

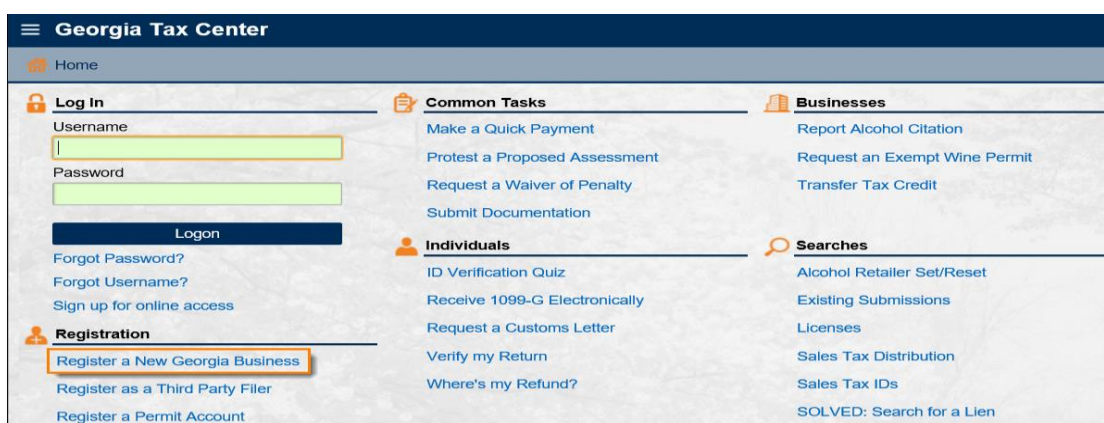
The following documentation provides information on how to register for a Transportation Services Tax account on Georgia Tax Center (GTC).

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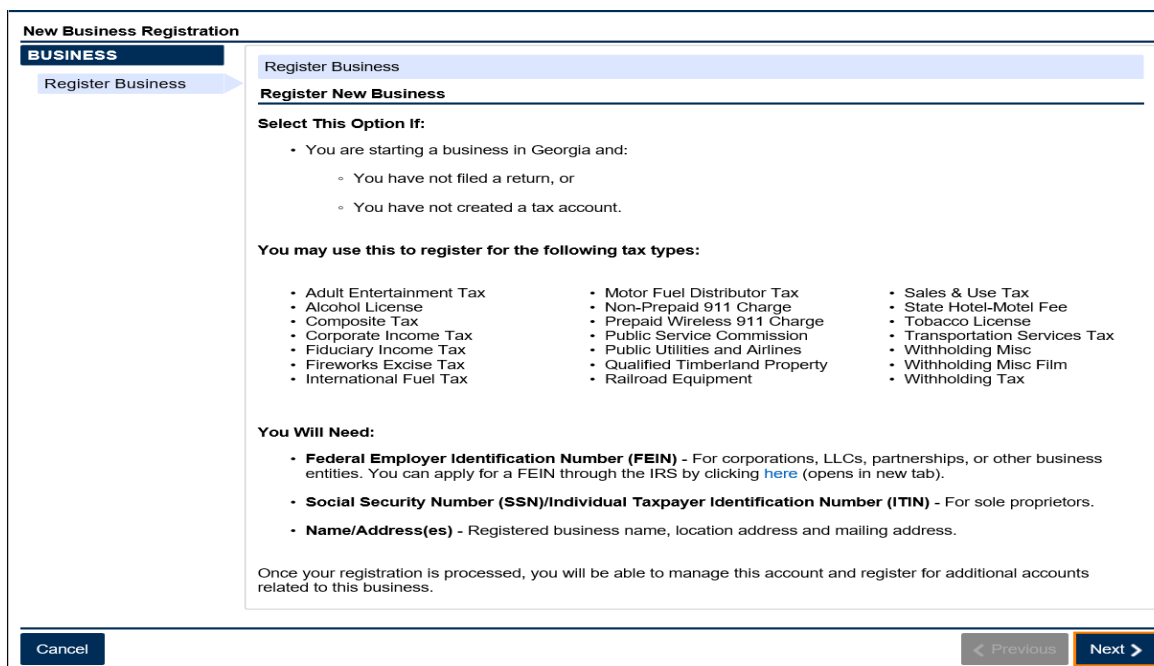
### Register a New Business for a Transportation Services Tax Account:

1. On the GTC login page (<https://gtc.dor.ga.gov>), click **Register a New Georgia Business**.



The screenshot shows the Georgia Tax Center homepage. In the 'Registration' section, the link 'Register a New Georgia Business' is highlighted with a red box. Other links in the same section include 'Register as a Third Party Filer' and 'Register a Permit Account'.

2. Review the information shown, which includes when to use this request and what you will need to complete it. Click the **Next** button.



The screenshot shows the 'New Business Registration' page. The 'Register Business' link is highlighted in the left sidebar. The main content area shows the 'Register New Business' form. The 'Select This Option If:' section lists two options: 'You are starting a business in Georgia and:' and 'You have not filed a return, or' and 'You have not created a tax account.' The 'You may use this to register for the following tax types:' section lists various taxes including Adult Entertainment Tax, Alcohol License, Composite Tax, Corporate Income Tax, Fiduciary Income Tax, Fireworks Excise Tax, International Fuel Tax, Motor Fuel Distributor Tax, 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, Withholding Misc, and Withholding Tax. The 'You Will Need:' section lists three requirements: 'Federal Employer Identification Number (FEIN)', 'Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)', and 'Name/Address(es)'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.

New Business Registration

BUSINESS

Register Business

Taxpayer Information

Register Business

Enter the following information about your business.

Select Business Type from list

Required

Corporation

Estate

Fiduciary

LLC

Partnership

Sole Proprietor

Subchapter S Corp.

Required

Cancel

< Previous

Next >

4. Provide the **business location address**.

Provide Address

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

Required

Zip Code +4


Required

Select County from list

Attention

5. Click the **Verify your address** button to validate the address.

**Provide Address**

 **Enter your business location address.**

Select Country from list

USA

Street

1800 CENTURY BLVD NE

Street 2

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

Unit # (if Unit Type is selected)

City

ATLANTA

Select State from list

GEORGIA

Zip Code +4

30345-0000

Select County from list

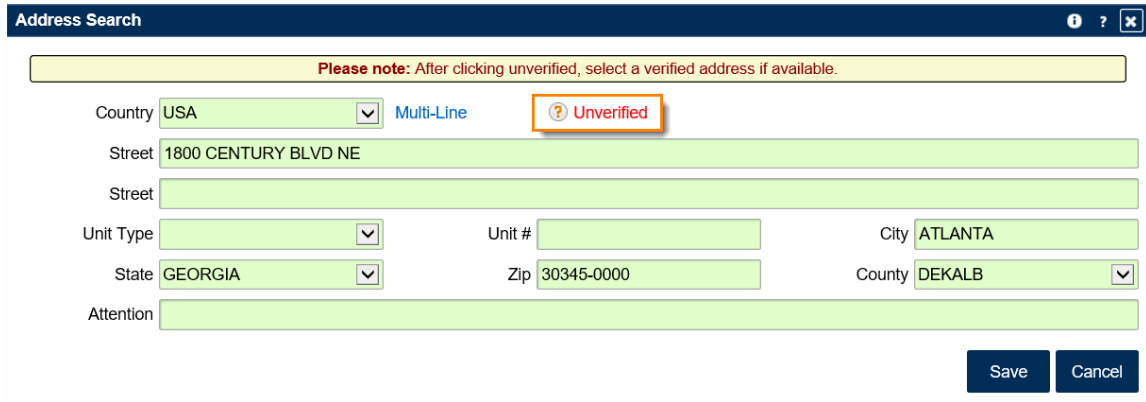
DEKALB

Attention

**Verify your address**

Address must be verified before continuing.

- Click the red **Unverified** hyperlink on the Address Search pop-up window.



**Address Search**

Please note: After clicking unverified, select a verified address if available.

Country: USA ☐ Multi-Line **Unverified**

Street: 1800 CENTURY BLVD NE

Street:

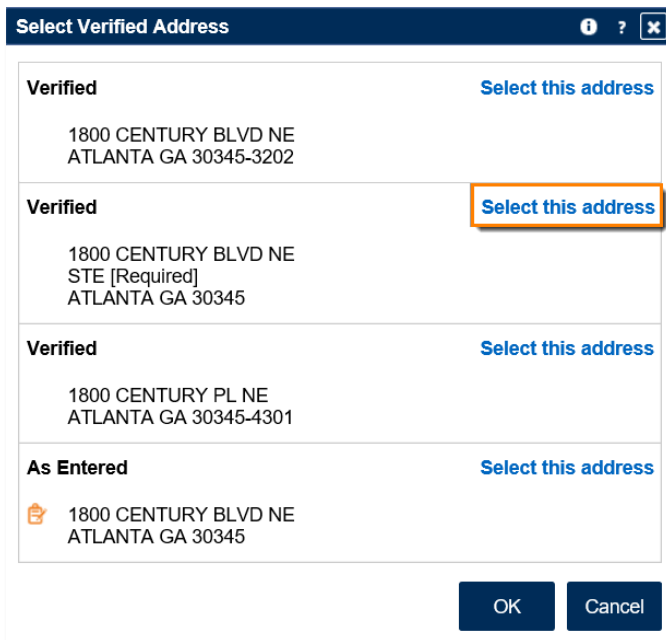
Unit Type: ☐ Unit #: City: ATLANTA

State: GEORGIA ☐ Zip: 30345-0000 County: DEKALB ☐

Attention:

Save Cancel

- 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.



**Select Verified Address**

**Verified** [Select this address](#)

1800 CENTURY BLVD NE  
ATLANTA GA 30345-3202

**Verified** [Select this address](#)

1800 CENTURY BLVD NE  
STE [Required]  
ATLANTA GA 30345

**Verified** [Select this address](#)

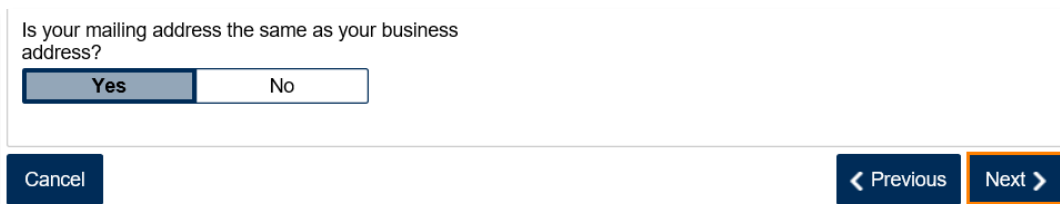
1800 CENTURY PL NE  
ATLANTA GA 30345-4301

**As Entered** [Select this address](#)

1800 CENTURY BLVD NE  
ATLANTA GA 30345

OK Cancel

- Enter a different mailing address, if applicable. Click the **Next** button.

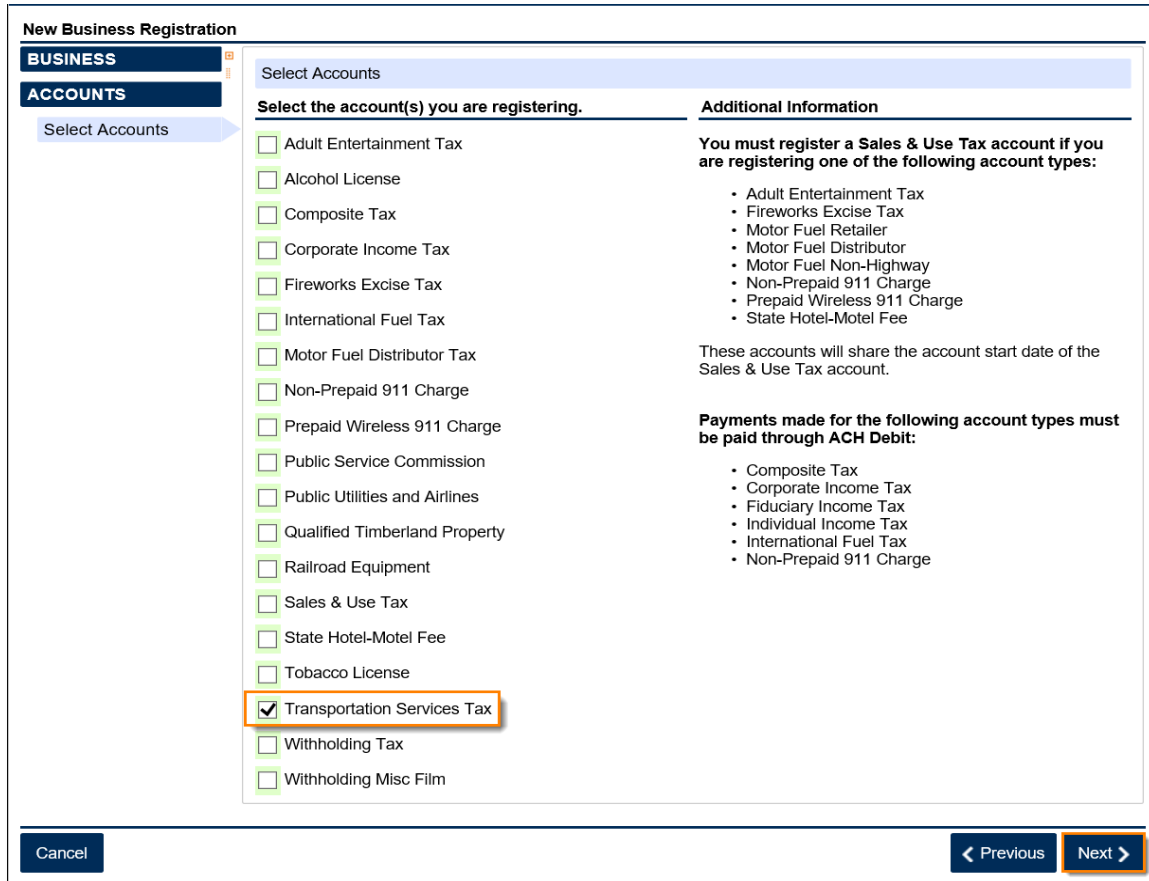


Is your mailing address the same as your business address?

☒ Yes ☐ No

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

8. Select **Transportation Services Tax**. Click the **Next** button.



**New Business Registration**

**BUSINESS**

**ACCOUNTS**

Select Accounts

Select the account(s) you are registering.

- ☐ Adult Entertainment Tax
- ☐ Alcohol License
- ☐ Composite Tax
- ☐ Corporate Income Tax
- ☐ Fireworks Excise Tax
- ☐ International Fuel Tax
- ☐ Motor Fuel Distributor Tax
- ☐ 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**
- ☐ Withholding Tax
- ☐ Withholding Misc Film

**Additional Information**

You must register a Sales & Use Tax account if you are registering one of the following account types:

- Adult Entertainment Tax
- Fireworks Excise Tax
- Motor Fuel Retailer
- Motor Fuel Distributor
- Motor Fuel Non-Highway
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- State Hotel-Motel Fee

These accounts will share the account start date of the Sales & Use Tax account.

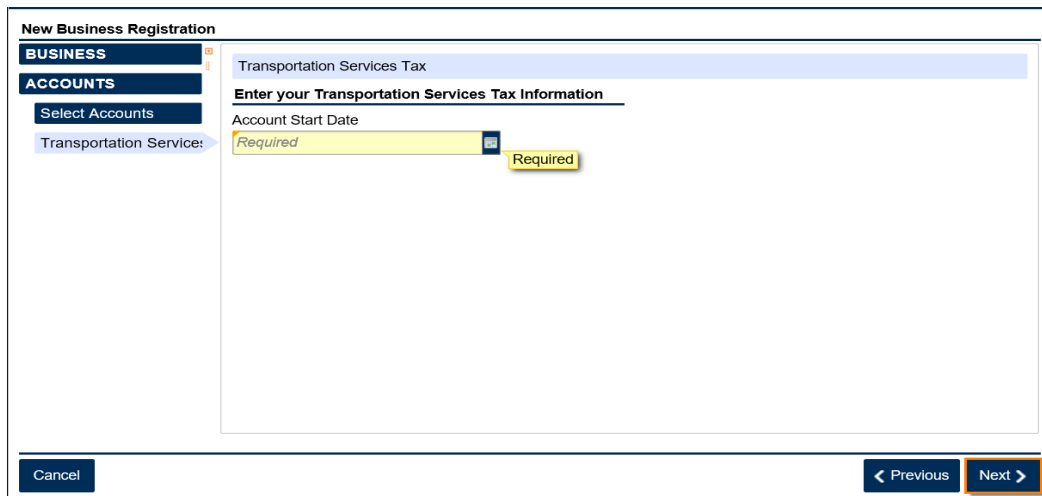
**Payments made for the following account types must be paid through ACH Debit:**

- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Individual Income Tax
- International Fuel Tax
- Non-Prepaid 911 Charge

Cancel Previous Next

9. Enter the **Account Start Date**. Click the **Next** button.

- The start date for a Transportation Services Tax account cannot be before August 5, 2020.



**New Business Registration**

**BUSINESS**

**ACCOUNTS**

Select Accounts

Transportation Service:

Transportation Services Tax

**Enter your Transportation Services Tax Information**

Account Start Date

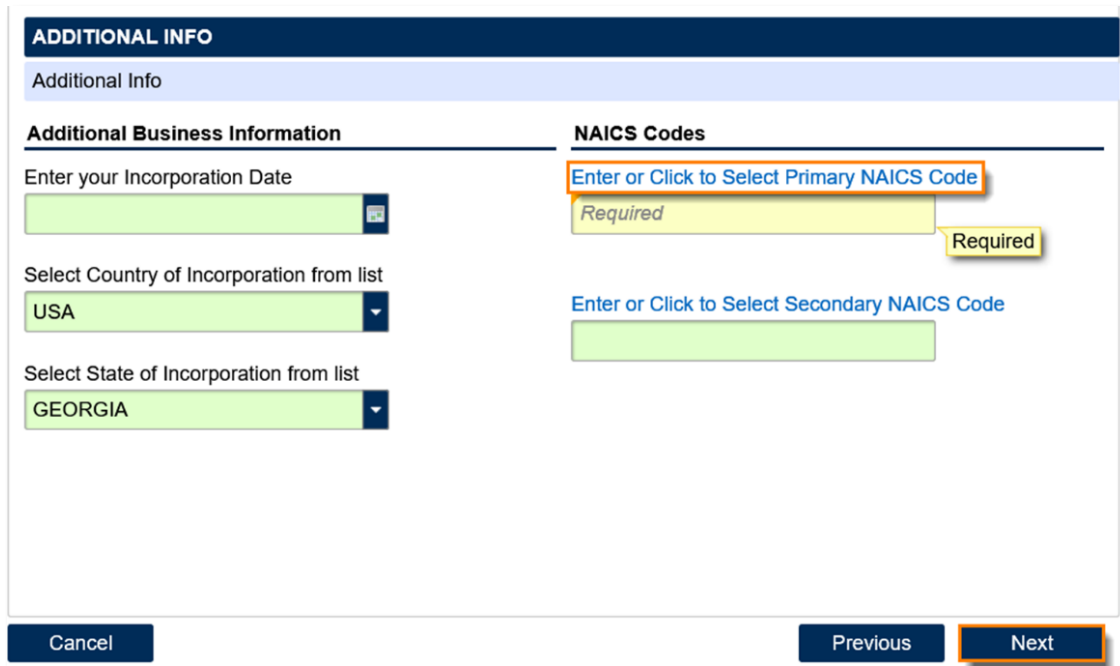
Required

Required

Cancel Previous Next

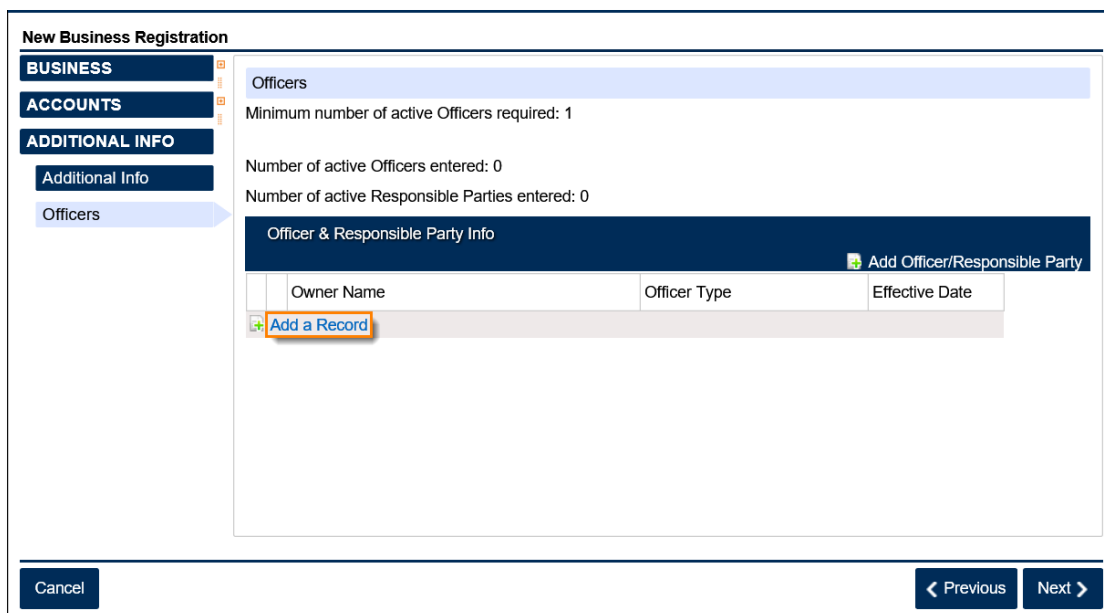
- Complete the **Additional Business Information** section. Enter your **NAICS** code(s). Click the **Next** button.

If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword (e.g. Transportation, Taxi, etc.)



- Click the [Add a Record](#) 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.

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0

Number of active Responsible Parties entered: 0

Officer & Responsible Party Info

New Officer

Record 1

Delete Officer/Responsible Party

Add Officer/Responsible Party

Officer & Responsible Party Info

Is this an Officer, Responsible Party, or both?

Required

Effective Date

Required

Cease Date

Officer Name & Id Information

Does this officer have a foreign Id #?

Yes No

Select Id Type from list

Required

First Name

Required

Middle Initial

Last Name

Required

Officer Address & Phone Number

Street

City

State

GEORGIA

Country

USA

Zip Code

County

Phone Number

Delete Officer/Responsible Party

Add Officer/Responsible Party

Previous


Next

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12. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.

**LOGIN**

Create Login

**Enter login information**

Login

Required


Password

Required

Confirm Password

Required

Required

**In case you forget your password**

Select Secret Question from list


Required

Secret Answer

Required

Confirm Answer

Required

**Password requirements for a GTC login**

Passwords cannot be reused


Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

**Enter contact information**

User's Name

Required

E-mail

Required

Confirm E-mail

Required

Country

USA

Select Phone Type from list

Required

Phone Number

Required

Cancel

Previous


Next



13. Select the preferred **Two-Factor Authentication** method and provide the contact information. Click the **Next** button.

LOGIN

Two-Factor Authentication


**Authentication Options**

Choose your authentication method

Text

Email

**Both**

Email

Country

USA

Mobile Carrier

Required

Required

Mobile Phone

Required

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Cancel

< Previous

**Next >**

14. Review the summary of the request. Click the **Submit** button.

New Business Registration

BUSINESS

ACCOUNTS

ADDITIONAL INFO

LOGIN

**New Business Registra**

Business Type :

Corporation Name :

Federal Employer ID # :

Officer Name :

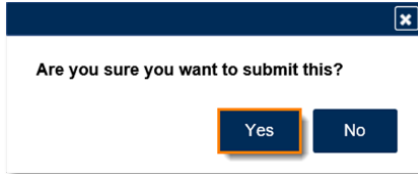
Login :

Cancel

< Previous

**Submit**

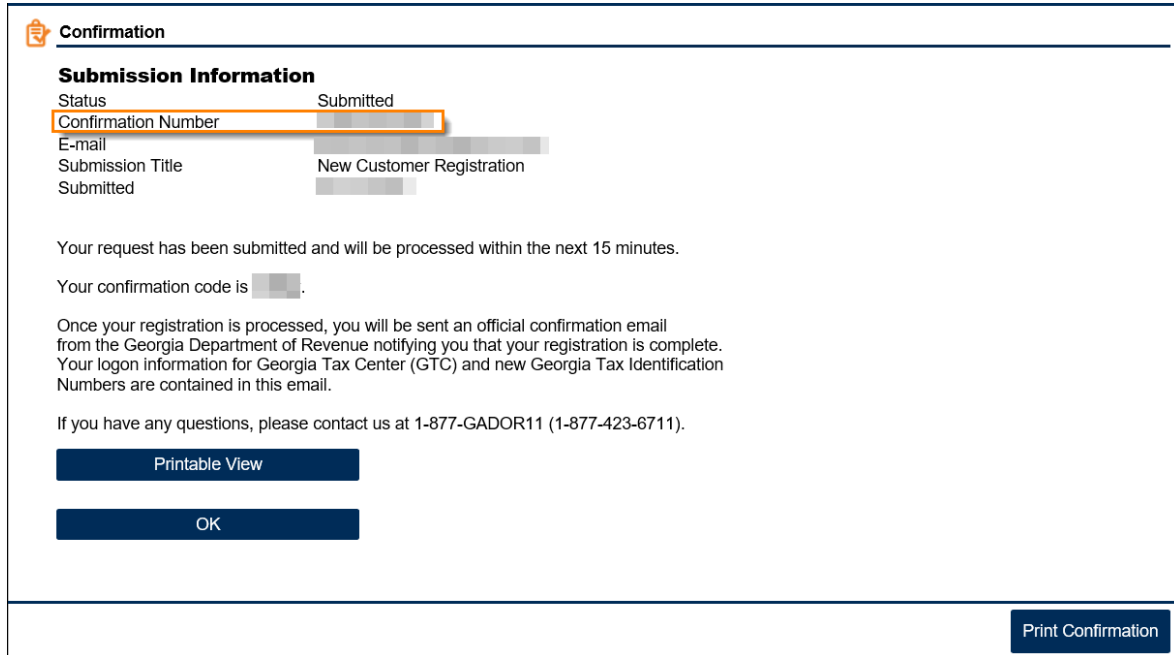
15. Click **Yes** to confirm you want to submit the request.

A small dialog box with a dark blue header bar containing a close button (X). The text inside asks "Are you sure you want to submit this?". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with an orange border.

Are you sure you want to submit this?

Yes No

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

A confirmation page with a dark blue header bar containing a home icon and the word "Confirmation". Below the header is a section titled "Submission Information" containing a table with registration details. The "Confirmation Number" field is highlighted with an orange border. Below the table, there is a message stating the request has been submitted and will be processed within 15 minutes, followed by a confirmation code field. A paragraph explains that an official confirmation email will be sent from the Georgia Department of Revenue. A contact number is provided for questions. At the bottom of the main content area are two buttons: "Printable View" and "OK". A "Print Confirmation" button is located in the bottom right corner of the page.

**Confirmation**

**Submission Information**

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	New Customer Registration
Submitted	

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is .

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

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

Printable View

OK

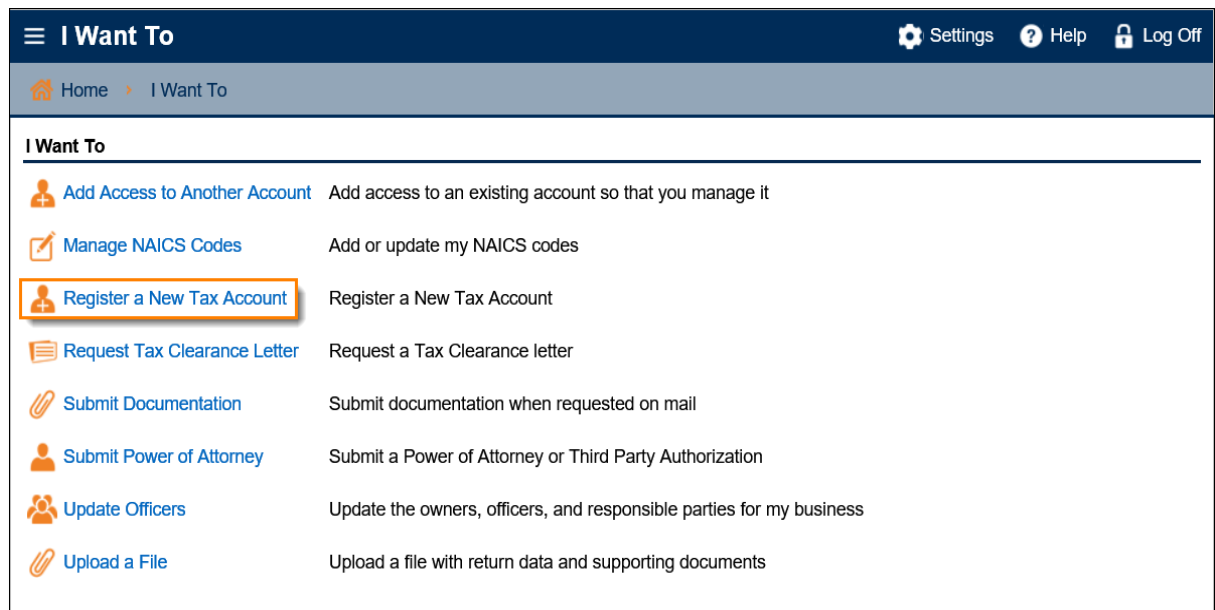
Print Confirmation

### Register an Existing Business for a Transportation Services Tax Account:

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. On the Home screen, under the **I Want To** section, click the [See more links...](#) hyperlink.



3. Click the [Register a New Tax Account](#) hyperlink.



4. Select **Transportation Services Tax** from the drop-down list. Click the **Next** button.

**New Account Registration**

**ACCOUNT**

Select Account

Select the account type you wish to register.

Select Account Type from list

- 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**
- Withholding Misc
- Withholding Tax

Required

Save Draft Cancel

< Previous Next >

5. Provide the **Business Location Address**.

**Address**

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

- Click the **Verify your address** button to validate the address.

**Address**

 **Enter your business location address.**

Select Country from list

USA

Street

1800 CENTURY BLVD NE

Street 2

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

Unit # (if Unit Type is selected)

City

ATLANTA

Select State from list

GEORGIA

Zip Code +4

30345-0000

Select County from list

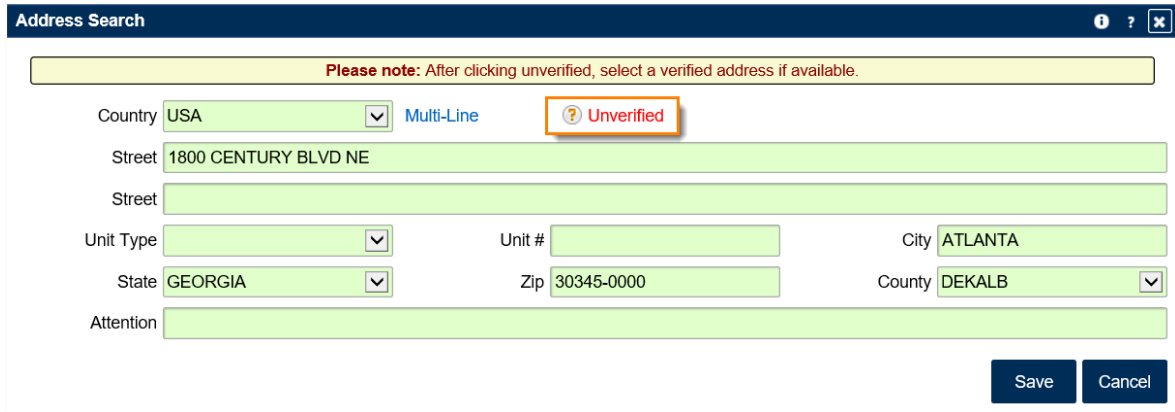
DEKALB

Attention

Verify your address

Address must be verified before continuing.

- Click the red **Unverified** hyperlink on the Address Search pop-up window.



**Address Search**

Please note: After clicking unverified, select a verified address if available.

Country: USA  **Unverified**

Street: 1800 CENTURY BLVD NE

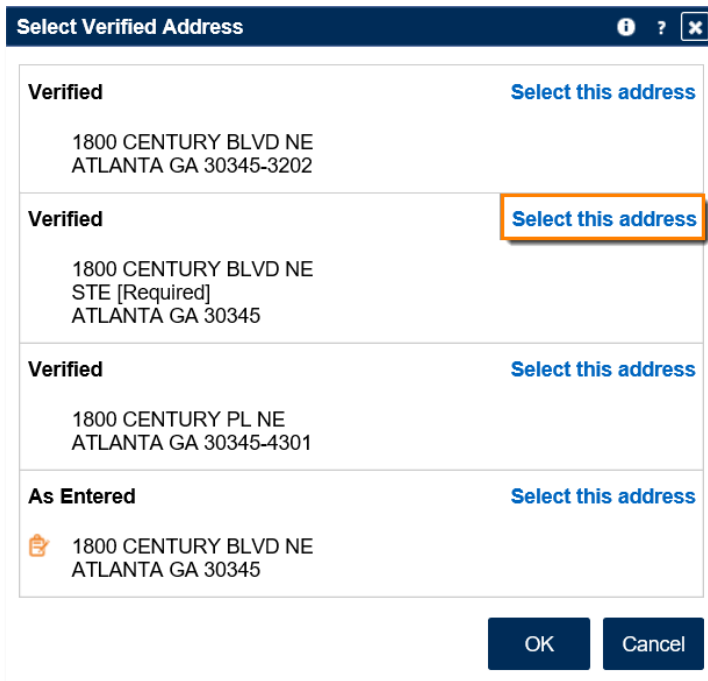
Street:

Unit Type:  Unit #: City: ATLANTA

State: GEORGIA  Zip: 30345-0000 County: DEKALB

Attention:

- 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.



**Select Verified Address**

**Verified** [Select this address](#)

1800 CENTURY BLVD NE  
ATLANTA GA 30345-3202


**Verified** [Select this address](#)

1800 CENTURY BLVD NE  
STE [Required]  
ATLANTA GA 30345

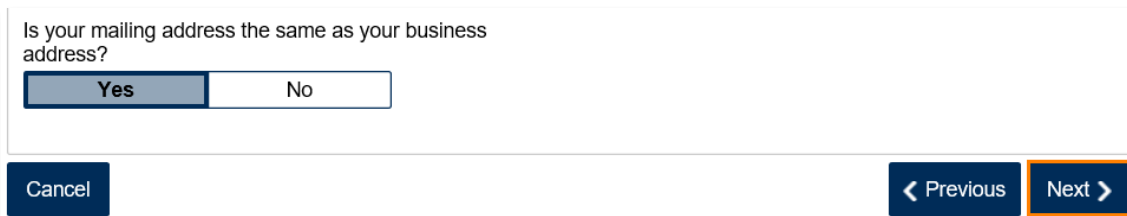
**Verified** [Select this address](#)

1800 CENTURY PL NE  
ATLANTA GA 30345-4301

**As Entered** [Select this address](#)

 1800 CENTURY BLVD NE  
ATLANTA GA 30345

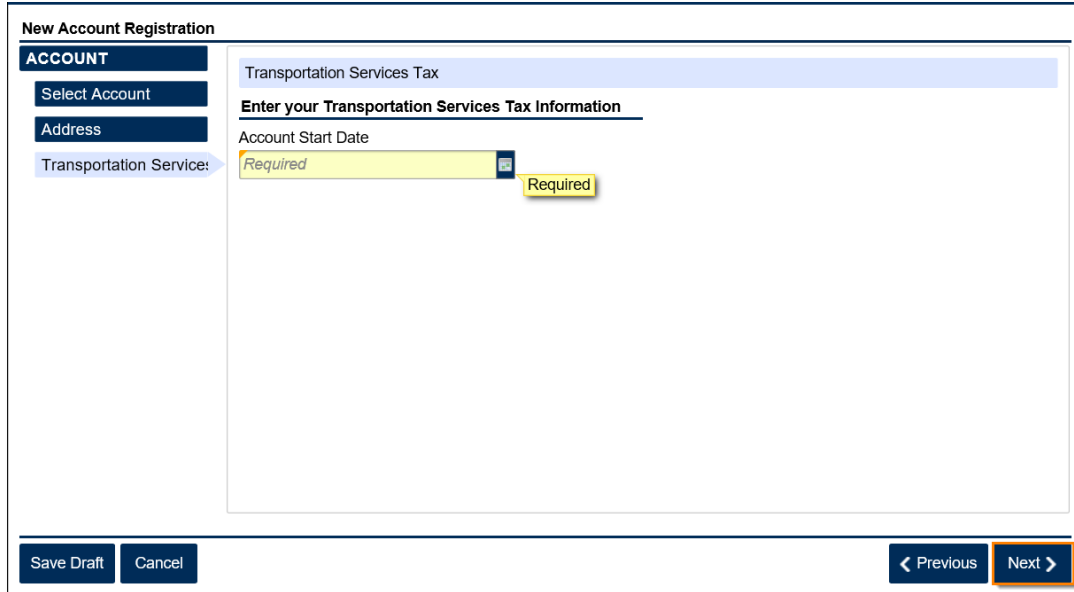
- Enter a different mailing address, if applicable. Click the **Next** button.



Is your mailing address the same as your business address?

9. Enter the Account Start Date. Click the **Next** button.

- The start date for a Transportation Services Tax account cannot be before August 5, 2020.



**New Account Registration**

**ACCOUNT**

Select Account

Address

Transportation Service:

Transportation Services Tax

**Enter your Transportation Services Tax Information**

Account Start Date

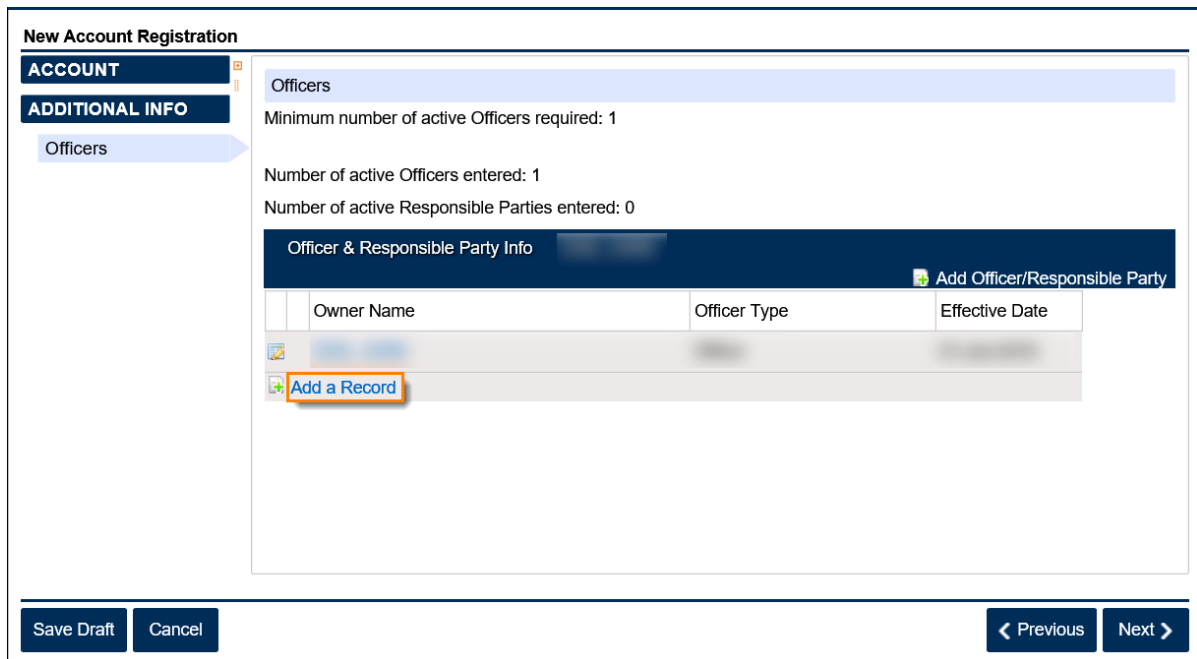
Required

Required

Save Draft Cancel

< Previous Next >

10. Officers and responsible parties currently linked to the business will appear. To add an officer/responsible party, click the **Add a Record** hyperlink.



**New Account Registration**

**ACCOUNT**

**ADDITIONAL INFO**

Officers

Officers

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 1

Number of active Responsible Parties entered: 0

Officer & Responsible Party Info

Add Officer/Responsible Party

Owner Name	Officer Type	Effective Date

Add a Record

Save Draft Cancel

< Previous Next >

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.

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 1

Number of active Responsible Parties entered: 0

Officer & Responsible Party Info

New Officer

Record 2

Delete Officer/Responsible Party

Add Officer/Responsible Party

Officer & Responsible Party Info

Is this an Officer, Responsible Party, or both?

Required

Required

Effective Date

Required

Cease Date

Officer Name & Id Information

Does this officer have a foreign Id #?

Yes No

Select Id Type from list

Required

First Name

Required

Middle Initial

Last Name

Required

Officer Address & Phone Number

Street

City

State

GEORGIA

Country

USA

Zip Code

County

Phone Number

Delete Officer/Responsible Party

Add Officer/Responsible Party

< Previous

Next >

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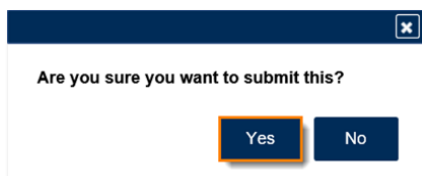


11. Click the **Submit** button.



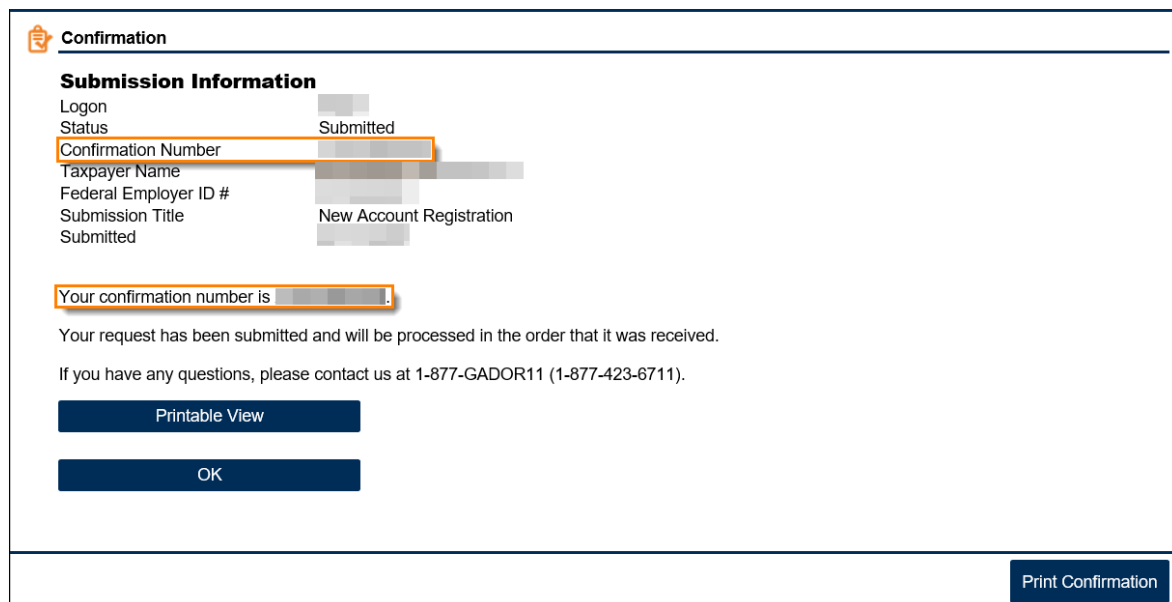
The screenshot shows the 'New Account Registration' form. On the left is a sidebar with three tabs: 'ACCOUNT', 'ADDITIONAL INFO', and 'New Account Registrati'. The 'ACCOUNT' tab is selected. The main area shows 'Account Type : Transportation Services Tax'. At the bottom, there are buttons for 'Save Draft', 'Cancel', '< Previous', and 'Submit' (which is highlighted with an orange border).

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



A small dialog box with the title 'Are you sure you want to submit this?'. It contains two buttons: 'Yes' (highlighted with an orange border) and 'No'.

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



The screenshot shows the 'Confirmation' page. It has a header with a checkmark icon and the word 'Confirmation'. Below is a section titled 'Submission Information' with a table:

Logon	[Redacted]
Status	Submitted
Confirmation Number	[Redacted]
Taxpayer Name	[Redacted]
Federal Employer ID #	[Redacted]
Submission Title	New Account Registration
Submitted	[Redacted]

Below the table, it says 'Your confirmation number is [Redacted]'. A message follows: '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)'. At the bottom, there are buttons for 'Printable View', 'OK', and 'Print Confirmation' (located at the bottom right of the page).