



## Georgia Department of Revenue Reporting Agent Authorization

Submit this form through GTC ([gtc.dor.ga.gov/](http://gtc.dor.ga.gov/)) or to the Department Division handling your inquiry.

**Section 1 Taxpayer Information**

Taxpayer's Legal Name (as distinguished from Trade Name or D/B/A)

Taxpayer's Trade Name or D/B/A

Federal Employer Identification Number (FEIN)

Mailing Address

Primary Contact Name

Telephone Number

Email Address

**Section 2 Reporting Agent Information**

Entity Name

Federal Employer Identification Number (FEIN)

Mailing Address

Primary Contact Name

Telephone Number

Email Address

**Section 3 Authorization of Reporting Agent to Sign and File Returns** (Caution: See *Authorization Agreement* below.)

Use the lines below to indicate the tax type(s) and period(s) for which the reporting agent is authorized to file returns on your behalf. See the instructions for how to enter the month and year. Once this authority is granted, it is effective until revoked by the taxpayer/reporting agent.

**Tax Type:**      Sales & Use Tax      Withholding      IFTA/Motor Fuel      Other Tax Type: \_\_\_\_\_

**Tax Period:**      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Section 4 Authorization of Reporting Agent to Make Deposits and Payments** (Caution: See *Authorization Agreement* below.)

Use the lines below to indicate the tax type(s) and period(s) for which the reporting agent is authorized to make deposits and payments on your behalf. See the instructions for how to enter the month and year. Once this authority is granted, it is effective until revoked by the taxpayer/reporting agent.

**Tax Type:**      Sales & Use Tax      Withholding      IFTA/Motor Fuel      Other Tax Type: \_\_\_\_\_

**Tax Period:**      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Section 5 Disclosure of Information to Reporting Agents**

Check here to authorize the reporting agent to discuss confidential taxpayer information as well as notices and communications from the Department of Revenue related to the authorization(s) granted in Section 3 and 4:

**Section 6 Authorization Agreement**

I understand that this agreement does not relieve me, as the taxpayer, of the responsibility to ensure that all tax returns are filed, that all deposits and payments are made, and that I may enroll in the Georgia Tax Center (GTC) to view deposits and payments made on my behalf. **I understand that by signing below, I authorize any employee of the reporting agent listed in Section 2 (not just the primary contact) to take the selected actions on my behalf.** If Section 3 is completed, the reporting agent named above is authorized to sign and file the returns indicated, beginning with the period indicated. If any starting dates in Section 4 are completed, the reporting agent named above is authorized to make deposits and payments beginning with the period indicated. **Any authorization granted remains in effect until it is revoked by the taxpayer or reporting agent.** Disclosure authority is effective upon signature of taxpayer and receipt of Form RD-1063 by the Department. If signed by a corporate officer, partner, member, trustee, or executor/executrix on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer. I understand that to willfully prepare or present a document that is fraudulent or false is a felony under O.C.G.A. § 16-10-20.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Purpose of Form**

A taxpayer should use Form RD-1063 to designate a business entity as the taxpayer's reporting agent. The Form RD-1063 authorizes the reporting agent (and any employee of such reporting agent) to:

- Sign and file certain returns;
- Make deposits and payments for certain returns; and/or
- Discuss confidential taxpayer information as well as notices and communications from the Department of Revenue related to the authorization(s) granted in Sections 3 and 4. Notices and communications will be sent to the taxpayer, not the reporting agent. The reporting agent may access copies of taxpayer notices and communications via third party access to the taxpayer's account through the Georgia Tax Center (GTC).

Note: An authorization does not relieve the taxpayer of the responsibility (or from liability for failing) to ensure that all tax returns are filed timely and that all tax deposits and tax payments are made timely.

**Filing Instructions**

Taxpayers should submit Form RD-1063 by uploading through GTC ([gtc.dor.ga.gov](http://gtc.dor.ga.gov)) or by sending to the Department employee handling your inquiry.

To upload to GTC: (1) Login, (2) Under "I Want To" select "See More Links", (3) Select "Submit Power of Attorney", and (4) Follow the prompts to upload the Form RD-1063.

**Revocation**

If you have a valid Form RD-1063 on file with the Department, the filing of a new Form RD-1063 revokes the authority of the prior reporting agent beginning with the period indicated on the new Form RD-1063. The prior reporting agent is still an authorized reporting agent and retains any previously granted disclosure authority for the periods prior to the beginning period of the new reporting agent's authorization unless specifically revoked.

If the taxpayer or reporting agent wants to revoke an existing authorization, upload a copy of the previously executed Form RD-1063 to GTC with "REVOKE" clearly written on the top of the form. If you do not have a copy of the authorization you want to revoke, upload a statement of revocation to GTC. The statement of revocation must indicate the name of each reporting agent whose authority is revoked.

**Specific Instructions****Section 1 – Taxpayer Information**

Enter the legal entity name, any trade names or D/B/As, contact information, and the Federal Employer Identification Number (FEIN) of the taxpayer.

**Section 2 – Reporting Agent Information**

Enter the reporting agent entity name, contact information, and the FEIN for the entity. While a business entity should be listed as the reporting agent, a primary contact must be listed for the Department to contact regarding this Form.

**Section 3 – Authorization of Reporting Agent to Sign and File Returns**

Enter the tax type(s) and beginning period(s) for which the authorization to sign and file returns on behalf of the taxpayer is being granted. Use the "MM/YYYY" format for monthly or quarterly tax returns, where "MM" is the month, or ending month of the quarter, the named reporting agent is initially authorized to sign and file tax

returns for the taxpayer. For example, enter “09/2014” in the line to indicate you are authorizing the named reporting agent to sign and file returns for the July–September quarter of 2014 and subsequent quarters.

#### **Section 4 – Authorization of Reporting Agent to Make Deposits and Payments**

Enter the tax type(s) and period(s) or year(s) for which the authorization to make deposits and payments on behalf of the taxpayer is being granted. Use the “MM/YYYY” format for monthly or quarterly tax returns, where “MM” is the month or ending month of the quarter the named reporting agent is authorized to make deposits or payments for the taxpayer. For example, enter “09/2014” in the line to indicate you are authorizing the named reporting agent to make deposits or payments for the July–September quarter of 2014 and subsequent quarters.

#### **Section 5 – Disclosure of Information to Reporting Agents**

The Department will only discuss and/or disclose taxpayer information for the tax type(s) and period(s) listed. The Department will not send copies of notices or other communications to the reporting agent. To access copies of taxpayer notices and communications, the reporting agent must have third party access to the taxpayer’s account through GTC.

#### **Section 6 – Authorization Agreement**

An authorized representative of the taxpayer must sign in Section 6 for Form RD-1063 to be effective. The table below shows who should sign for each type of taxpayer:

<b>Business Entity</b>	<b>Who Must Sign</b>
Sole Proprietorship	The individual who owns the business.
Corporations	A corporate officer with the authority to sign.
Partnerships	A partner having authority to act in the name of the partnership must sign.
Limited Liability Companies	A member having authority to act in the name of the company must sign.
Trusts	A trustee must sign.
Estates	An executor/ executrix or the personal representative of the estate must sign.

Once Form RD-1063 is signed, any authority granted is effective beginning with the period indicated and continues indefinitely unless revoked by the taxpayer or reporting agent. A new authorization must be submitted to the Department for any increase or decrease in the authority of a reporting agent to act for its client. Any authority granted on Form RD-1063 does not revoke and has no effect on any authority granted on any Power of Attorney (Form RD-1061) or Disclosure Authorization (Form RD-1062) filed with the Department.