Adding Access to a Withholding Film Tax Account

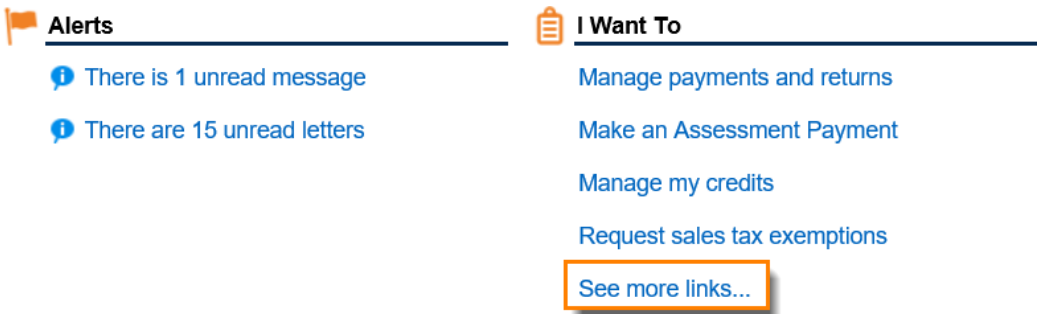
The following documentation provides information on how to add access to a withholding film tax account via the Georgia Tax Center.

Note:

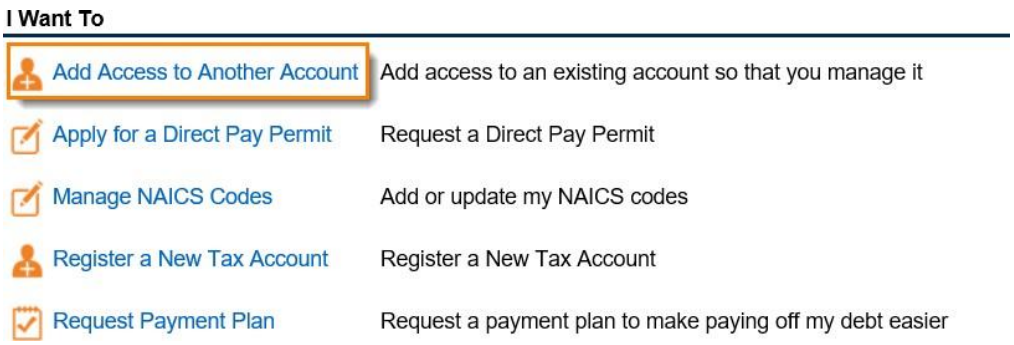
- The following information is for Third Party Filers
- Please make sure you know the zip code of the location address and the withholding number

How to Add Access to a Withholding Film Tax Account

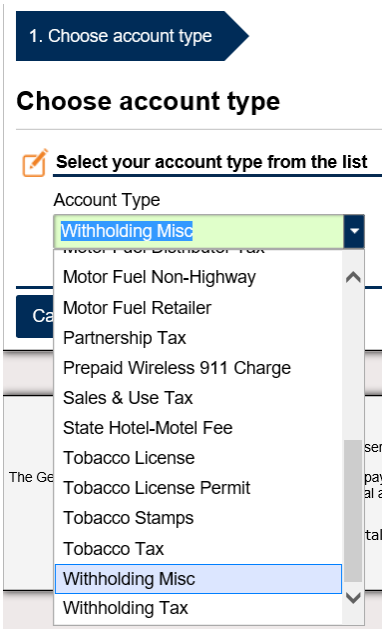
1. Log into GTC (https://gtc.dor.ga.gov/).
2. Click the **See more links...** hyperlink.



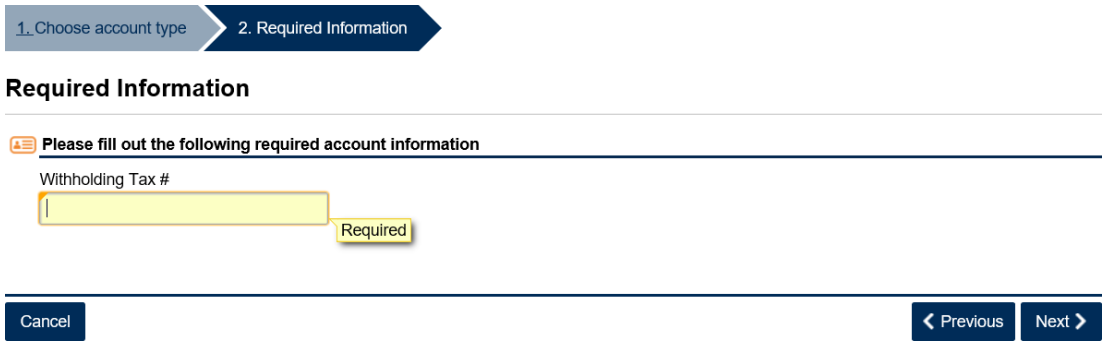
3. Click **Add Access to Another Account** hyperlink.



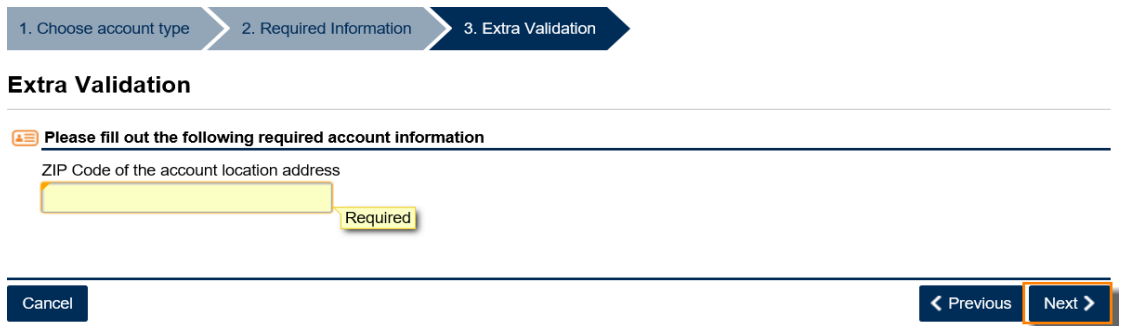
4. Choose **Withholding Misc** as the account type from the dropdown menu, then click **Next**.



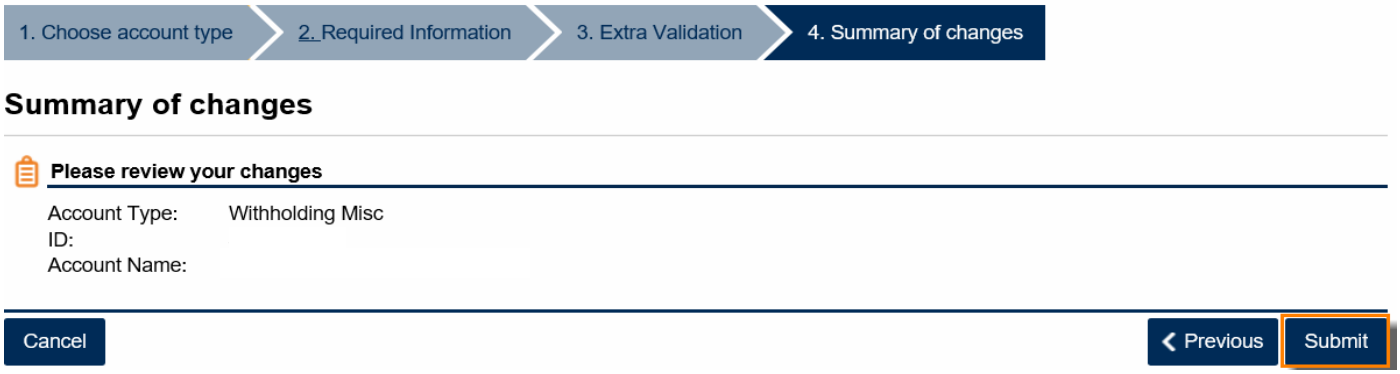
5. Enter the **Withholding Tax #** for the account you are requesting access, click **Next**.



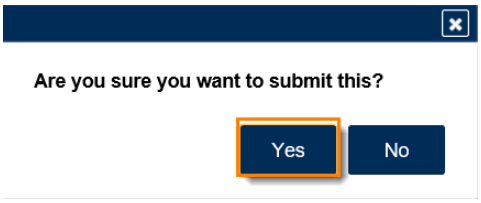
6. Enter the **Zip Code** for the account then click **Next**.



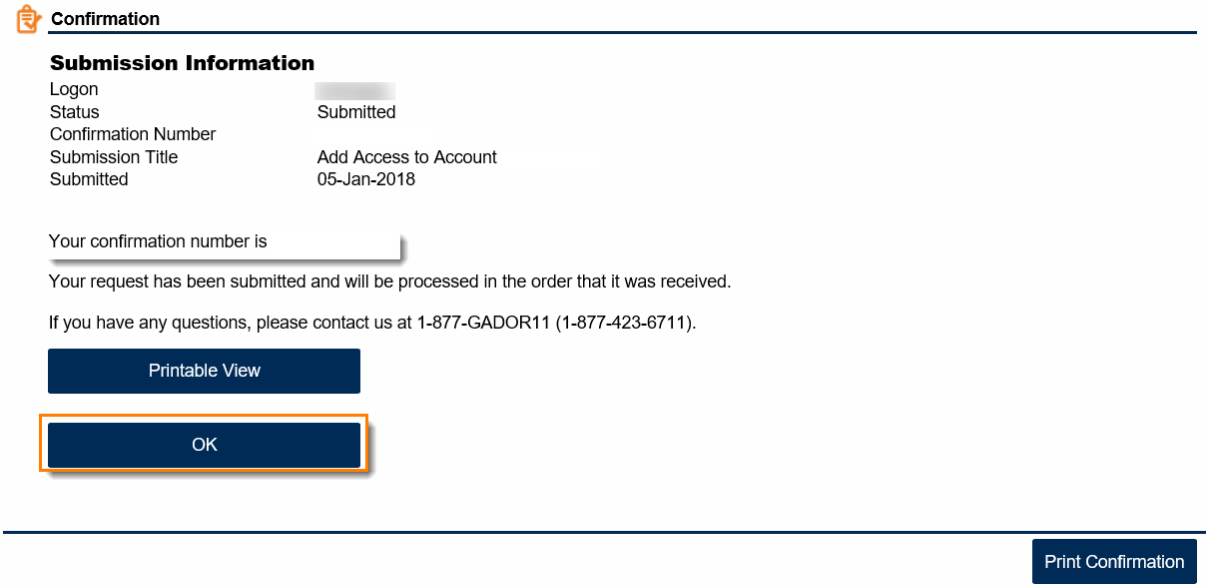
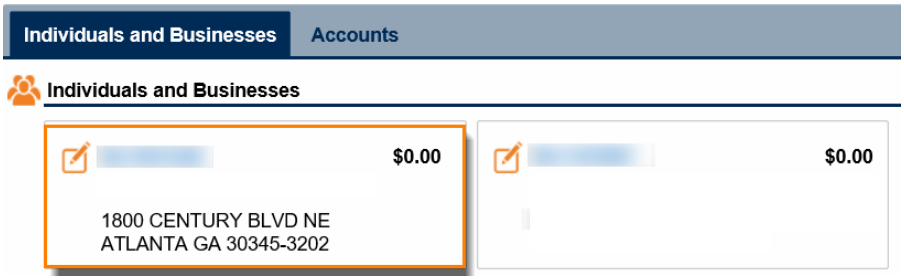
7. Please review the **Summary of changes** form then click **Submit**.



8. Confirm that you want to submit the request by clicking **Yes**.



9. Write down the **confirmation number** or print the confirmation page for your records then click **OK**.



10. After the request is processed, log into GTC and click **the Individuals and Businesses** tab. You will see the new account.