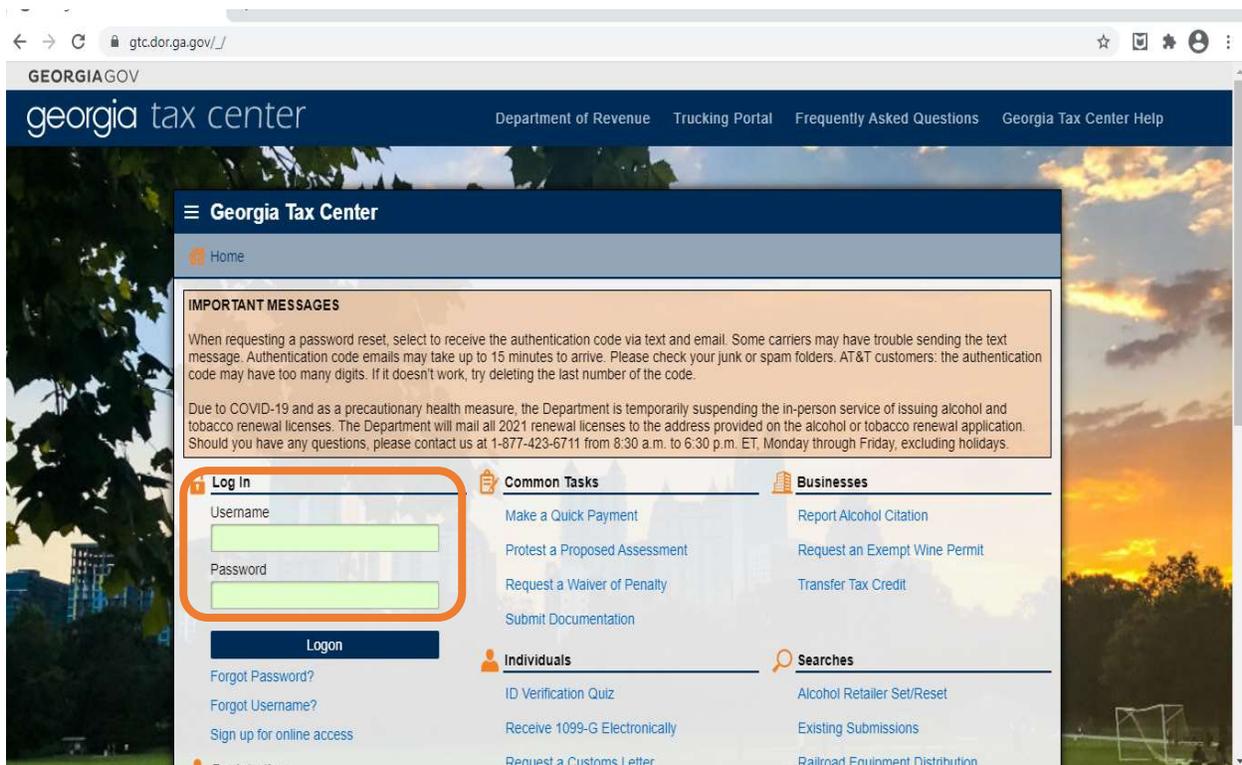


How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

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.

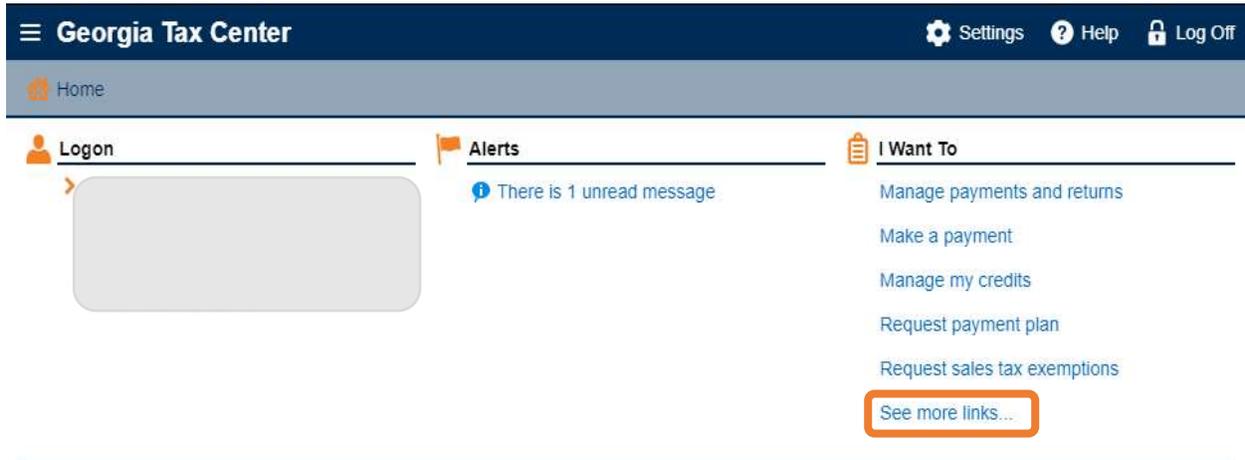
1. Log into your GTC account at <https://gtc.dor.ga.gov>



The screenshot shows the Georgia Tax Center website interface. The browser address bar displays "gtc.dor.ga.gov/". The page header includes "GEORGIA.GOV" and "georgia tax center" with navigation links for "Department of Revenue", "Trucking Portal", "Frequently Asked Questions", and "Georgia Tax Center Help". The main content area features a "Georgia Tax Center" header and a "Home" link. A prominent "IMPORTANT MESSAGES" section contains two notices: one regarding password reset authentication codes and another about the suspension of in-person license services due to COVID-19. Below the messages, the "Log In" section is highlighted with an orange box, showing fields for "Username" and "Password", a "Logon" button, and links for "Forgot Password?", "Forgot Username?", and "Sign up for online access". Other sections include "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), "Individuals" (ID Verification Quiz, Receive 1099-G Electronically, Request a Customs Letter), and "Searches" (Alcohol Retailer Set/Reset, Existing Submissions, Railroad Equipment Distribution).

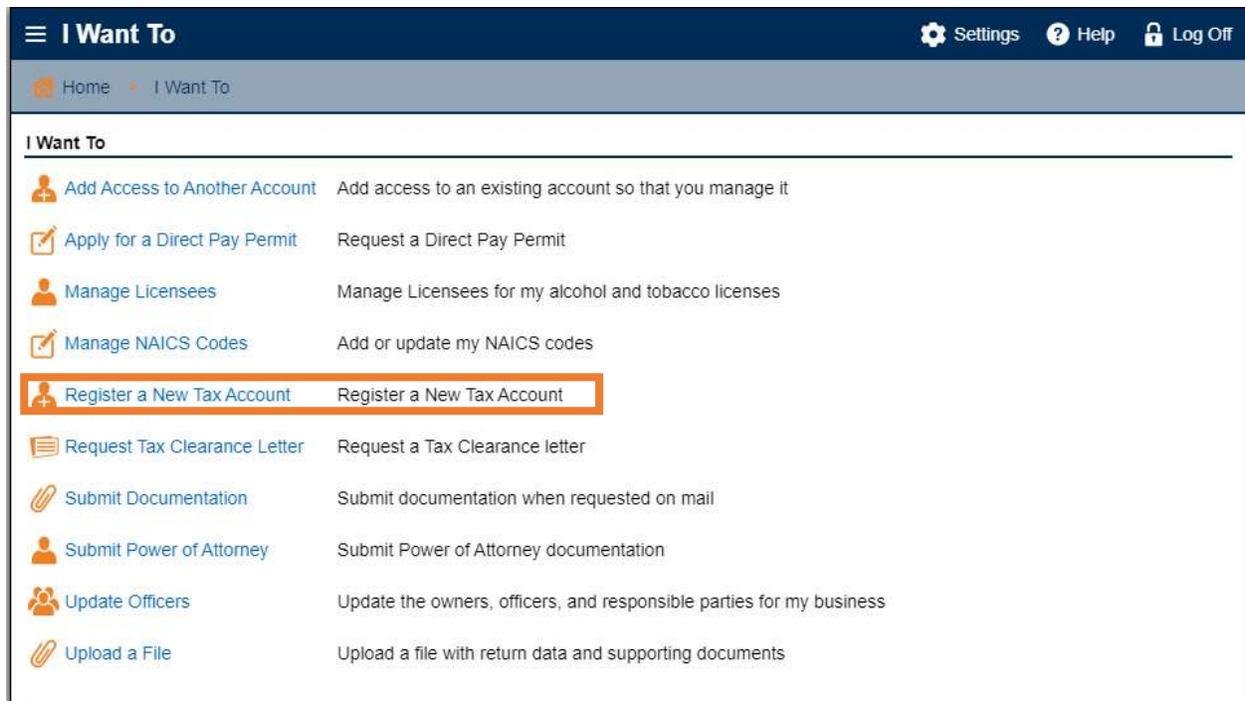
How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

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



The screenshot shows the Georgia Tax Center dashboard. At the top, there is a navigation bar with the text "Georgia Tax Center" on the left and "Settings", "Help", and "Log Off" on the right. Below this is a "Home" breadcrumb. The main content area is divided into three columns: "Logon", "Alerts", and "I Want To". The "I Want To" column contains a list of links: "Manage payments and returns", "Make a payment", "Manage my credits", "Request payment plan", "Request sales tax exemptions", and "See more links...". The "See more links..." link is highlighted with an orange border.

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



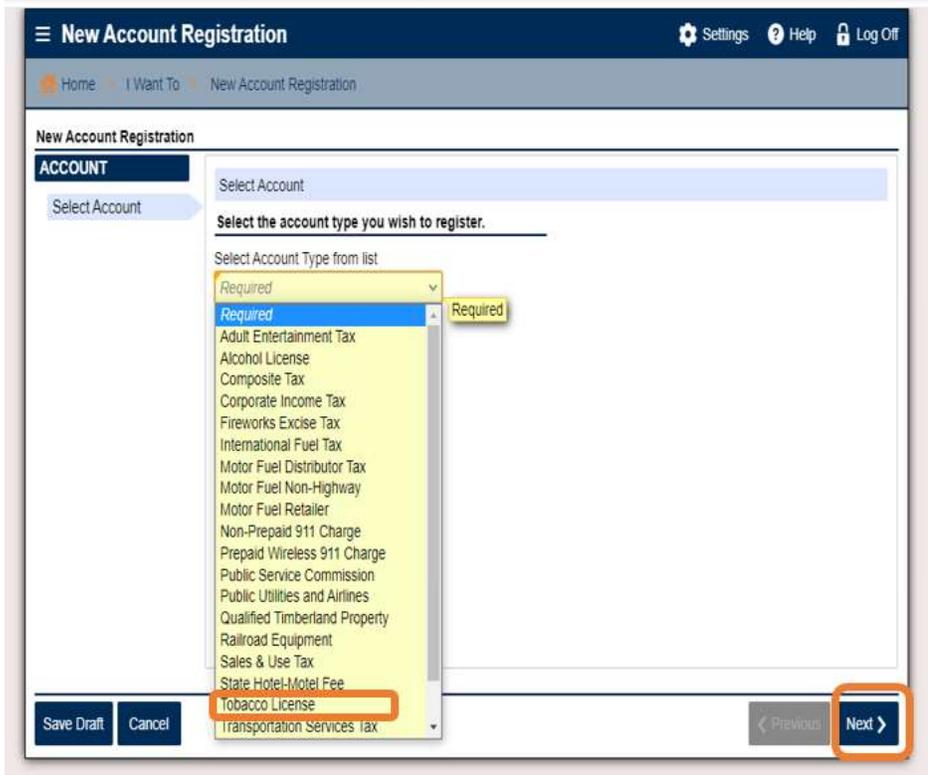
The screenshot shows the "I Want To" menu. At the top, there is a navigation bar with the text "I Want To" on the left and "Settings", "Help", and "Log Off" on the right. Below this is a breadcrumb "Home > I Want To". The main content area is titled "I Want To" and contains a list of links with descriptions:

Link	Description
Add Access to Another Account	Add access to an existing account so that you manage it
Apply for a Direct Pay Permit	Request a Direct Pay Permit
Manage Licensees	Manage Licensees for my alcohol and tobacco licenses
Manage NAICS Codes	Add or update my NAICS codes
Register a New Tax Account	Register a New Tax Account
Request Tax Clearance Letter	Request a Tax Clearance letter
Submit Documentation	Submit documentation when requested on mail
Submit Power of Attorney	Submit Power of Attorney documentation
Update Officers	Update the owners, officers, and responsible parties for my business
Upload a File	Upload a file with return data and supporting documents

The "Register a New Tax Account" link is highlighted with an orange border.

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

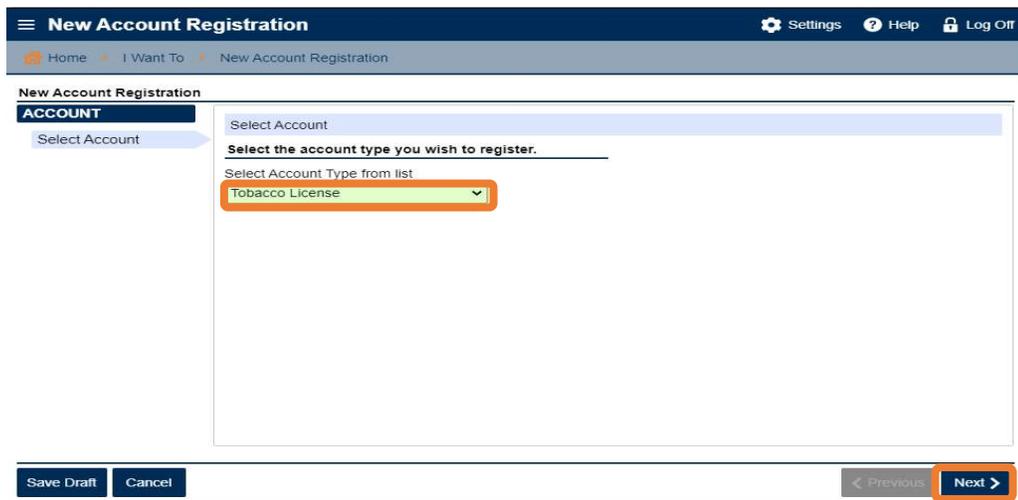
Select Account

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 Account

Select the account type you wish to register.

Select Account Type from list

Tobacco License

Save Draft Cancel Previous **Next**

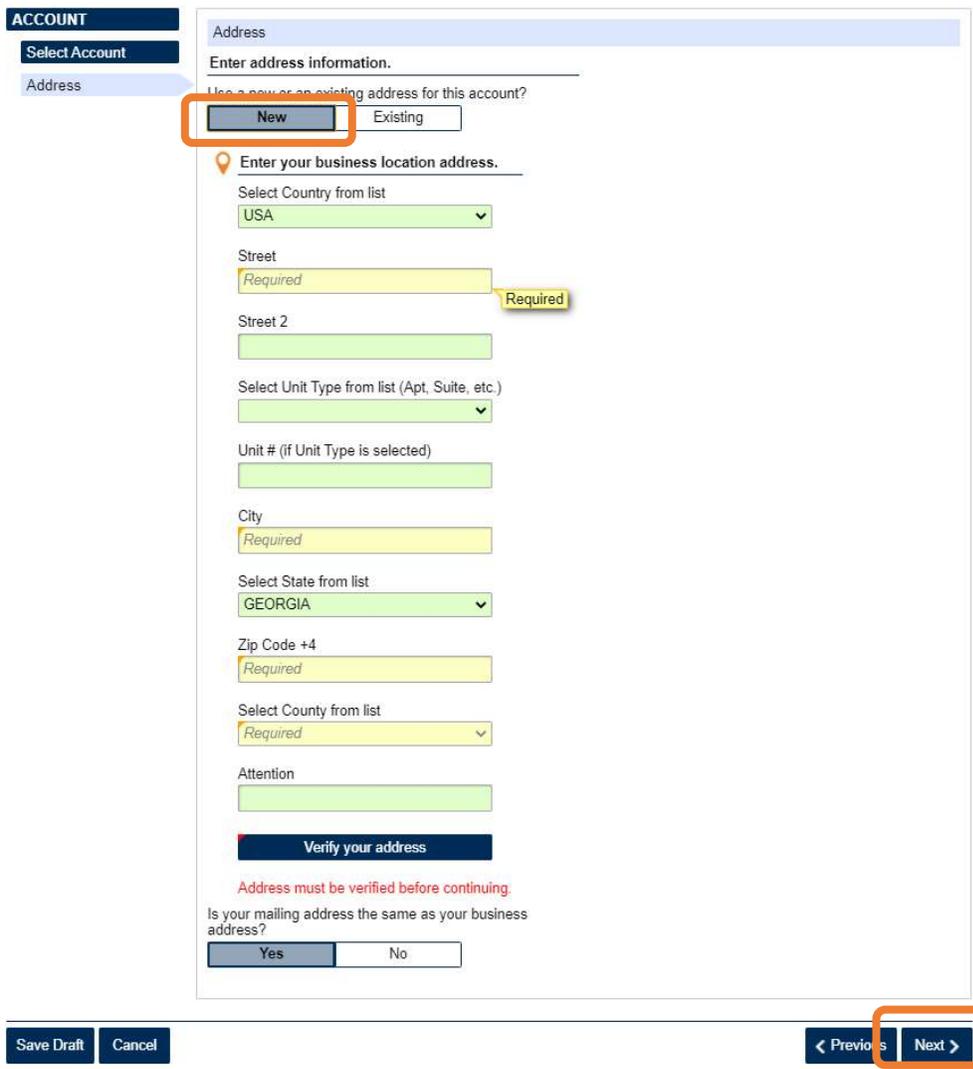
How to Register for a Tobacco, Vapor Products and/or Alternative Nicotine Products License within an existing Georgia Tax Center account

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?

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?

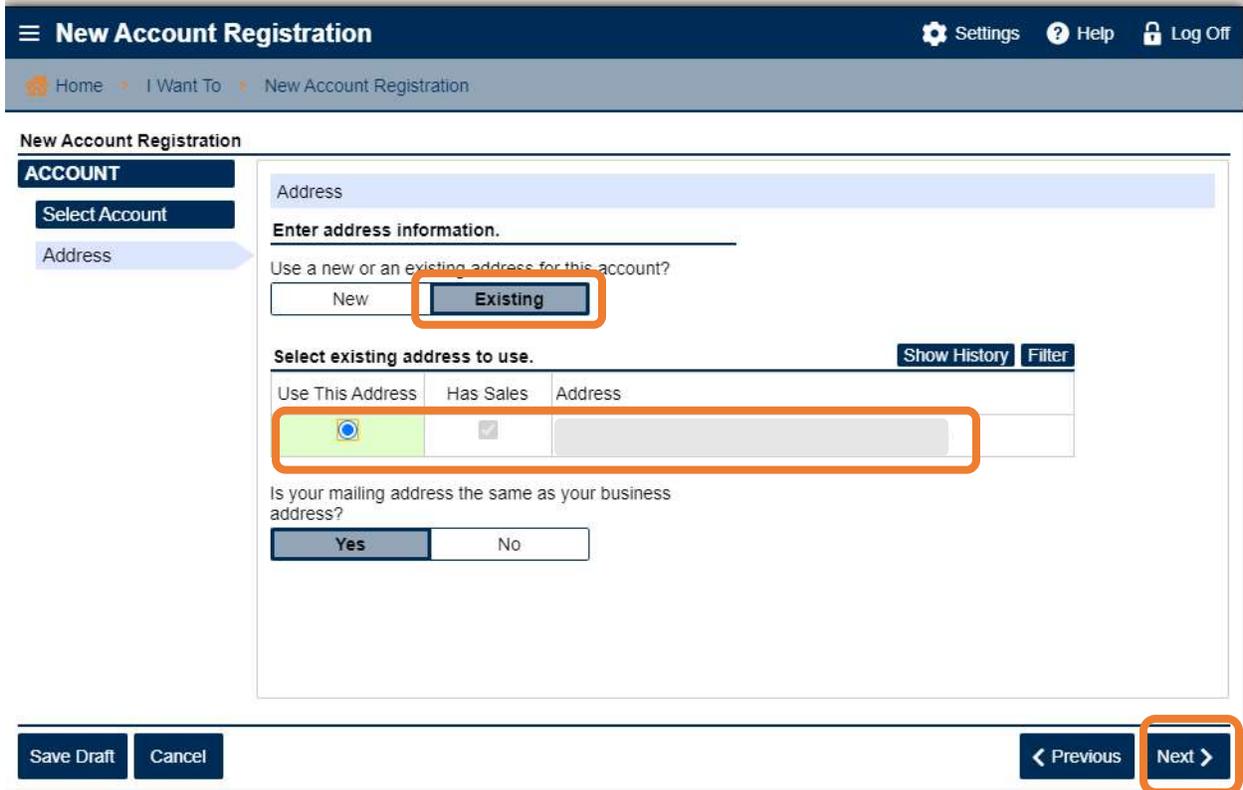
Yes No

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 Settings Help Log Off

Home I Want To New Account Registration

New Account Registration

ACCOUNT

Select Account

Address

Address

Enter address information.

Use a new or an existing address for this account?

New Existing

Select existing address to use. Show History Filter

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

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

6. Enter Tobacco License Details

- a. Choose your start date
- b. 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)
- c. Option of Pickup or Mail
- d. Select Tobacco License Sales Types – choose the products you intend to sale
 - i. Tobacco Products
 - ii. Vapor Products
 - iii. Alternative Nicotine Products
- e. Have you ever been arrested? – Answer yes or no
- f. 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

Select License Type from list

You will also be registered for the following account types:

- Tobacco Tax

How would you like to receive your license?

Your license will be mailed to you.

Select your Tobacco License's sales types.

Tobacco Products

Vapor Products

Alternative Nicotine Products

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?

Enter Change of Ownership information.

Have you acquired this business in its entirety from another business?

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. Filter

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

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

- a. Select Bank Account Type
- b. Select Bank Account Type – Checking or Savings
- c. Enter Routing Number
- d. Enter Account Number
- e. 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

Routing Number

Account Number

Confirm Account Number

Payment

Pay Balance of 20.00

Yes No

Amount

Confirm Amount

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

ACH Debit
Credit Card

9. Officers

- a. Confirm Officers
- b. 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**

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

- ACCOUNT
- PAYMENTS
- ADDITIONAL INFO
- ATTACHMENTS
- 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

📎

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

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

- 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 taxpayers with a secure and user-friendly experience. You are encouraged to create confidential and secure passwords. Passwords are occasionally require taxpayers to change their passwords. Passwords must be changed on Friday between 8:00 am and 6:30 pm.

Department of Revenue | Trucking Portal | Video Tutorials

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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	<input type="text"/>
Status	Submitted
Confirmation Number	<input type="text"/>
Taxpayer Name	<input type="text"/>
Federal Employer ID #	<input type="text"/>
Submission Title	New Account Registration
Submitted	21-Jul-2021

Your confirmation number is

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