for a user profile. The Alerts column shows a notification: "There is 1 unread message". The I Want To column lists several actions: Manage payments and returns, Make a payment, Manage my credits, Request payment plan, Request sales tax exemptions, and a link labeled "See more links..." which is highlighted with an orange box.

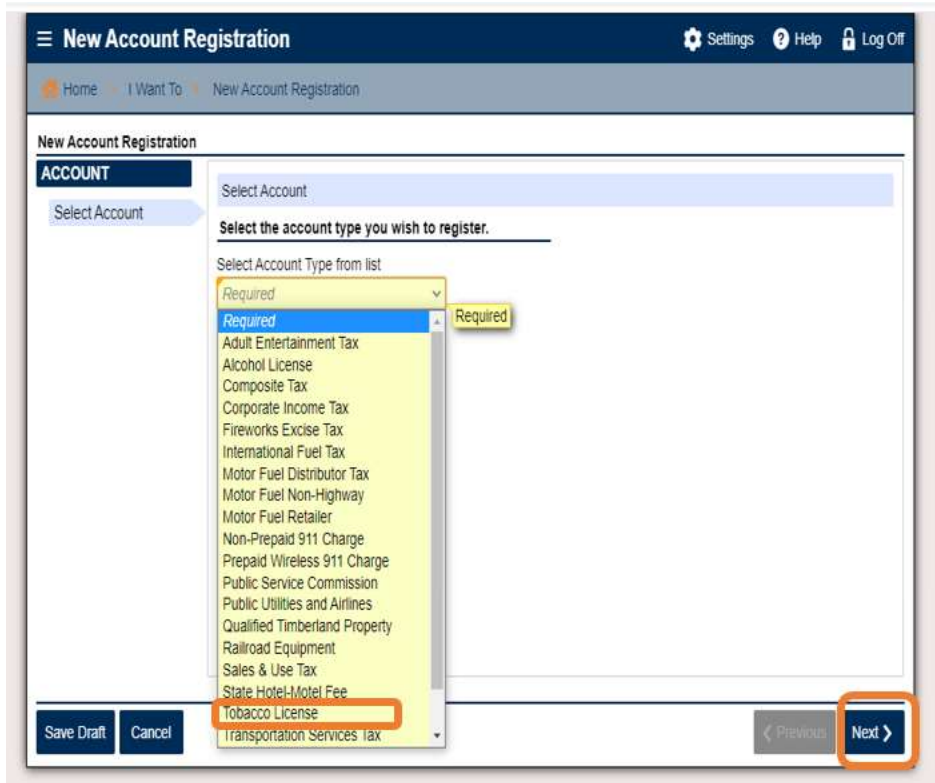
3. Click on **Register a New Tax Account**



The screenshot shows the 'I Want To' section of the Georgia Tax Center dashboard. The top navigation bar includes the Georgia Tax Center logo, a hamburger menu, and links for Settings, Help, and Log Off. Below the navigation bar is a breadcrumb trail showing Home > I Want To. The main content area is titled 'I Want To' and lists several actions with icons and descriptions. The action 'Register a New Tax Account' is highlighted with an orange box. The other actions listed are: Add Access to Another Account, Apply for a Direct Pay Permit, Manage Licensees, Manage NAICS Codes, Request Tax Clearance Letter, Submit Documentation, Submit Power of Attorney, Update Officers, and Upload a File.

## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

4. Select Account Type from list –**Tobacco** – then click **next**



**New Account Registration** Settings Help Log Off

Home > I Want To > New Account Registration

**New Account Registration**

**ACCOUNT**

Select Account

Select the account type you wish to register.

Select Account Type from list

Required

Required

Adult Entertainment Tax

Alcohol License

Composite Tax

Corporate Income Tax

Fireworks Excise Tax

International Fuel Tax

Motor Fuel Distributor Tax

Motor Fuel Non-Highway

Motor Fuel Retailer

Non-Prepaid 911 Charge

Prepaid Wireless 911 Charge

Public Service Commission

Public Utilities and Airlines

Qualified Timberland Property

Railroad Equipment

Sales & Use Tax

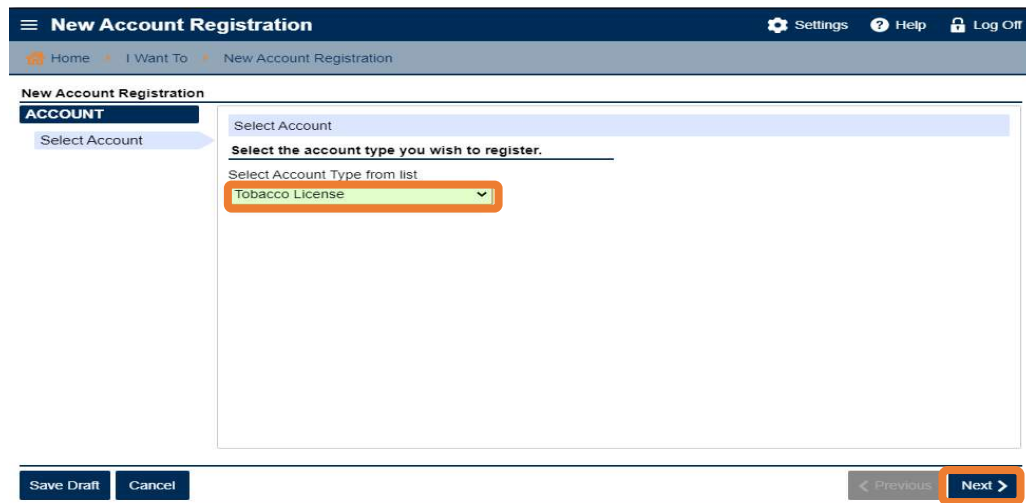
State Hotel-Motel Fee

**Tobacco License**

Transportation Services Tax

Save Draft Cancel

Previous Next >



**New Account Registration** Settings Help Log Off

Home > I Want To > New Account Registration

**New Account Registration**

**ACCOUNT**

Select Account

Select the account type you wish to register.

Select Account Type from list

**Tobacco License**

Save Draft Cancel

Previous Next >



## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### 5. Address Information– New or Existing

**New** –For a retail license, if this option is selected you must first **apply for a Sales and Use Tax Account** for the new business location address

**Mailing Address - Choose Yes or No**

- Yes** - for same mailing address
- No** – You will be prompted to enter mailing address
- Click **Next**

ACCOUNT

Select Account

Address

Address

Enter address information.

Use a new or an existing address for this account?

New

Existing

Enter your business location address.

Select Country from list

USA

Street

Required

Required

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Required

Select State from list

GEORGIA

Zip Code +4

Required

Select County from list

Required

Attention

Verify your address

Address must be verified before continuing.

Is your mailing address the same as your business address?

Yes

No

Save Draft

Cancel

< Previous

Next >

## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

**Existing** –For an existing account select the “use this address” box for the applicable business address. **NOTE:** If applying for a retail license you must select the applicable address that has a Sales and Use Tax account.

New Account Registration

SettingsHelpLog Off

HomeI Want ToNew Account Registration

New Account Registration

ACCOUNT

Select Account

Address

Address

Enter address information.

Use a new or an existing address for this account?

NewExisting

Select existing address to use.

Show HistoryFilter

Use This Address	Has Sales	Address
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	

Is your mailing address the same as your business address?

YesNo

Save DraftCancel

PreviousNext

## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### 6. Enter Tobacco License Details

- Choose your start date
- Choose License Type: Retail, Manufacturer, Wholesaler, or Importers  
**NOTE: The below example is for a Retail License type. Manufacturers, Wholesalers, and Importers will be required to enter bond details (not pictured)**
- Option of Pickup or Mail
- Select Tobacco License Sales Types – choose the products you intend to sale
  - Tobacco Products
  - Vapor Products
  - Alternative Nicotine Products
- Have you ever been arrested? – Answer yes or no
- Have you acquired the business in its entirety from another business? – Answer yes or no

New Account Registration

**ACCOUNT**

Select Account

Address

Tobacco License

**Tobacco License**

Enter your Tobacco License information.

Account Start Date  
21-Jul-2021

Select License Type from list  
Retail

You will also be registered for the following account types:

- Tobacco Tax

How would you like to receive your license?  
Mailed Pickup

Your license will be mailed to you.

Select your Tobacco License's sales types.

Tobacco Products  
Yes No

Vapor Products  
Yes No

Alternative Nicotine Products  
Yes No

You will be registered for the following Tobacco sales types:

- Tobacco Products
- Vapor Products
- Alternative Nicotine Products

Enter the following information about arrest history.

- Failure to list all arrests can result in a permanent ban of all licenses.
- All arrests will be need to be investigated prior to your license being issued; this can result in a delay of the processing of your license.

Have you ever been arrested?  
Yes No

Enter Change of Ownership information.

Have you acquired this business in its entirety from another business?  
Yes No

Save Draft Cancel

< Previous Next >

## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### 7. Licensee Information – Select: Existing or New

#### Existing Licensee: Check Licensee Box

- Confirm the information is correct and check the “**Use this Licensee**” box.

New Account Registration

**ACCOUNT**

Select Account

Address

Tobacco License

Licensee

Licensee

Select licensee information.

Use a new or an existing licensee for this account?

**Existing** New

Licensees with an expired affidavit document cannot be selected; they must be renewed before they can be selected.

Select licensee to use.

Licensee Name	Id #	Business Id #	Expiration Date	Use this licensee
	SSN:			<input type="checkbox"/>

Filter

Save Draft Cancel

< Previous **Next >**



## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### New Licensee:

Select the Licensee – **Business or Individual**

- Enter Social Security #, Name and Address of Licensee (person responsible for license)
- Licensee age information – over 21 years – Select **Yes or No**
- Licensee Residency Status from Drop Down Menu List
- Licensee Date of Birth

**ACCOUNT**  
Select Account  
Address  
Tobacco License  
Licensee

**Licensee**  
Select licensee information.  
Use a new or an existing licensee for this account?  
☐ Existing ☒ New  
**Licensee Information**  
Who is the licensee for this license?  
▪ Licensee must match the licensee designated on the local license.  
☒ Business ☐ Individual  
List the Officer who will be submitting the Citizenship Affidavit & Secure and Verifiable documents for this license.  
For more information about citizenship affidavits, [click here](#).  
**Enter Licensee Id information.**  
Select Id Type from list  
Social Security #  
Social Security #  
**Enter Licensee name information.**  
First  
Middle Initial  
Last  
**Enter Licensee age information.**  
Is licensee 21 years old or older?  
☒ Yes ☐ No  
**Enter Licensee address information.**  
Select Country from list  
USA  
Street  
City  
Select State from list  
GEORGIA  
Zip Code + 4  
Select County from list  
Phone Number  
**Enter Licensee residency information.**  
Select Residency Status from list  
US Citizen  
Licensee Date of Birth

Save Draft Cancel < Previous Next >



## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### 8. Payment Information

Select Method of Payment

**ACH Debit** – Using a bank account

- Select Bank Account Type
- Select Bank Account Type – Checking or Savings
- Enter Routing Number
- Enter Account Number
- Confirm Account Number

**New Account Registration**

**ACCOUNT**

**PAYMENTS**

Payments

**Payments**

The following is a list of fees which must be paid.

The following fees must be paid:

- Tobacco Registration Fee: \$20.00

Total Fee: \$20.00

**Payment Method**

Please select your method of payment.

**ACH Debit** Credit Card

**Payment Channel**

Type  
Required

Bank Account Type  
Required

Routing Number  
Required

Account Number  
Required

Confirm Account Number  
Required

**Payment**

Pay Balance of 20.00

Yes No

Amount  
20.00

Confirm Amount  
Required

Save Draft Cancel

< Previous **Next >**



## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

**Credit Card** – Third party vendor “Official Payments” will send a link via email to make the credit card payment

### New Account Registration

**ACCOUNT**  
**PAYMENTS**  
Payments

**Payments**

The following is a list of fees which must be paid.

The following fees must be paid:

- Tobacco Registration Fee: \$20.00

Total Fee: \$20.00

**Payment Method**

Please select your method of payment.

## 9. Officers

- Confirm Officers
- Red Dot – Select and enter officer information who will be responsible for submitting the citizenship affidavit in support of the license

### New Account Registration

**ACCOUNT**  
**PAYMENTS**  
**ADDITIONAL INFO**  
Officers

**Officers**

Minimum number of active Officers required: 1

Number of active Officers entered: 1  
Number of active Responsible Parties entered: 0

Please select an officer type for each officer.

Officer & Responsible Party Info

Add Officer/Responsible Party

Show Errors 1 - 2 of 2

	Owner Name	Officer Type	Effective Date
		Officer	01-Jan-2010

Add a Record Required

2 Rows

Save Draft

Cancel

< Previous

Next >

## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### 10. Attachments- Under Column titled – **Minimum Required**

- Attached Required documents
- Click on Add Attachments – upload from your computer

ACCOUNT  
PAYMENTS  
ADDITIONAL INFO  
ATTACHMENTS

Attachments

Attachments

Attachments

Attachment Type	Attached	Minimum Required	Max Allowed
Occupational Tax Certificate / Business Local License	0	1	1
Additional Documentation	0	0	10
Power of Attorney RD-1061	0	0	1

3 Rows

Attachments

Type

Name

Size

Add Attachment

Save Draft Cancel

< Previous

Next >

## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### Choose Attachment Type

**New Account Registration**

**ACCOUNT**

**PAYMENTS**

**ADDITIONAL INFO**

**ATTACHMENTS**

Attachments

Please attach all required documents. [Filter](#)

Attachment Type	Attached	Minimum Required	Max Allowed
Occupational Tax Certificate / Business Local License	0	1	1
Additional Documentation	0	0	10
Power of Attorney RD-1061	0	0	1

3 Rows

**Select a file to attach**

Type

Ch

Additional Documentation

Alcohol Bond(s)

ATT-17 Personnel Statement

Certificate of Authority

Citizenship Affidavit

Class B Limo Certificate

Corporate Charter or Bylaws

Donated Wine Inventory List

Federal Basic Permit

Food Sales Establishment Lic

Forest Management Plan

Historical Places Certificate

IRS Proof of Non Profit Status

Letter Good Standing other St.

Letter of Approval

Local Lic / Letter of Approval

Local License

Motor Fuel Bond(s)

Occupational Tax Certificate / Business Local License

Required

Size

[Add Attachment](#)

[Save Draft](#) [Cancel](#)

[Previous](#) [Next](#)

Be sure to close the browser window when you are finished. The Georgia Department of Revenue strives to provide taxpayer services. You are encouraged to create confidential and secure accounts. Department of Revenue | Trucking Portal | Georgia Department of Revenue | © 2017 All rights reserved.

memory until you close. occasionally require taxpayers to change their passwords. Friday between 8:00 am and 6:30 pm. the GA Tax Tribunal | Video Tutorials



## How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

### 11. Review details and click on **Submit**

**New Account Registration**

**ACCOUNT**  
**PAYMENTS**  
**ADDITIONAL INFO**  
**ATTACHMENTS**  
New Account Registrati

Account Type : Tobacco License  
Payment Amount : \$20.00

Save Draft Cancel

< Previous **Submit**

### 12. Confirmation Page: Can be printed for your records.

**Confirmation**

**Submission Information**  
Logon [Redacted]  
Status Submitted  
Confirmation Number [Redacted]  
Taxpayer Name [Redacted]  
Federal Employer ID # [Redacted]  
Submission Title New Account Registration  
Submitted 21-Jul-2021

Your confirmation number is [Redacted]

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

**Print Confirmation**