



# State of Georgia Department of Revenue

## Instructions

1. Download (free) the latest version of Adobe Reader.  
[adobe.com/products/acrobat/readstep2.html](http://adobe.com/products/acrobat/readstep2.html)
2. Complete the worksheet below to automatically create your return.
3. Click the "Print" button to print a completed G-7 QUARTERLY RETURN for QUARTERLY PAYER return.
4. Sign and date the return.
5. Cut the return along the dotted line. Mail only the return and payment (if required) to the address on the return.

**DO NOT** fold, staple or paper clip items being mailed.

**DO NOT** mail in the worksheet, keep this for your records.

G-7 Quarterly Return for Quarterly Payer Worksheet					
<b>1. GA Withholding ID:</b>		<b>2. FEI Number:</b>			
<b>3. Name:.....</b>					
<b>4. Street Address Line 1:</b>					
<b>5. Street Address Line 2:</b>					
<b>6. City:</b>		<b>7. State:</b>		<b>8. Zip:</b>	-
<b>9. Telephone Number:</b>					
<b>10. <input type="checkbox"/> Amended Return</b>					
<b>11. Please Select Tax Period:.....</b>					
<b>12. Tax Withheld This Period:.....</b>					
<b>13. Adjustment To Tax:.....</b>					
<b>14. Tax Due (Line 13 + or – Line 14):.....</b>					
<b>15. Tax Paid:.....</b>					
<b>16. Amount Enclosed:.....</b>					
<b>17. Explanation For Adjustment (99 Characters):</b>					

## Instructions for Completing the G-7 Quarterly Return for the Quarterly Payer

- **Form G-7 MUST be filed**, even if no tax was withheld for a particular quarter.
- If the due date falls on a weekend or holiday, the tax shall be due on the next day that is not a weekend or holiday.
- Enter the "Tax Withheld", "Tax Due", and "Tax Paid" in the appropriate blocks.
- Enter the payment amount in the "Amount Paid" section.
- If applicable, enter any adjustment amount in the "Adjustment to Tax" block. This block should be used when using a credit from a prior period or paying additional tax due for a period. Explain adjustments in the indicated area of the form.
- Submit Form G-7 on or before the last day of the month following the quarter. Late returns will be assessed a penalty equal to \$25.00 plus 5% of the total tax withheld on the return each month the return is late, not to exceed \$25.00 plus 25% of the total tax withheld on the return.
- Do not use this form for nonresident withholding; use Form G-7 NRW.
- Mail this completed form with your payment to:

**Processing Center  
 Georgia Department of Revenue  
 PO Box 105544  
 Atlanta, Georgia 30348-5544**

- Contact the Withholding Tax Unit at **1-877-GADOR11 (1-877-423-6711)** if you need additional information or assistance.

**PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only voucher and payment.  
 PLEASE DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL CHECK STUBS.**

- Cut on dotted line -

■ **G-7 QUARTERLY RETURN**  
 FOR QUARTERLY PAYER (Rev. 03/23/18)

Name and Address: ■



1900704016

Amended Return

GA Withholding ID	FEI Number	Period Ending	Due Date	Vendor Code <b>040</b>
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**PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.**

PROCESSING CENTER  
 GEORGIA DEPARTMENT OF REVENUE  
 PO BOX 105544  
 ATLANTA GA 30348-5544

Tax withheld this period	Explanation of adjustments
Adjustment to tax	
Tax Due (Line 1 + or - Line 2)	Under penalty of perjury, I declare that this return has been examined by me and to the best of my knowledge and belief it is true, correct and complete.
Tax Paid	Signature <span style="float: right;">Title</span>
	Telephone <span style="float: right;">Date</span>

Amount Paid \$ ■