

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

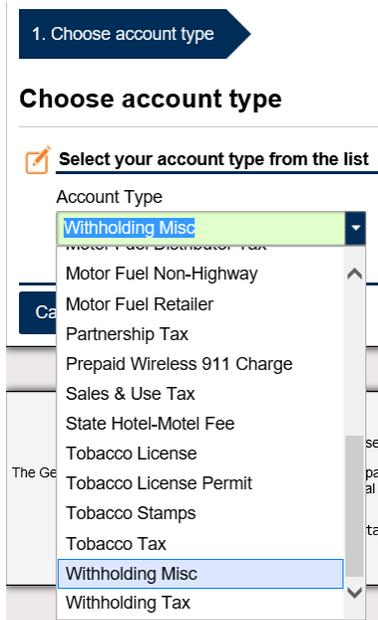
1. Log into GTC (<https://gtc.dor.ga.gov/>).
2. Click the **See more links...** hyperlink.

 Alerts	 I Want To
 There is 1 unread message	<a href="#">Manage payments and returns</a>
 There are 15 unread letters	<a href="#">Make an Assessment Payment</a>
	<a href="#">Manage my credits</a>
	<a href="#">Request sales tax exemptions</a>
	<a href="#">See more links...</a>

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

I Want To	
 <a href="#">Add Access to Another Account</a>	Add access to an existing account so that you manage it
 <a href="#">Apply for a Direct Pay Permit</a>	Request a Direct Pay Permit
 <a href="#">Manage NAICS Codes</a>	Add or update my NAICS codes
 <a href="#">Register a New Tax Account</a>	Register a New Tax Account
 <a href="#">Request Payment Plan</a>	Request a payment plan to make paying off my debt easier

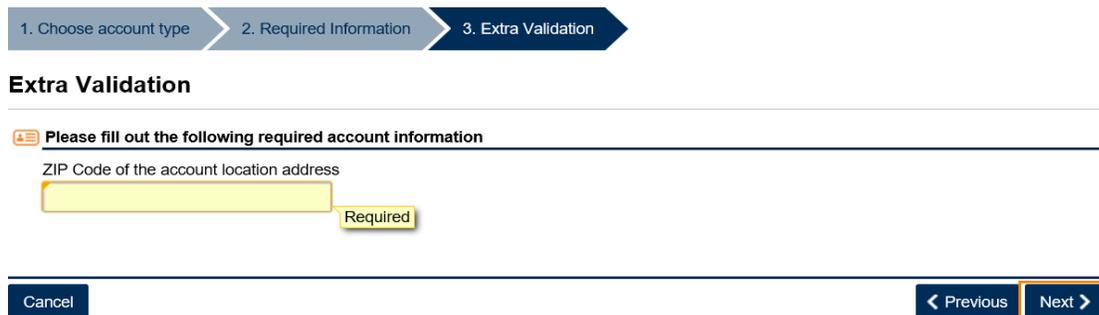
4. Choose **Withholding Misc** as the account type from the dropdown menu, then click **Next**.



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**.



## Summary of changes

 **Please review your changes**

Account Type: Withholding Misc  
ID:  
Account Name:

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

Are you sure you want to submit this?

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

## Confirmation

### Submission Information

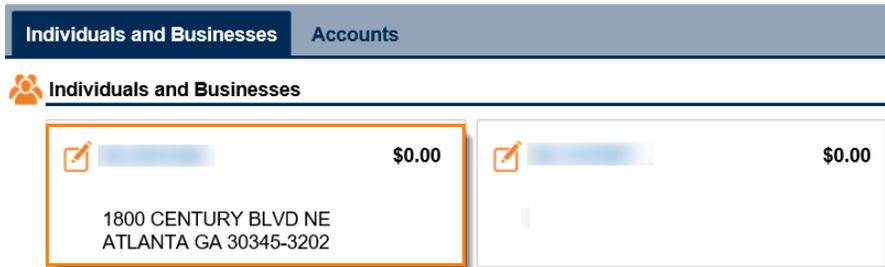
Ligon  
Status Submitted  
Confirmation Number  
Submission Title Add Access to Account  
Submitted 05-Jan-2018

Your confirmation number is

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).

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

A screenshot of the Georgia Tax Center (GTC) interface. At the top, there are two tabs: "Individuals and Businesses" (which is selected and highlighted in dark blue) and "Accounts" (highlighted in light blue). Below the tabs, there is a sub-header "Individuals and Businesses" with a person icon. The main content area displays a list of accounts. The first account is highlighted with an orange border and contains the following information: a checkmark icon, a blurred name, the amount "\$0.00", and the address "1800 CENTURY BLVD NE ATLANTA GA 30345-3202". A second account is visible to the right, also showing a checkmark icon, a blurred name, and the amount "\$0.00".

Individuals and Businesses	Accounts
<b>Individuals and Businesses</b>	
<input checked="" type="checkbox"/> [blurred name] \$0.00 1800 CENTURY BLVD NE ATLANTA GA 30345-3202	<input checked="" type="checkbox"/> [blurred name] \$0.00