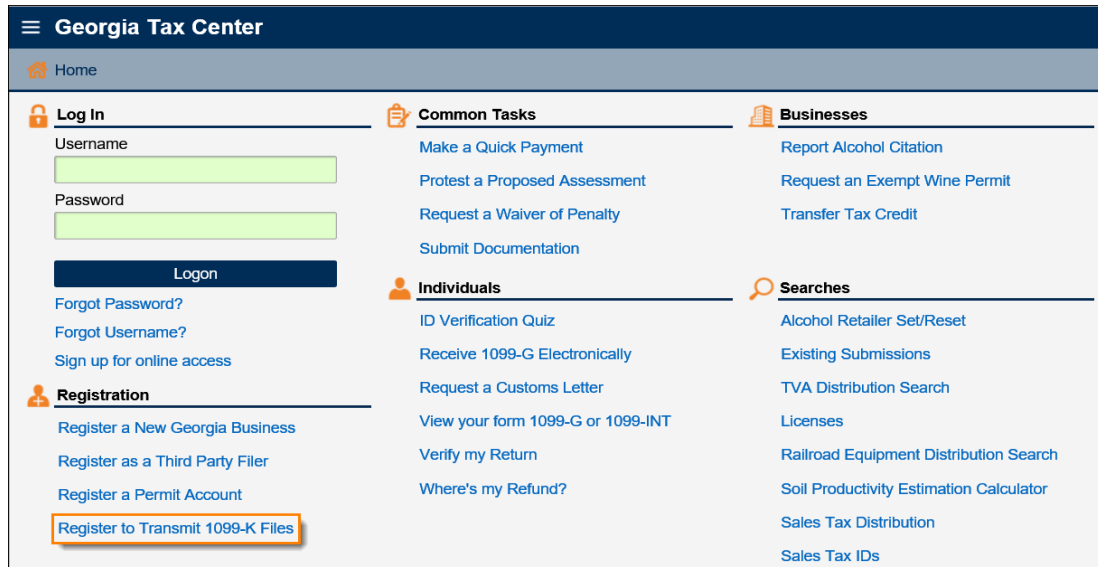


The following documentation provides information on how to submit 1099-K files via the Georgia Tax Center.

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.

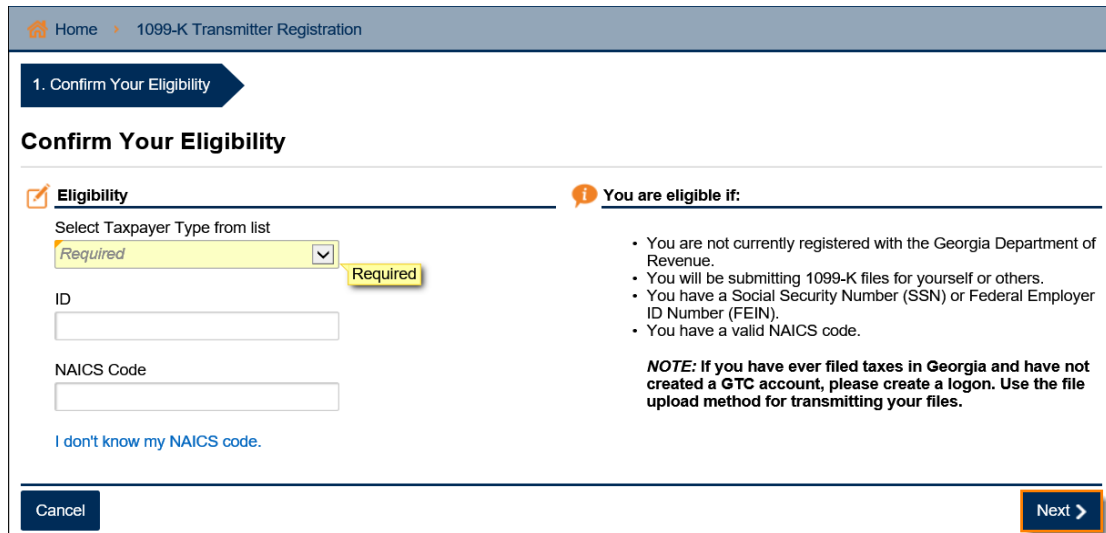
How to Register to Transmit 1099-K Files

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



The screenshot shows the Georgia Tax Center homepage. The 'Registration' section is expanded, and the link 'Register to Transmit 1099-K Files' is highlighted with a red box.

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



The screenshot shows the '1099-K Transmitter Registration' page. The 'Confirm Your Eligibility' step is active. The 'Eligibility' section has a dropdown menu for 'Select Taxpayer Type from list' with 'Required' selected. Below this are input fields for 'ID' and 'NAICS Code', both marked as 'Required'. A 'Next' button is highlighted with a red box.

You are eligible if:

- You are not currently registered with the Georgia Department of Revenue.
- You will be submitting 1099-K files for yourself or others.
- You have a Social Security Number (SSN) or Federal Employer ID Number (FEIN).
- You have a valid NAICS code.

NOTE: If you have ever filed taxes in Georgia and have not created a GTC account, please create a logon. Use the file upload method for transmitting your files.

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.

1. Confirm Your Eligibility
2. Enter Registration Information

Enter Registration Information

Transmitter Information

Doing Business As (if applicable)

Select Title from list

First Name
 Required

Middle Initial

Last Name
 Required

Suffix

Date of Birth
 Required

Incorporation Date
 Required

Business Description
 Required

Contact Information

First Name
 Required

Last Name
 Required

Select Country from list
 USA

Select Phone Type from list
 Required

Area Code

Phone Number

Extension

Cancel
Previous
Next

Taxpayer Type: Individual

1. Confirm Your Eligibility
2. Enter Registration Information

Enter Registration Information

Transmitter Information

Legal Name
 Required

Doing Business As (if applicable)

Incorporation Date
 Required

Business Description
 Required

Contact Information

First Name
 Required

Last Name
 Required

Select Country from list
 USA

Select Phone Type from list
 Required

Area Code

Phone Number

Extension

Cancel
Previous
Next

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

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

Provide Address

Enter your business location address.

Select Country from list
USA

Street
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

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

BUSINESS

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.)
SUITE

Unit # (if Unit Type is selected)
5000

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 SUITE Unit # 5000 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

1800 CENTURY BLVD NE
ATLANTA GA 30345-3202

Select this address

Verified

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Select this address

Verified

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Select this address

Verified

1800 CENTURY PL NE
ATLANTA GA 30345-4301

Select this address

OK

Cancel

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

Is your mailing address the same as your business address?

No

Yes

Cancel

< Previous

Next >

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

1. Confirm Your Eligibility
2. Enter Registration Information
3. Address Information
4. Create a New Login

Create a New Login

Enter login information

Login Required

Password Required

Confirm Password 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

Country Code 1

Select Phone Type from list Required

Phone Number Required

Do you have a second phone number?

No Yes

Country Code 1

Cancel
Previous
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**.

1. Confirm Your Eligibility
2. Enter Registration Information
3. Address Information
4. Create a New Login
5. Authentication Method

Authentication Method

Authentication Options

Choose your authentication method

Text Email **Both**

Email email@email.com

Country USA

Mobile Carrier 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).

Sign up for E-Correspondence

What is the GO GREEN Initiative? The Georgia Department of Revenue would like to communicate with you via electronic correspondence.

Yes, this sounds great! What do I need to do? Simply select "Yes" and we will let you know when you have correspondence to view on GTC. **Sign Up NOW!**

Would you like to sign up for E-Correspondence?

No **Yes**

Cancel
Previous
Next

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

2. Enter Registration Information
 3. Address Information
 4. Create a New Login
 5. Authentication Method
 6. Summary

Summary

✓ **Please Review Your Submission**

✓ **Review Your Address(es)**

Taxpayer Type:
 ID:
 NAICS:
 Legal Name:
 Incorporation Date:
 Business Description:
 Contact Name:
 Phone Number:
 New GTC Login:

Business Address:
 1800 CENTURY BLVD NE STE 5000 ATLANTA GA 30345-3202

Cancel
 < Previous
 Submit


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

×

Are you sure you want to submit this?

Yes
 No

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


Confirmation

Submission Information

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	1099-K Transmitter Registration
Submitted	18-Dec-2019

Your confirmation code is: .

Your request has been submitted and will be processed in the order it was received. If you would like to view your request you can use the 'Existing Submissions' link on the GTC home page. You will need to provide the e-mail address used upon submission of your request and your confirmation code ().

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

Printable View

OK

Print Confirmation

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...](#)



Georgia Tax Center Settings Help Log Off

Home

Ligon Alerts **I Want To**

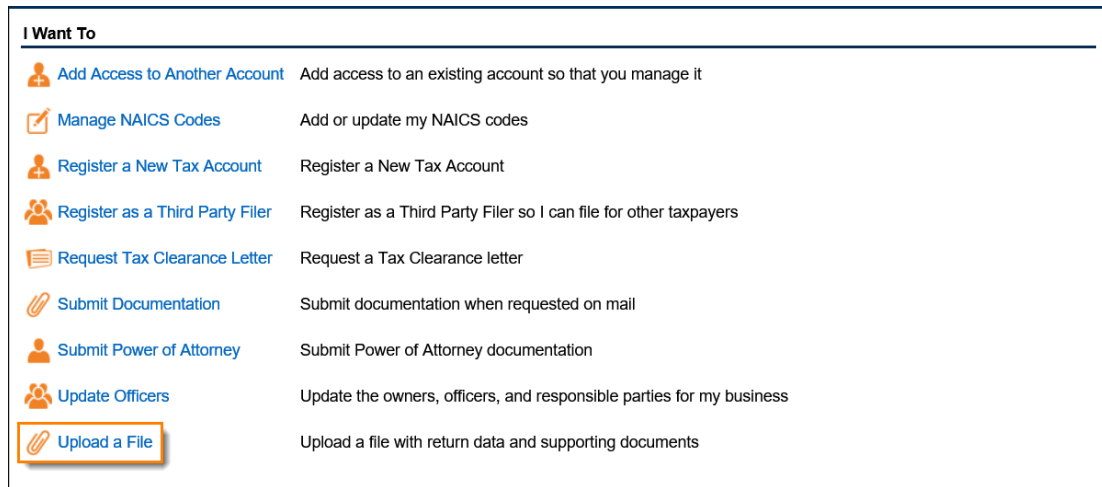
Last logged on
Balance: \$0.00

There are no alerts

Manage payments and returns
Make a payment
Manage my credits
Request payment plan
Request sales tax exemptions
[See more links...](#)

Accounts Submissions Correspondence Names and Addresses Logons

3. Click [Upload a File](#).



I Want To

[Add Access to Another Account](#) Add access to an existing account so that you manage it

[Manage NAICS Codes](#) Add or update my NAICS codes

[Register a New Tax Account](#) Register a New Tax Account

[Register as a Third Party Filer](#) Register as a Third Party Filer so I can file for other taxpayers

[Request Tax Clearance Letter](#) Request a Tax Clearance letter

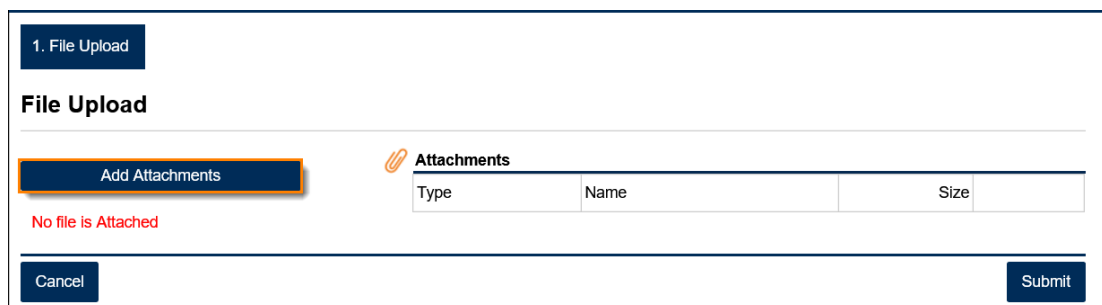
[Submit Documentation](#) Submit documentation when requested on mail

[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

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



1. File Upload

File Upload

[Add Attachments](#)

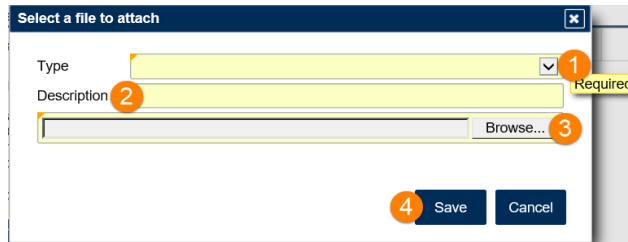
No file is Attached

Attachments

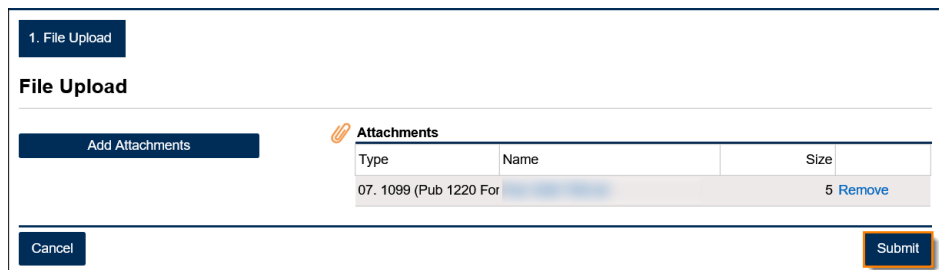
Type	Name	Size
------	------	------

Cancel Submit

- 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.

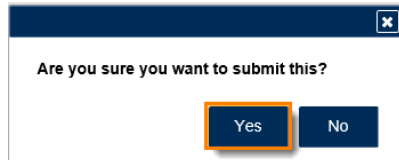


- Click the **Submit** button.

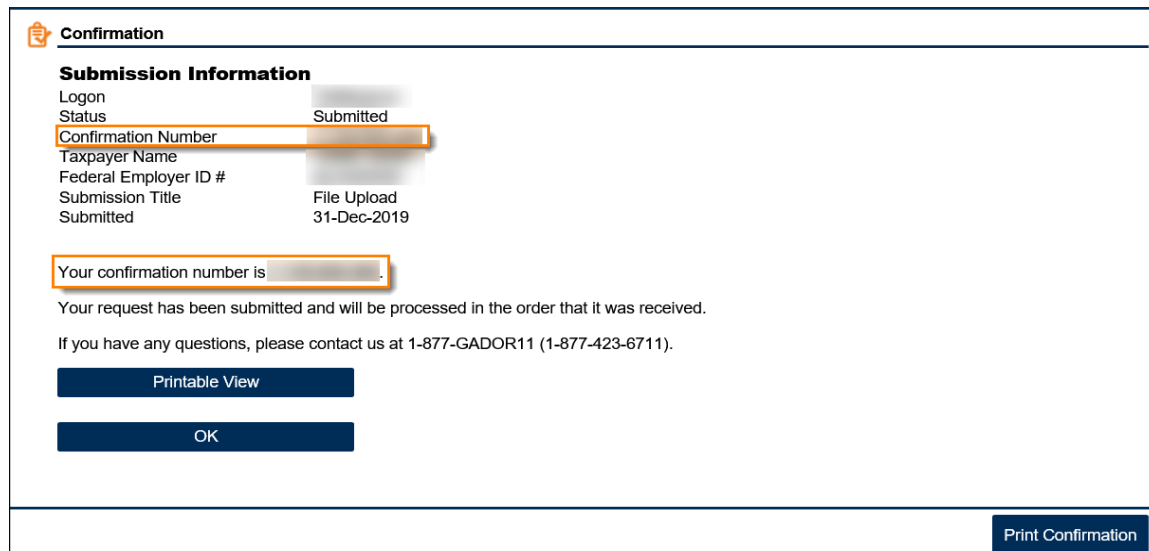


Type	Name	Size	
07. 1099 (Pub 1220 For...			5 Remove

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



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



Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Submission Title	File Upload
Submitted	31-Dec-2019

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](#)