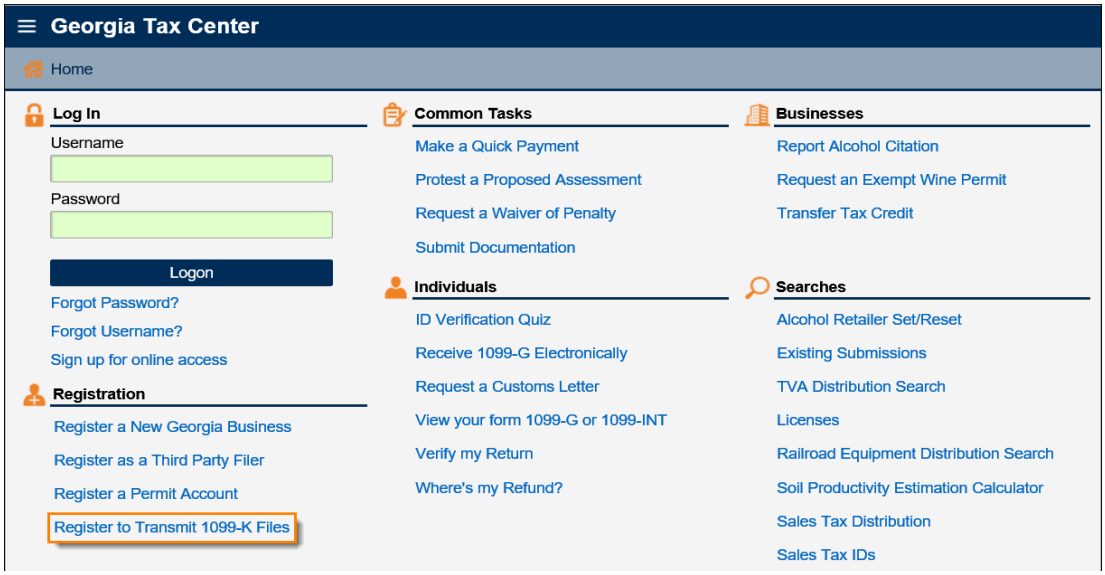
The following documentation provides information on how to submit 1099-K files via the Georgia Tax Center.

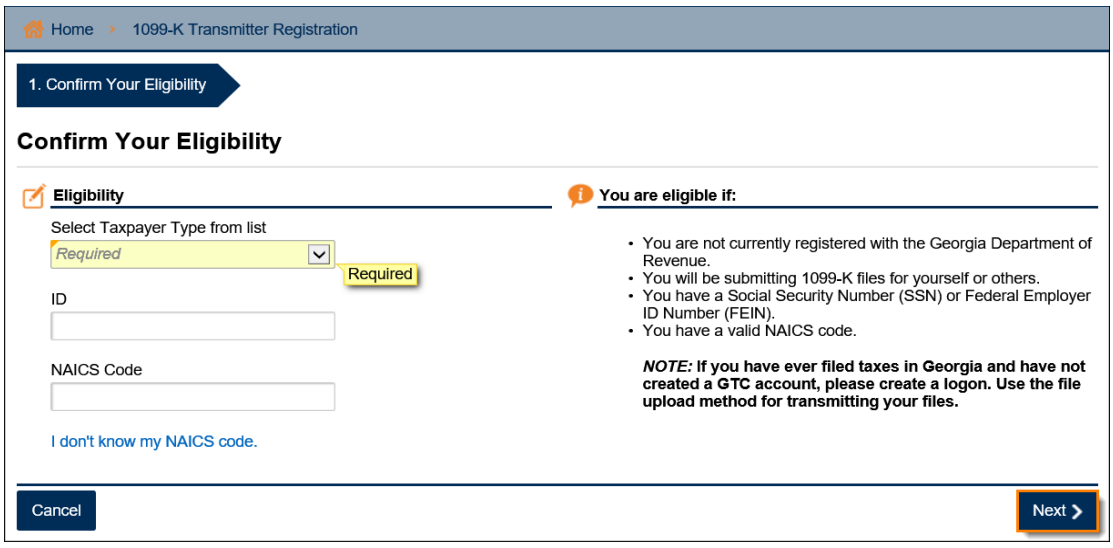
Note: If you have ever filed taxes with the Georgia Department of Revenue, you are already registered and do not need to complete the **How to Register to Transmit 1099-K Files** steps below. Instead, create a GTC logon, then follow the How to Submit 1099-K Files steps in this document.

How to Register to Transmit 1099-K Files

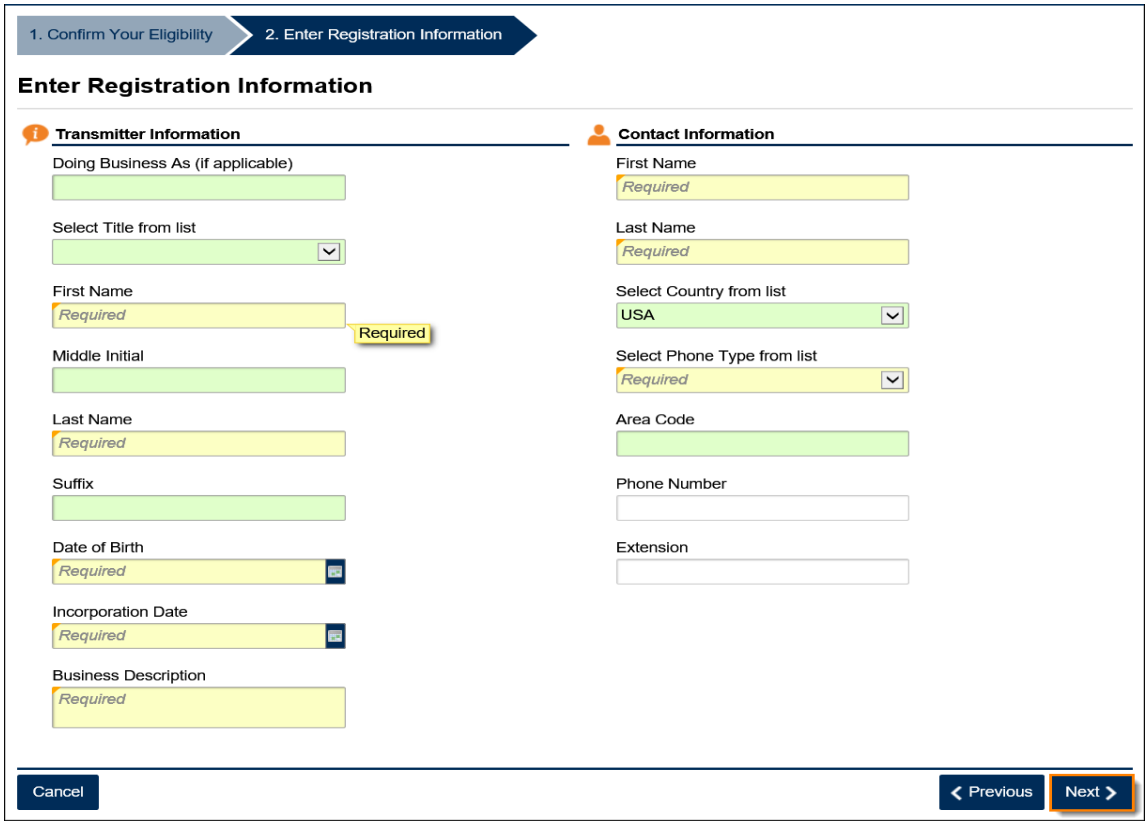
1. Go to the GTC website (https://gtc.dor.ga.gov). Under the **Registration** section, click **Register to Transmit 1099-K Files**.



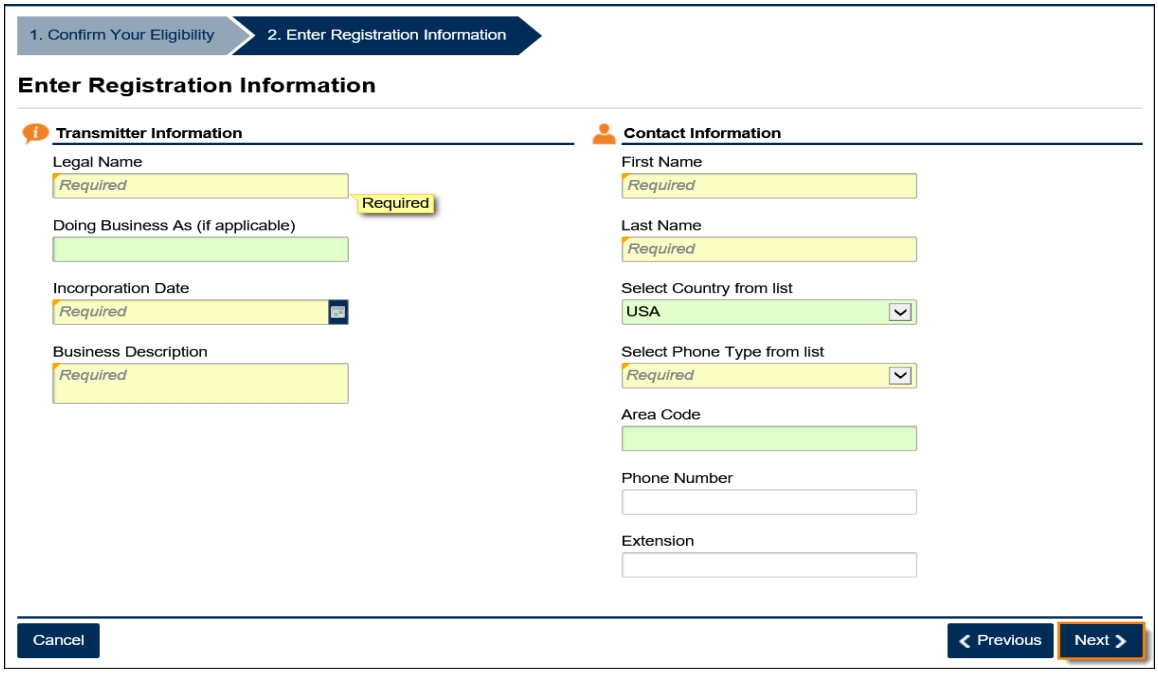
2. Click the dropdown to **Select Taxpayer Type from list**. Enter the **ID** and **NAICS Code**. Click **Next**.



3. Enter the **Transmitter Information** and **Contact Information**. Click **Next**.
NOTE: Green fields are optional, yellow fields are required. The fields displayed will change based on the taxpayer type selected in the previous step.

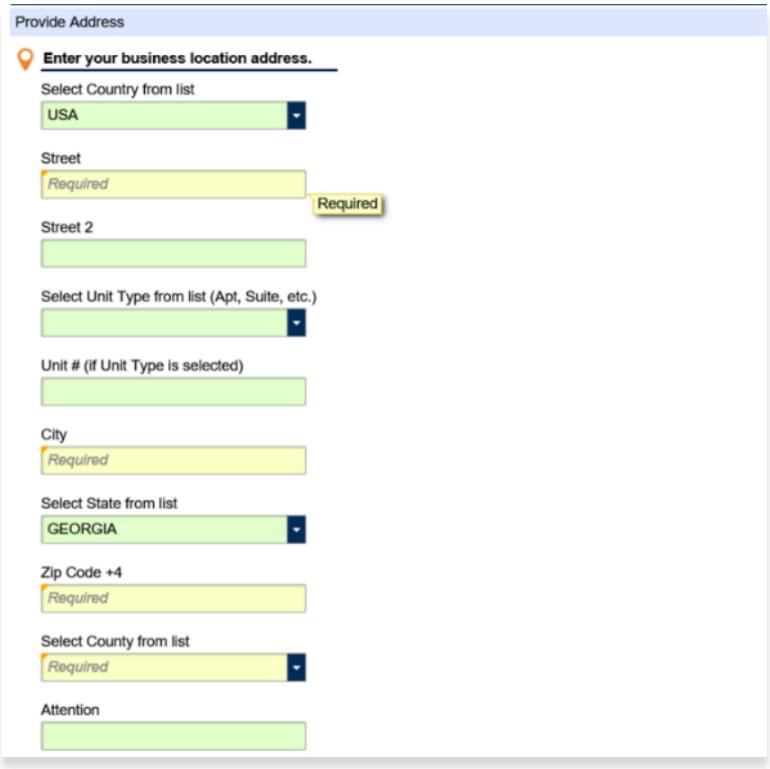


Taxpayer Type: Individual

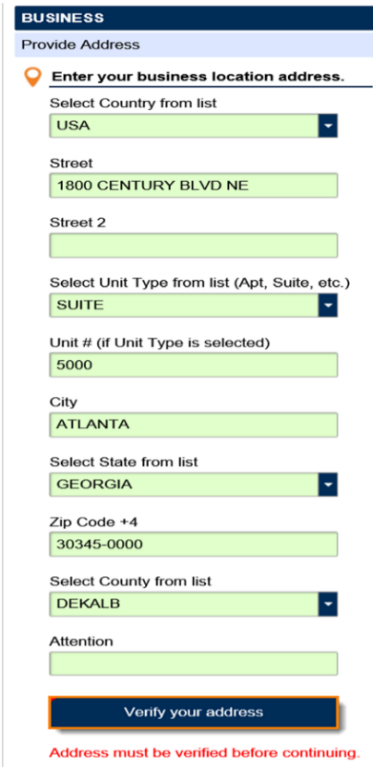


Taxpayer Type: Corporation, Estate, Fiduciary, LLC, Partnership, and Subchapter S Corp

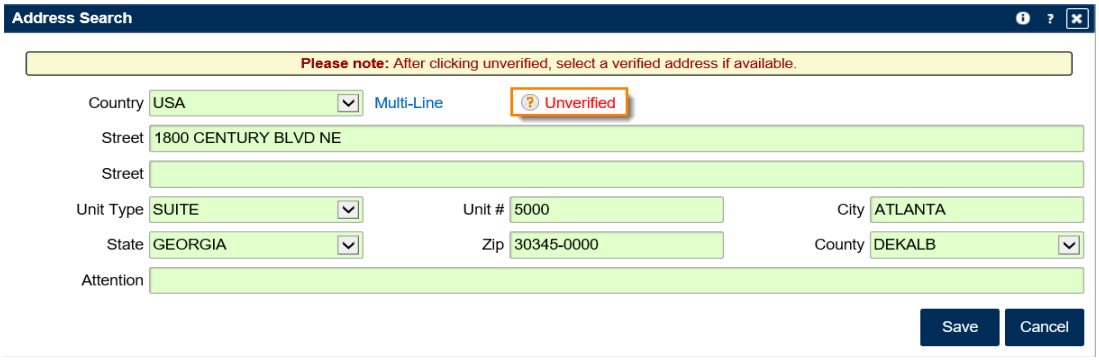
4. Provide the **Business Location Address**.



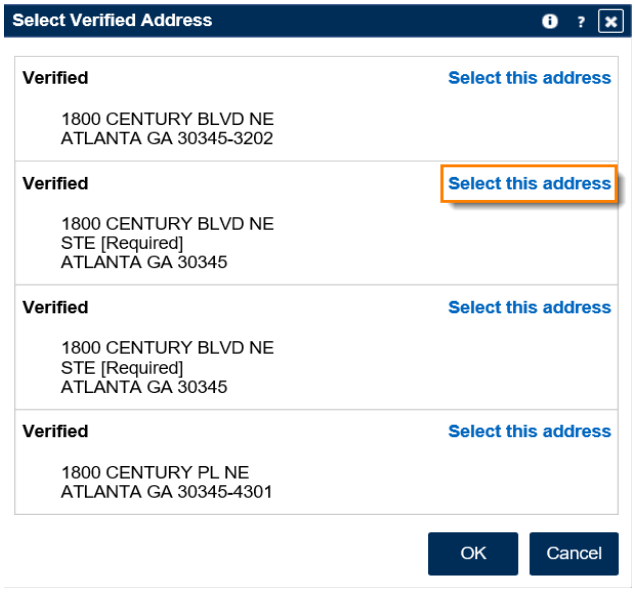
5. Click the **Verify your address** button to validate the address.



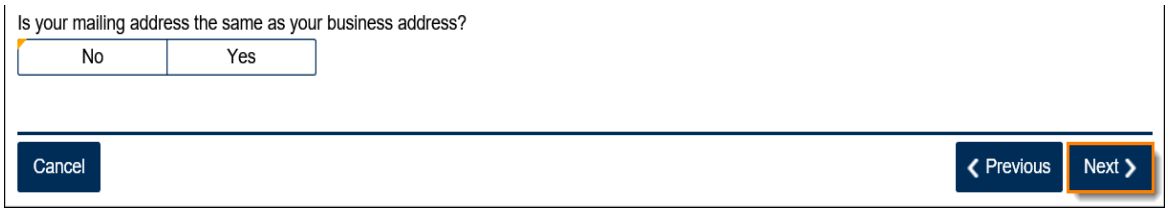
6. Click the red **Unverified** hyperlink on the Address Search pop-up window.



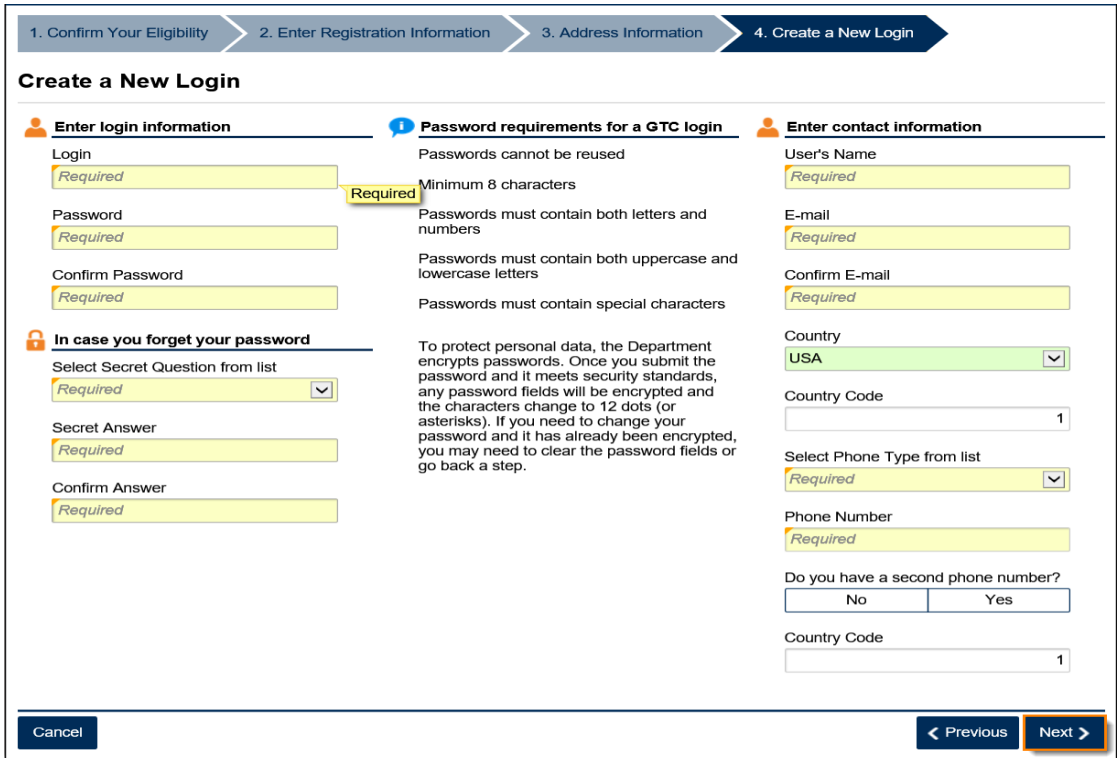
- If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.



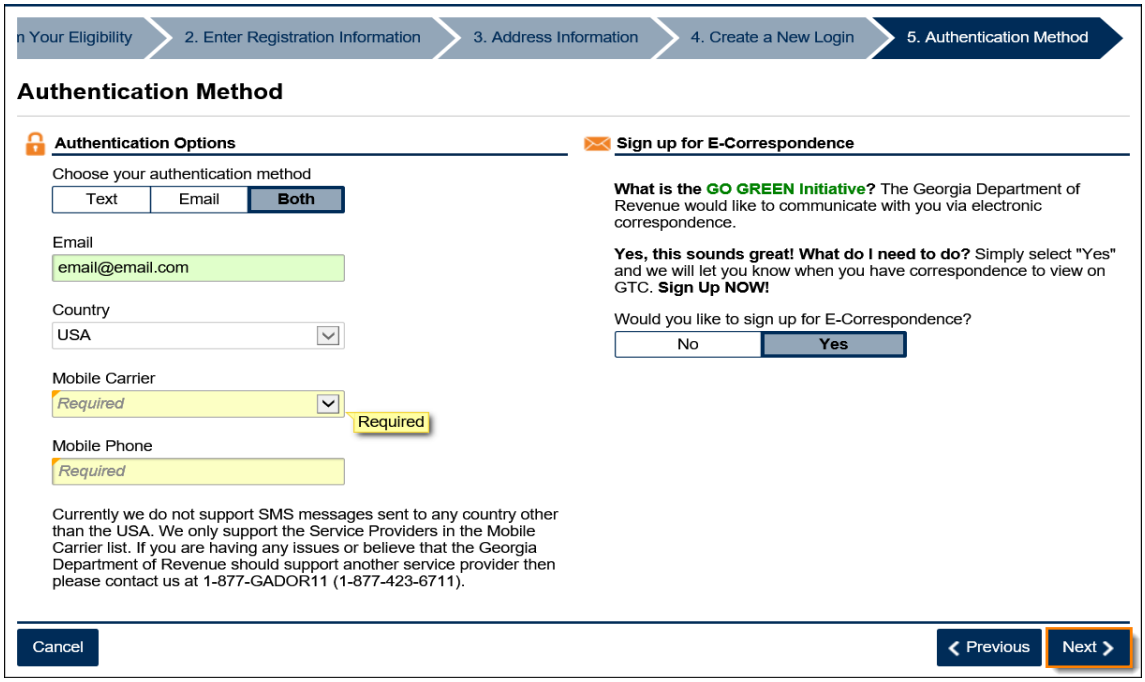
7. Enter a different mailing address, if applicable. Click the **Next** button.



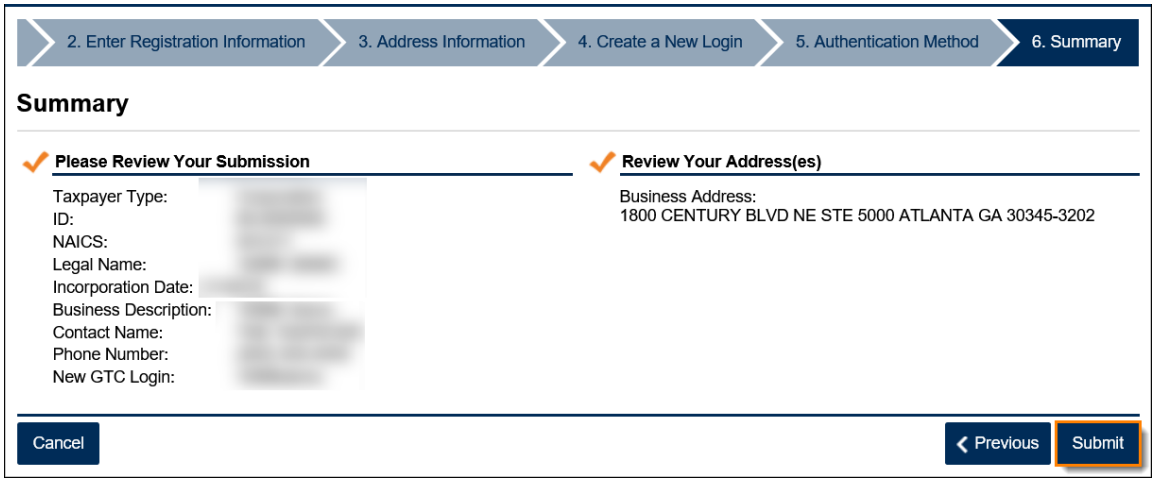
8. Enter a **Login**, **Password**, **Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click **Next**.



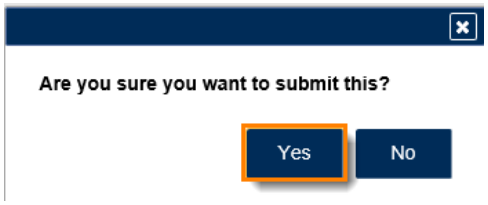
9. Complete the authentication step to choose how you would like to receive an authentication code when logging into your account. Select if you would like to sign-up for E-correspondence. Click **Next**.



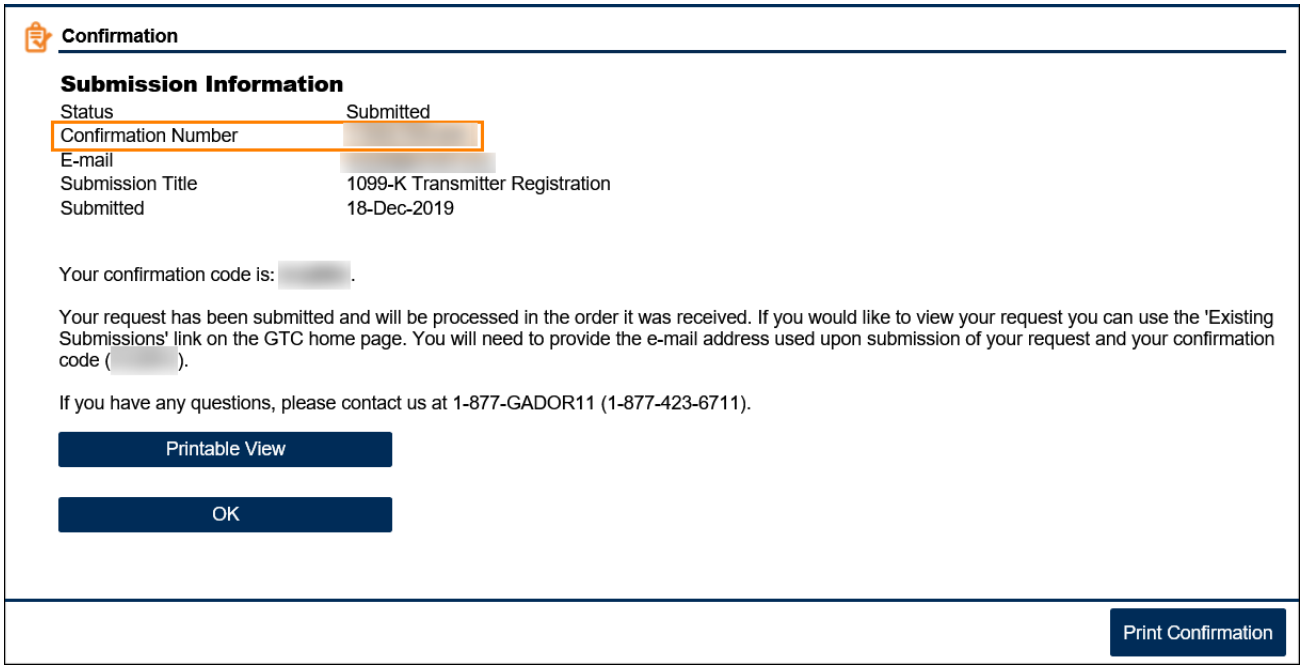
10. Review the summary page, then click **Submit**. If you need to make a change, click the Previous button.



11. Confirm that you want to submit this form by clicking **Yes**.



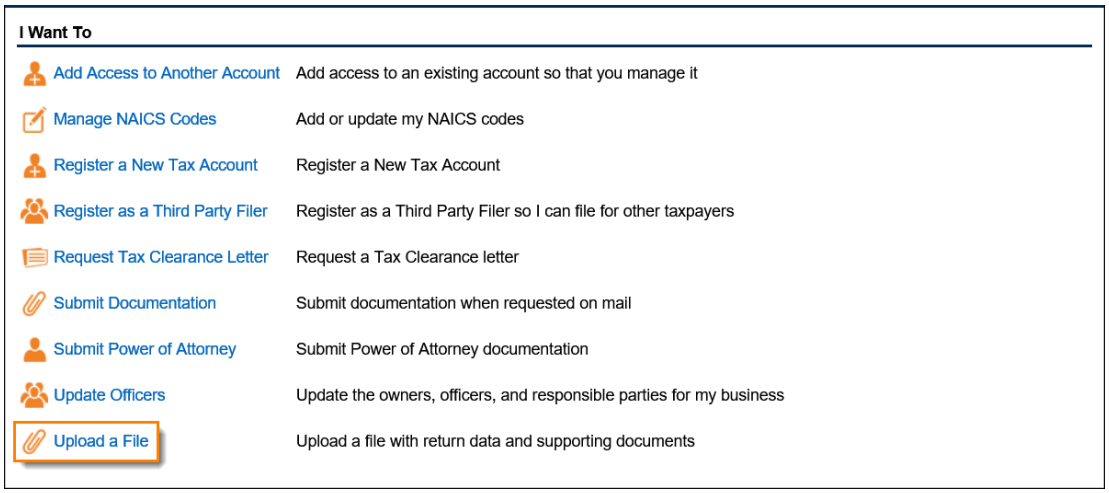
A confirmation page will appear with the confirmation number for the registration request.



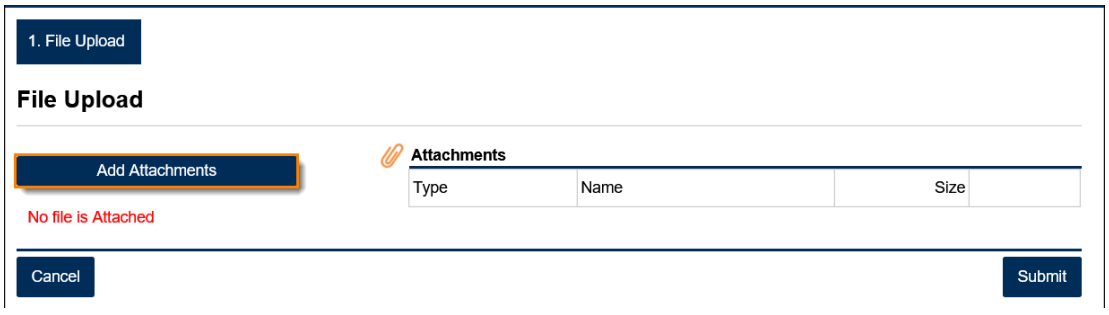
How to Submit 1099-K Files

1. Log into the GTC website (https://gtc.dor.ga.gov).
2. On the Home page, under the **I Want To** section, click **See more links…**.

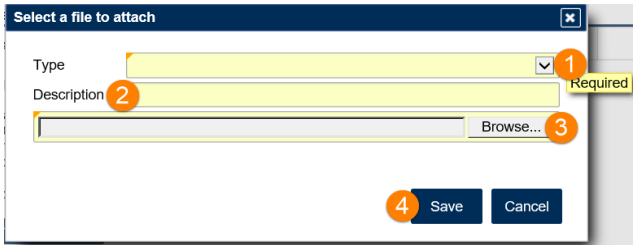
3. Click **Upload a File**.



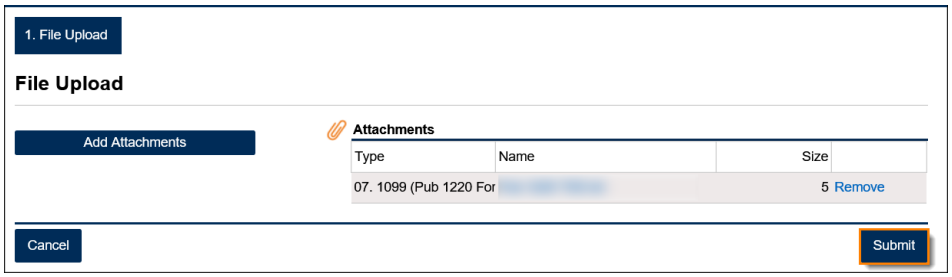
4. Click the **Add Attachments** button.



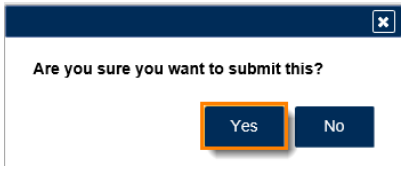
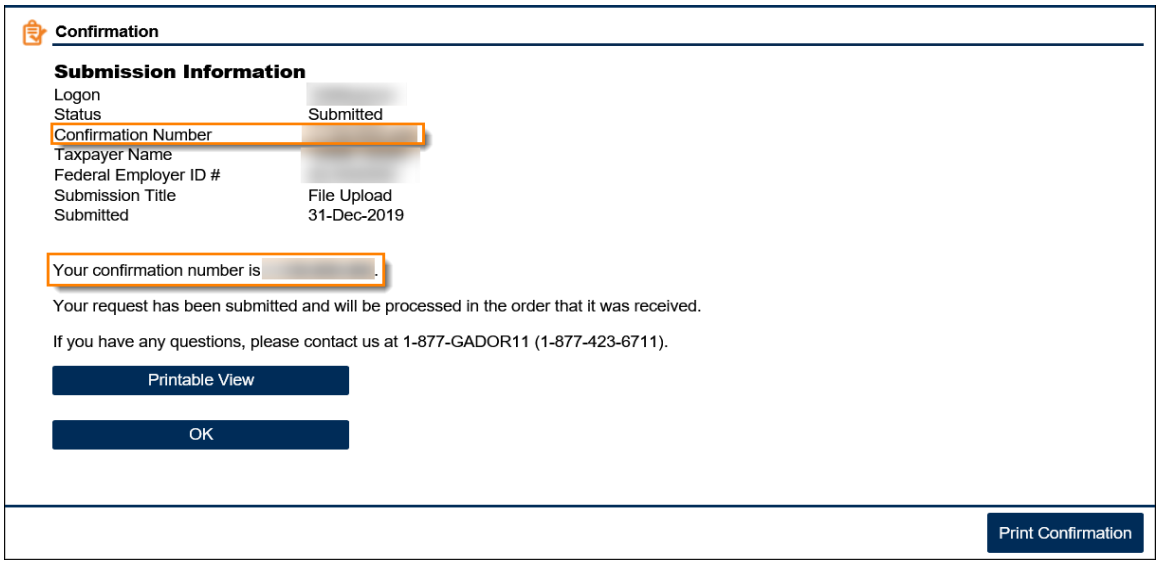
5. Select the **Type** of attachment (Select either ***07. 1099 (Pub 1220 Format)*** or ***08. 1099 CSV File Upload***). Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.



6. Click the **Submit** button.



12. Confirm that you want to submit this form by clicking **Yes**.



A confirmation page will appear with the confirmation number for the upload submission.