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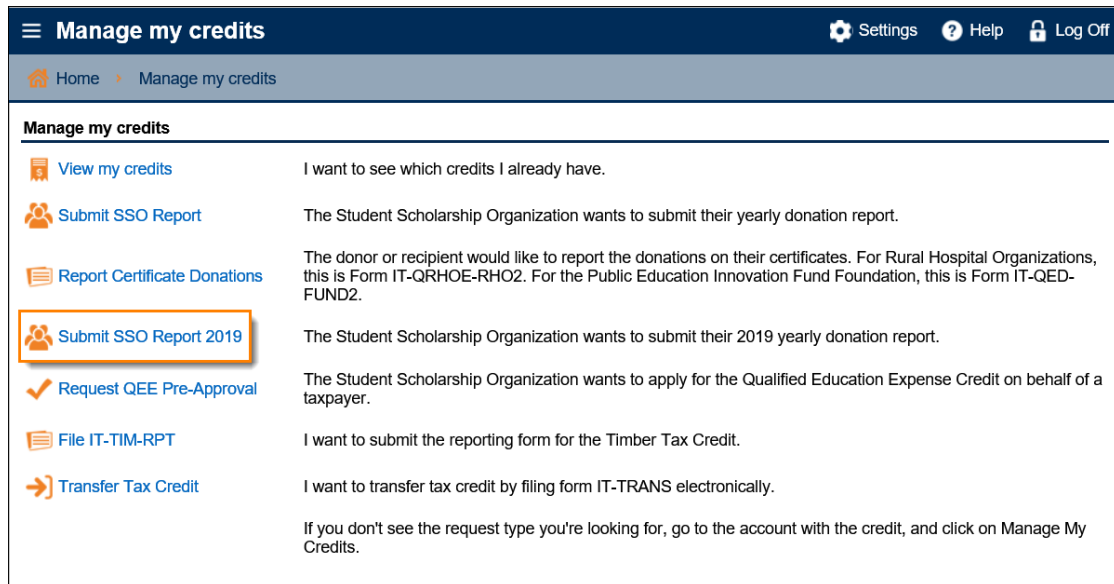
**NOTE:** The below steps cover importing the report into the web request. Information can also be directly keyed into the fields on the web request.

### How to Import the SSO Donation Report

1. Log into the GTC website (https://gtc.dor.ga.gov).

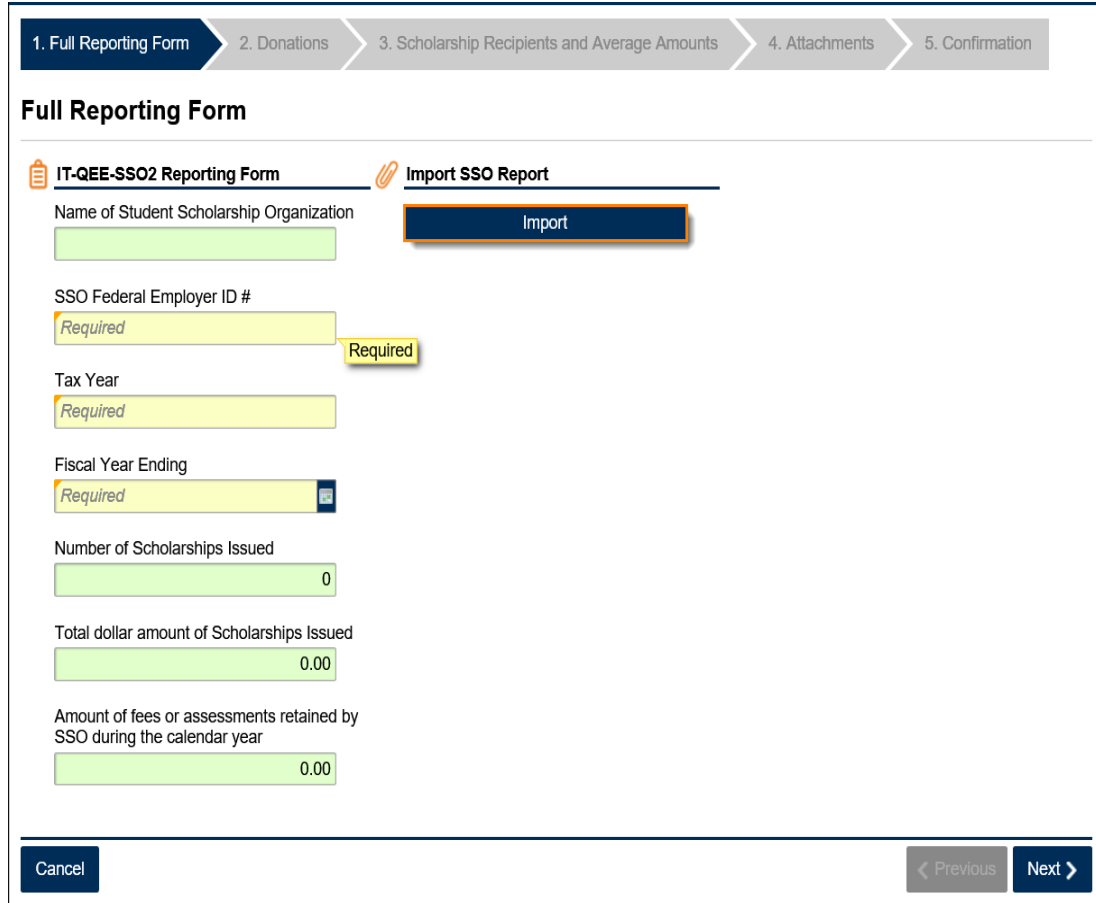2. Under the **I Want To** section, click **Manage my credits**.
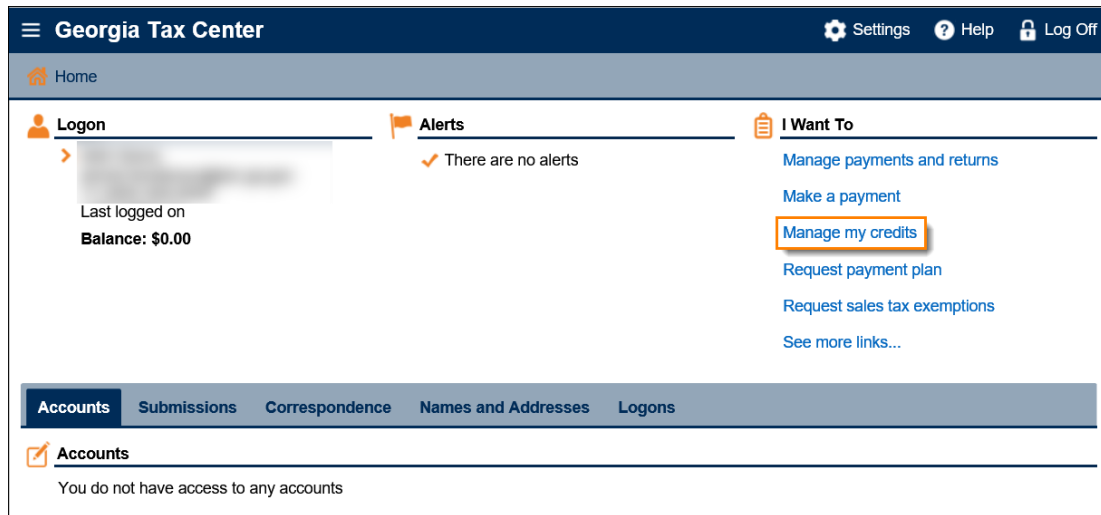


3. Click **Submit SSO Report 2019**.

4. Click the **Import** button.

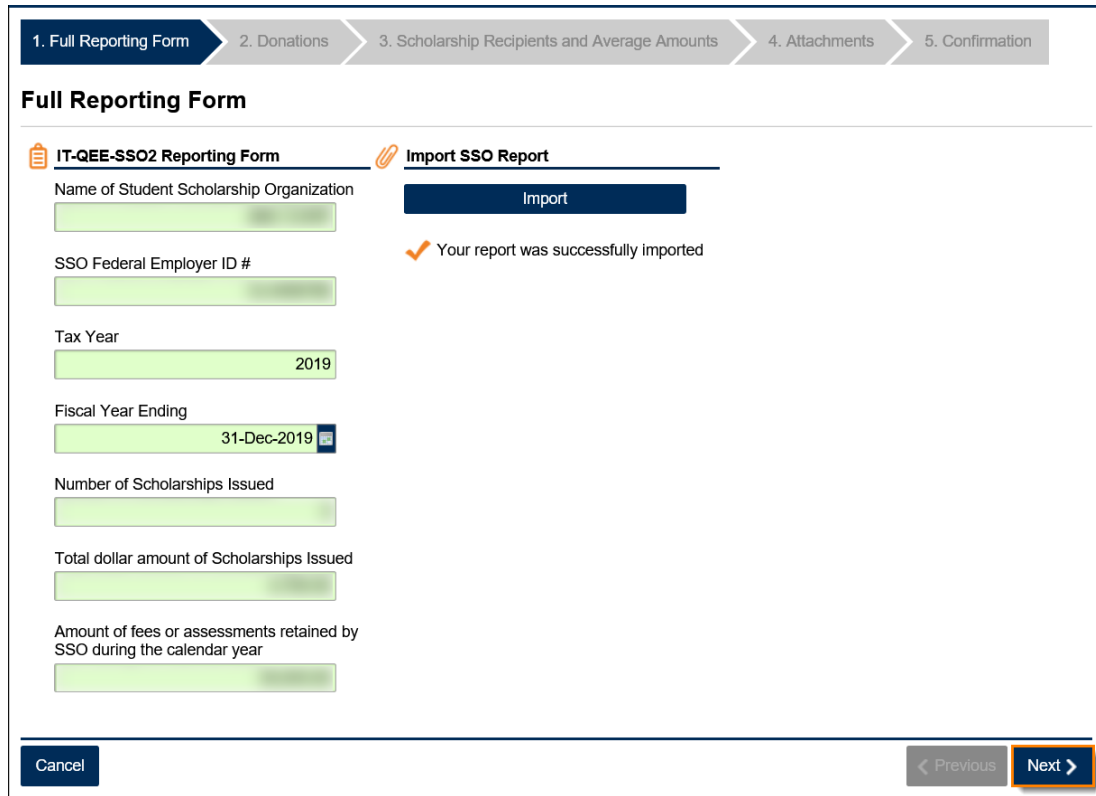   **NOTE:** A copy of the template can be obtained by emailing Ashley.Wright@dor.ga.gov.

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

**Full Reporting Form**

IT-QEE-SSO2 Reporting Form     Import SSO Report

Name of Student Scholarship Organization

[   ]

Import

SSO Federal Employer ID #

[ Required ]   Required

Tax Year

[ Required ]

Fiscal Year Ending

[ Required ]

Number of Scholarships Issued

[    0 ]

Total dollar amount of Scholarships Issued

[    0.00 ]

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

[    0.00 ]

Cancel     Previous   Next

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

**Select a file to import:**

[   ] ① Browse...

② Import   Cancel

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

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

**Full Reporting Form**

IT-QEE-SSO2 Reporting Form

Name of Student Scholarship Organization

SSO Federal Employer ID #

Tax Year
2019
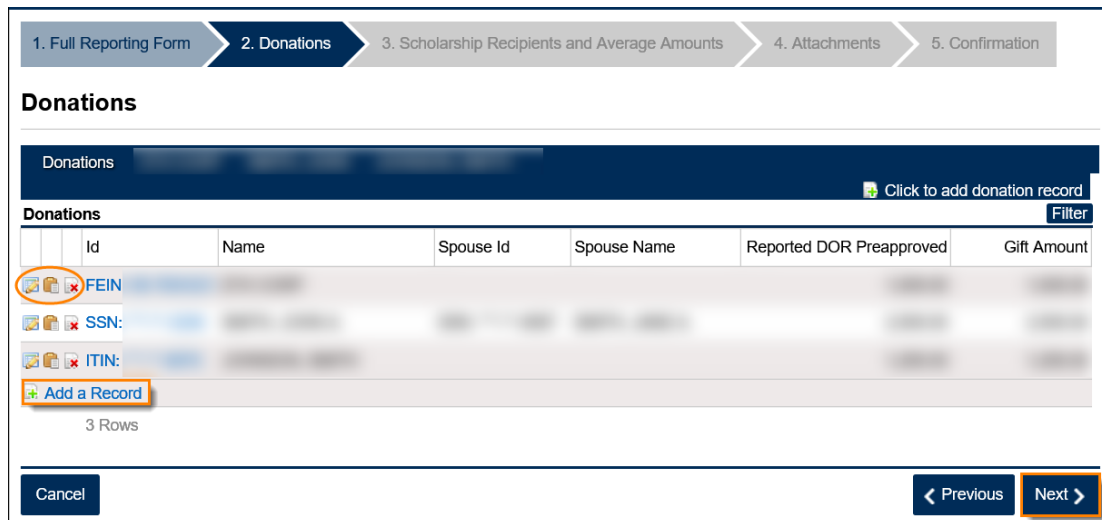
Fiscal Year Ending
31-Dec-2019

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

Import

✔ Your report was successfully imported

Cancel                                          Previous    Next ❯

7. 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.

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

**Donations**

Donations

🖼 Click to add donation record

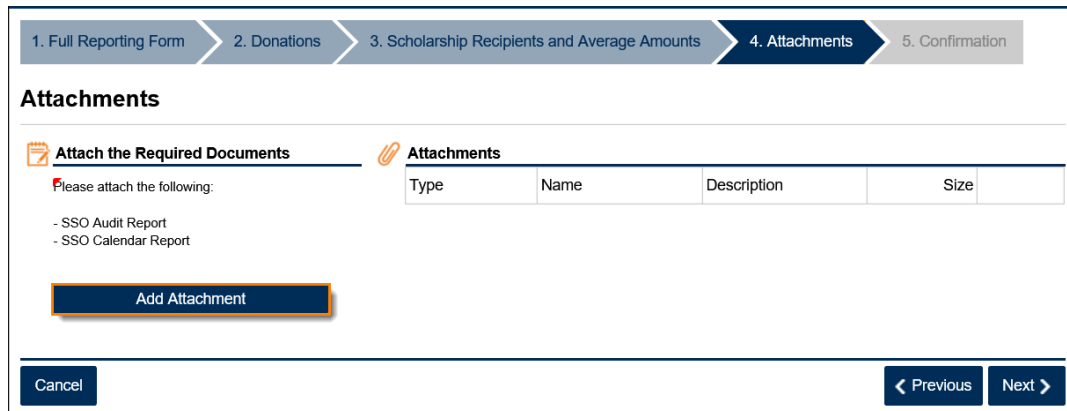Donations                                                                                      Filter

| | Id | Name | Spouse Id | Spouse Name | Reported DOR Preapproved | Gift Amount |
|---|---|---|---|---|---|---|
| 🖼📋✖ | FEIN | | | | | |
| 🖼📋✖ | SSN: | | | | | |
| 🖼📋✖ | ITIN: | | | | | |
| ➕ Add a Record | | | | | | |

3 Rows

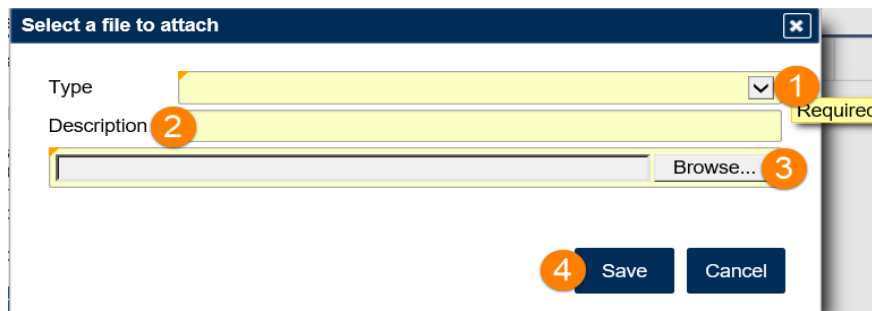Cancel                                          Previous    Next ❯

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.



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



13. Click **Yes** to confirm.

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