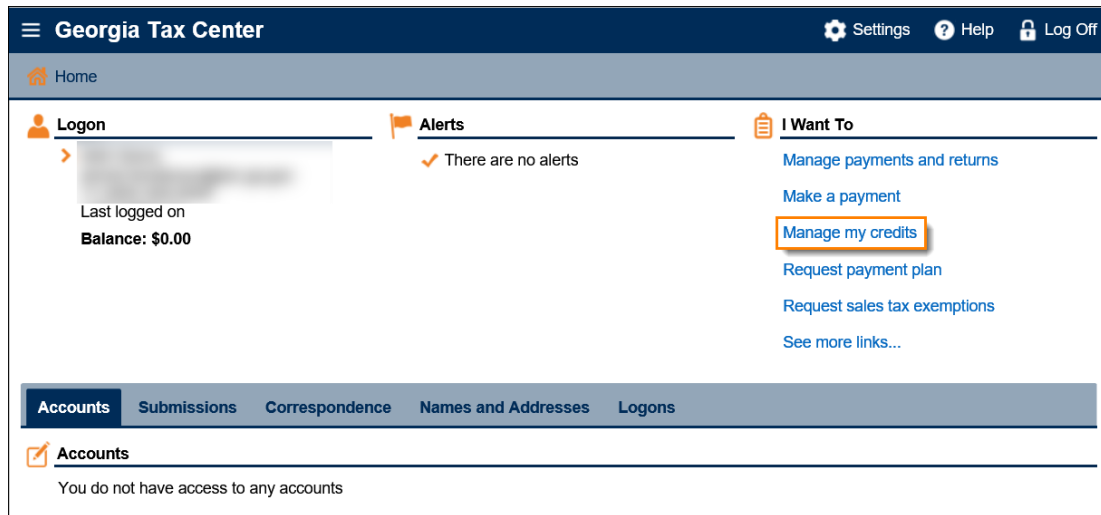


House Bill 217 made changes to the Student Scholarship Organization (SSO) donation report. Reports for tax year 2019 and forward must be submitted using the new web request **Submit SSO Report 2019**. Reports for tax years prior to 2019 will continue to use the **Submit SSO Report** web request.

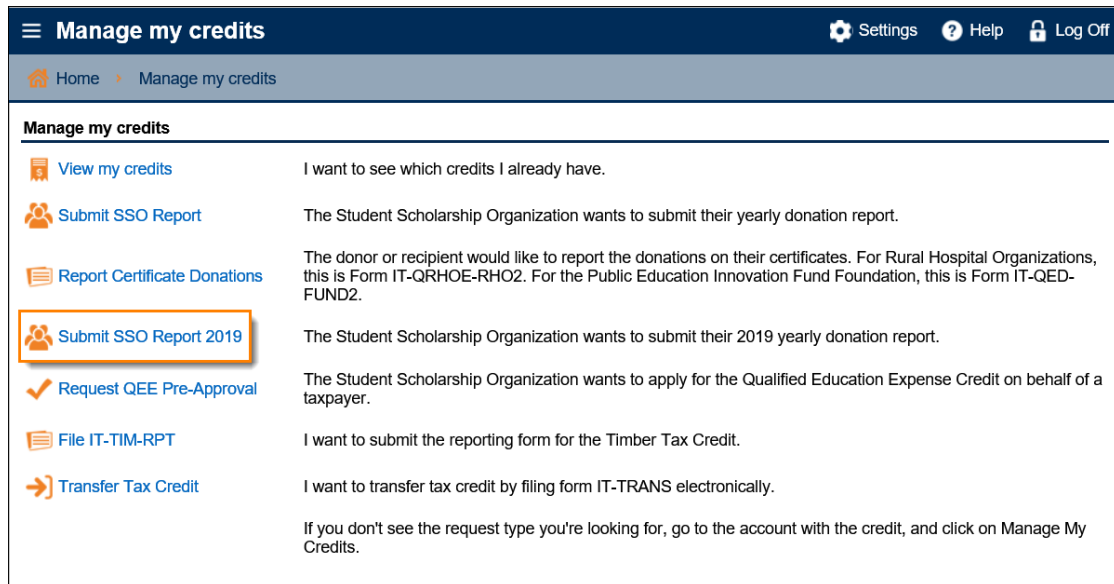
NOTE: The below steps cover importing the report into the web request. Information can also be directly keyed into the fields on the web request.

How to Import the SSO Donation Report

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Under the **I Want To** section, click **Manage my credits**.

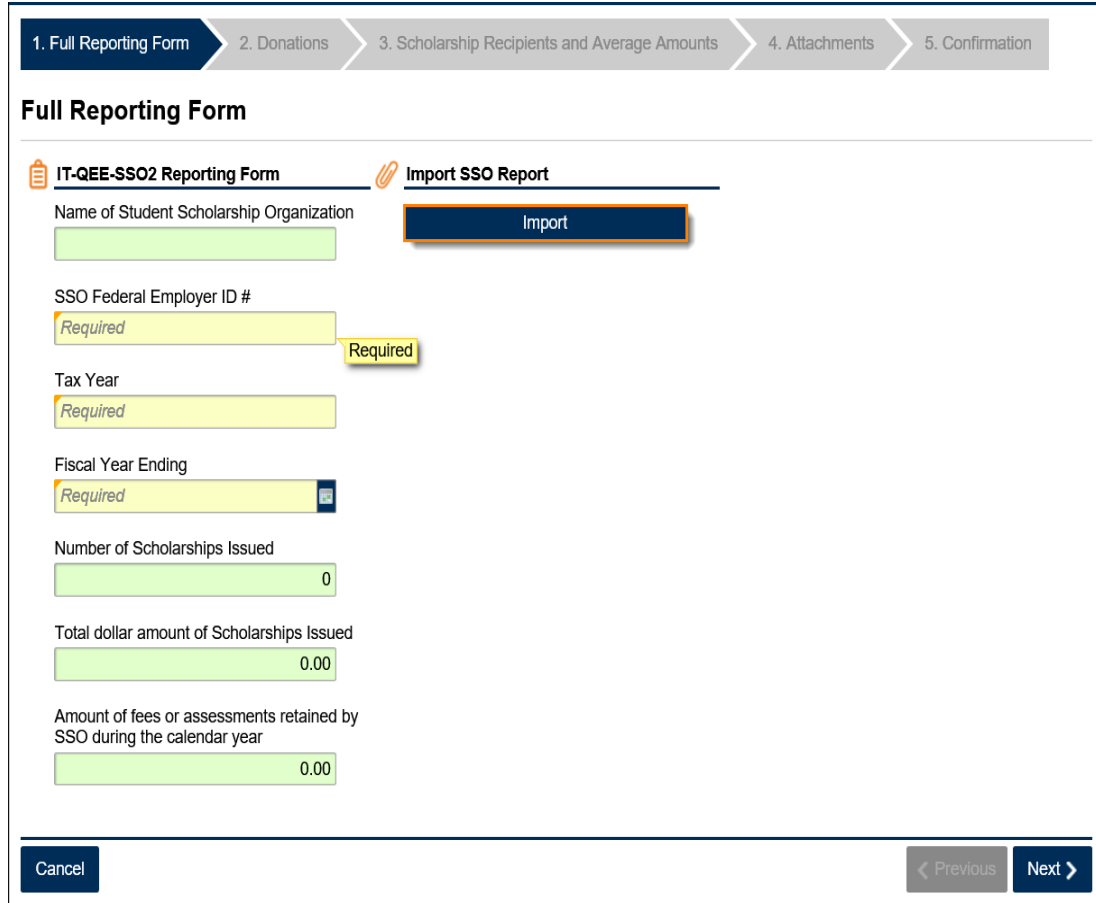


3. Click **Submit SSO Report 2019**.



4. Click the **Import** button.

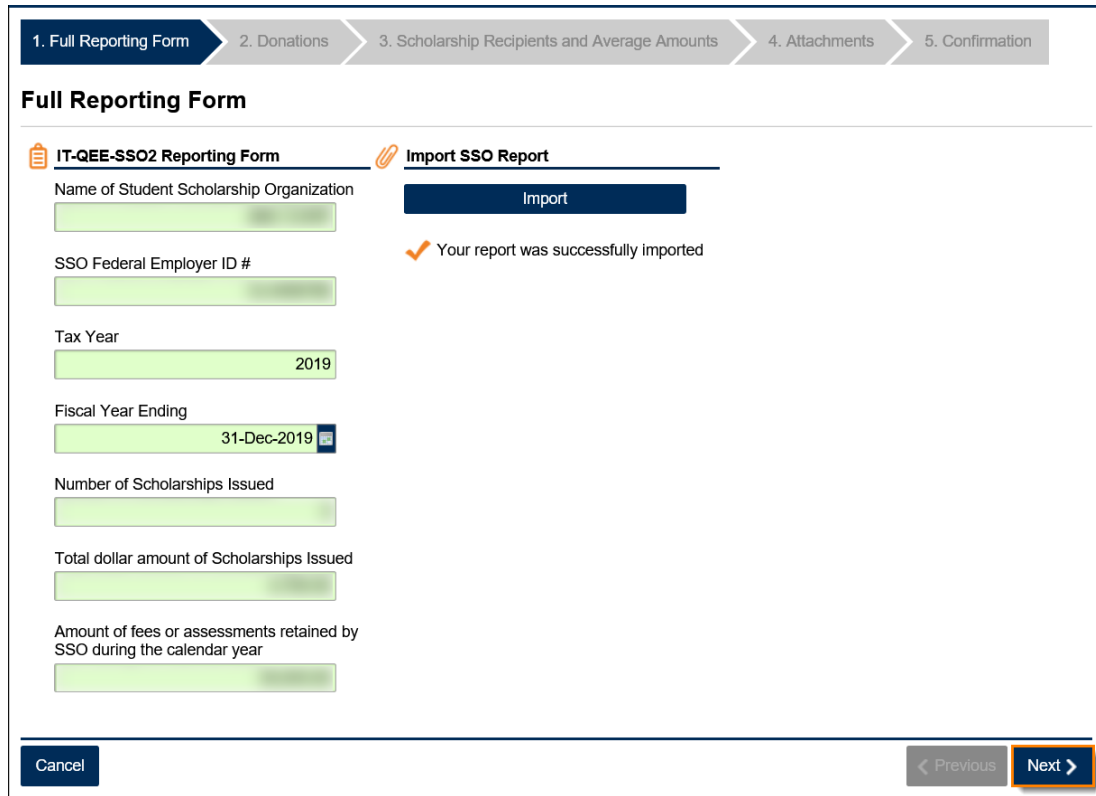
NOTE: A copy of the template can be obtained by emailing Ashley.Wright@dor.ga.gov.



5. Click the **Browse** button to locate the completed SSO Report template on your computer. Click the **Import** button.



- Verify the information from the template populated correctly into the form. Click **Next**.



The screenshot shows the 'Full Reporting Form' step in a multi-step process. The progress bar at the top indicates the current step is 1. Full Reporting Form, with subsequent steps being 2. Donations, 3. Scholarship Recipients and Average Amounts, 4. Attachments, and 5. Confirmation.

Full Reporting Form

IT-QEE-SSO2 Reporting Form

Name of Student Scholarship Organization:

SSO Federal Employer ID #:

Tax Year:

Fiscal Year Ending:

Number of Scholarships Issued:

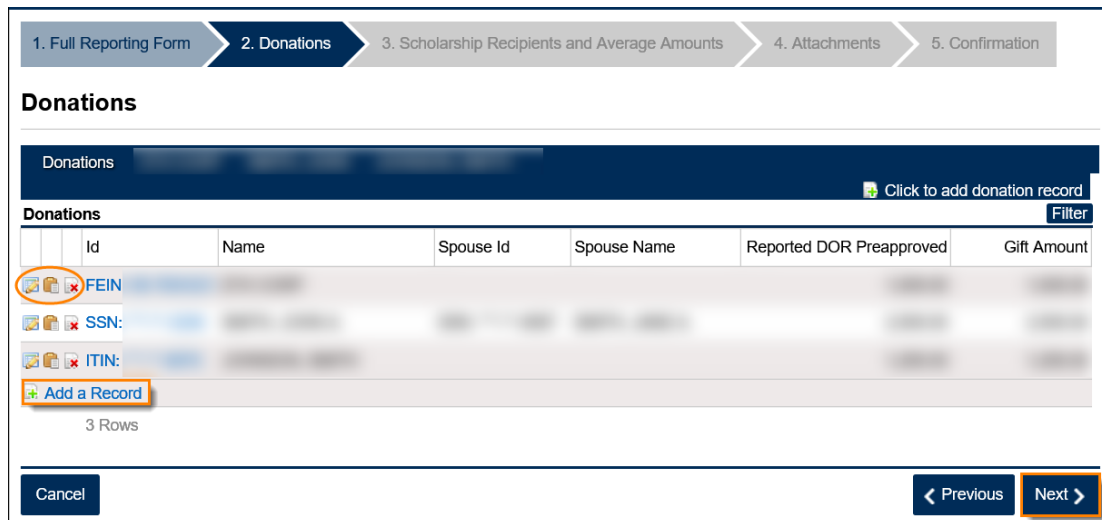
Total dollar amount of Scholarships Issued:

Amount of fees or assessments retained by SSO during the calendar year:

Import SSO Report

✓ Your report was successfully imported

- The figures on the template will populate into the table on the **Donations** screen. Existing entries can be copied, deleted, or edited. A new entry can be added by clicking **Add a Record**. Click the **Next** button.



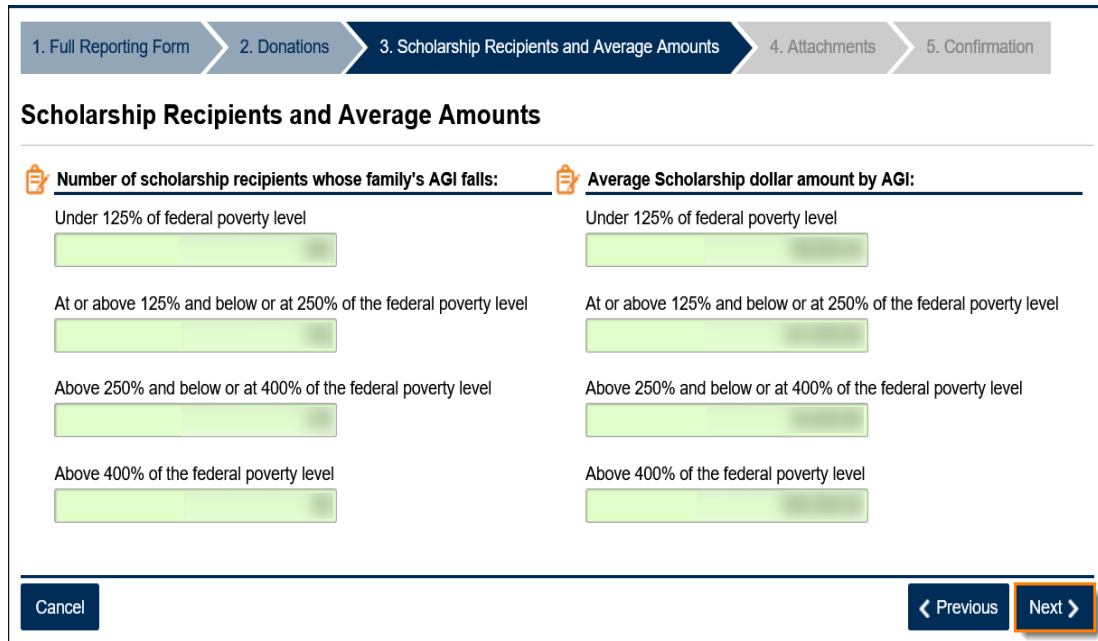
The screenshot shows the 'Donations' screen in the SSO Donation Report process. The progress bar at the top indicates the current step is 2. Donations, with previous steps being 1. Full Reporting Form, 3. Scholarship Recipients and Average Amounts, 4. Attachments, and 5. Confirmation.

Donations

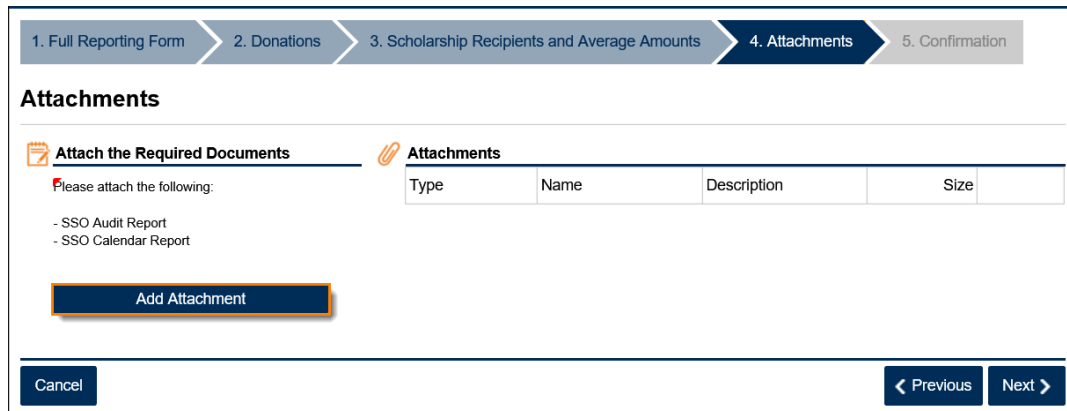
	Id	Name	Spouse Id	Spouse Name	Reported DOR Preapproved	Gift Amount
<input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>	FEIN					
<input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>	SSN:					
<input type="button" value="Copy"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/>	ITIN:					

3 Rows

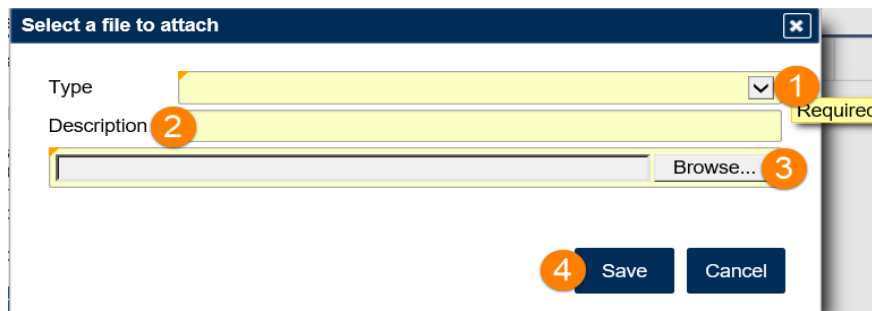
8. Verify the information from the template populated correctly into the form. Click **Next**.



9. Click the **Add Attachment** button to upload the required documentation: SSO Audit Report and the SSO Calendar Report.



10. Select the **Type** of attachment and enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.



11. Repeat steps 9 and 10 until all attachments are added. Click the **Next** button.

1. Full Reporting Form
2. Donations
3. Scholarship Recipients and Average Amounts
4. Attachments
5. Confirmation

Attachments

Attach the Required Documents

Please attach the following:

- SSO Audit Report
- SSO Calendar Report

[Add Attachment](#)

Attachments

Type	Name	Description	Size
SSO Audit Report	SSO Audit Report.docx	audit report	18 Remove
SSO Calendar Rep	SSO Calendar Report.d	SSO Calendar Report	18 Remove

2 Rows

[Cancel](#)

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

12. Review the summary page. Click the **Submit** button once you're ready to submit.

1. Full Reporting Form
2. Donations
3. Scholarship Recipients and Average Amounts
4. Attachments
5. Confirmation

Confirmation

2019 IT-QEE-SSO2 Reporting Form

SSO Name: [blurred]

SSO FEIN: [blurred]

Tax Year: [blurred]

Fiscal Year End: [blurred]

Number of Donations: [blurred]

Donation Amount: [blurred]

Number of Scholarships: [blurred]

Scholarship Amount Issued: [blurred]

Fees Retained by SSO: [blurred]

Number of scholarship recipients whose family's AGI falls:

Under 125% of federal poverty level: [blurred]

At or above 125% and below or at 250% of the federal poverty level: [blurred]

Above 250% and below or at 400% of the federal poverty level: [blurred]

Above 400% of the federal poverty level: [blurred]

Average Scholarship dollar amount by AGI:

Under 125% of federal poverty level : [blurred]

At or above 125% and below or at 250% of the federal poverty level: [blurred]

Above 250% and below or at 400% of the federal poverty level: [blurred]

Above 400% of the federal poverty level: [blurred]

Donations [Filter](#)

Id	Name	Spouse Id	Spouse Name	Reported DOR Preapproved	Gift Amount
FEIN:	[blurred]				
SSN:	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]
ITIN:	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

3 Rows

Attachments

Attachment Count: 2

[Cancel](#)

[Previous](#)
[Submit](#)

13. Click **Yes** to confirm.

✕

Are you sure you want to submit this?

Yes

No

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

Confirmation Settings Help Log Off

[Home](#) > [Manage my credits](#) > [SSO Report](#) > [Confirmation](#)

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
STI	
Submission Title	
Submitted	19-Dec-2019

Your confirmation number is [REDACTED].

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](#)