The following documentation provides information on requesting an electronic 1099-G via the Georgia Tax Center (GTC).

If you have a GTC account, follow the steps under "How to Request an Electronic 1099-G with a GTC Account".

If you do not have a GTC account, follow the steps under "How to Request an Electronic 1099-G without a GTC Account".

**How to Request an Electronic 1099-G with a GTC Account:**

1. Go to the GTC website at https://gtc.dor.ga.gov and log into your GTC account.

2. On the **Home** page, under the **Summary** tab, click the **See more** hyperlink.

3. Under the **Management** section, click on the **Opt-in/out of Electronic 1099G** hyperlink.

4. Review the information on the **Electronic 1099-G Request** screen. Select "Yes" to make your 1099-G available electronically. Click the **Next** button.

5. Click the **Submit** button on the **Summary** screen.

6. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number and confirmation code.

**How to Request an Electronic 1099-G without a GTC Account:**

1. Go to the GTC website at https://gtc.dor.ga.gov/.

2. Under the **Individuals** section, click the **Receive 1099-G Electronically** hyperlink.

3. Review the information on the **Start** screen. Click the **Next** button.

4. Enter and confirm your **Social Security Number (SSN)** or **Individual Taxpayer Identification Number (ITIN)**. Enter your most recent **Federal Adjusted Gross Income (Federal AGI)**. Click the **Next** button.

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

6. Review the **Taxpayer Consent** statement and toggle the checkbox to agree. Click the **Next** button.

7. Select *Yes* or *No* to sign-up for e-correspondence. Click the **Next** button.

8. Review the **Summary** screen. If everything appears correctly, click the **Submit** button.

9. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number and confirmation code.