

1. Log into the GTC website (<https://gtc.dor.ga.gov>)
2. Navigate to the **Withholding Tax** account by clicking the **Account ID** hyperlink

CLAIM BENEFIT		NAMES AND ADDRESSES		I WANT TO...	Profile
Federal Employer ID #	52-5252525	Legal Name	CLAIM BENEFIT	Make Multiple Payments	
My Balance	\$0.00	DBA Name	Add	Submit Documentation	
		Business Location Address	1800 CENTURY BLVD NE ATLANTA GA 30345	Submit Power of Attorney	
		Mailing Address	1800 CENTURY BLVD NE ATLANTA GA 30345	Transfer Tax Credit	
				Add Access to Another Account	
				Upload File	
				Register New Tax Account	
				Update Officers	

ACCOUNTS<sup>1</sup> REQUESTS<sup>0</sup> E-MESSAGES<sup>0</sup> LETTERS<sup>0</sup>

MY ACCOUNTS<sup>1</sup>

Account Id	Account Type	Name	Frequency	Address	Balance
<a href="#">3156731-IR</a>	Withholding Tax	CLAIM BENEFIT	Quarterly	1800 CENTURY BLVD NE ATL	0.00

3. Click the **Claim a Withholding Tax Benefit** hyperlink under the **I Want To...** menu in the top-right corner of the screen

WITHHOLDING TAX		NAMES AND ADDRESSES		I WANT TO...	Profile	Accounts
Federal Employer ID #	52-5252525	Legal Name	CLAIM BENEFIT	Protest Proposed Assessment		
Withholding Quarterly	3156731-IR	DBA Name	Add	Request Statement of Account		
My Balance	\$0.00	Business Location Address	1800 CENTURY BLVD NE ATLANTA GA 30345	Request Payment Statement		
Pending	\$0.00	Mailing Address	1800 CENTURY BLVD NE ATLANTA GA 30345	Request Waiver of Penalty		
		Site of Business	Add	Change Filing Frequency		
		Records Address		<b>Claim Withholding Tax Benefit</b>		
		Payment Source	Setup	Make a Payment		
				File Return		

PERIODS REQUESTS<sup>0</sup> ACTIVITY E-MESSAGES<sup>0</sup> LETTERS<sup>0</sup>

ALL PERIODS / PERIOD SEARCH

PERIODS FROM 25-NOV-2012

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages

4. Review the information on the screen and then click the **Click to continue** button

GA Determine Your Eligibility	GA Gather Your Information	GA Submit Your Request
<ul style="list-style-type: none"> <li>Your company is eligible for the withholding benefit if the company's qualified tax credit exceeds its Georgia income tax liability</li> <li>The company may claim the excess qualified tax credit as an offset to its withholding tax liability under O.C.G.A. § 48-7-103. The election to claim the withholding benefit is irrevocable for the applicable tax year.</li> </ul>	<ul style="list-style-type: none"> <li>Contact information</li> <li>FEIN of your company</li> <li>Professional Employer Organization withholding number, if applicable</li> <li>Tax year of corporate return for which the company is claiming the benefit</li> <li>Anticipated filing date of the claim for the withholding benefit</li> <li>For Headquarters Job Tax Credit, Job Tax Credit, or Quality Jobs Tax Credit: the year, county, tier, qualifying method, and census tract number may be required depending on the tax credit</li> <li>Completed IT credit form(s) for the credit claimed, available <a href="#">HERE</a></li> </ul>	<p><b>Click to continue</b></p> <p></p>

5. Enter your **Contact Information** and **ID Information**. Click the **Next** button at the top of the screen

**Taxpayer Information** Previous Next Cancel

**Enter Contact Information**

First Name  Required

Last Name  Required

Phone Number  Ext.

Title

Email  Required

Confirm Email

**Enter ID Information**

Federal Employer ID Number  Required

Do you have a Professional Employer Organization (PEO)?  Required

6. Enter the **Tax Credit Information**. Click the **Next** button at the top of the screen

**Tax Credit Information** Previous Next Cancel

NOTE: Offsets to withholding tax liability begin on the date specified by the Department in the Confirmation of Intention to Claim Withholding Benefit letter, which the Department will issue within 90 or 120 days (depending on the credit type) of receiving the qualifying year's Georgia income tax return.

**Enter Tax Credit Information**

Tax year of corporate return on which credit claimed  Required

Anticipated date of filing  Required

Amount to be used against GA Withholding Tax  Required

Qualifying tax credit  Required

Tax Credit Carry Forward  0.00

- There are currently six (6) withholding tax credits to choose from in the Qualifying tax credit drop-down list

**Tax Credit Information** Previous Next Cancel

NOTE: Offsets to withholding tax liability begin on the date specified by the Department in the Confirmation of Intention to Claim Withholding Benefit letter, which the Department will issue within 90 or 120 days (depending on the credit type) of receiving the qualifying year's Georgia income tax return.

**Enter Tax Credit Information**

Tax year of corporate return on which credit claimed  Required

Anticipated date of filing  Required

Amount to be used against GA Withholding Tax  Required

Qualifying tax credit  Required

Tax Credit Carry Forward

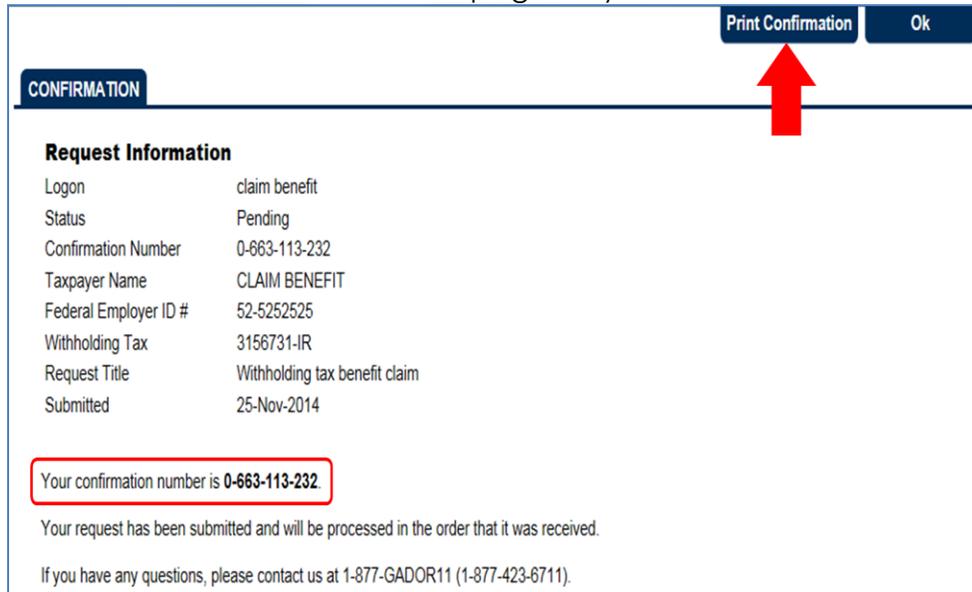
- Clean Energy Tax Credit
- Film Tax Credit
- Headquarter Job Tax Credit
- Job Tax Credit
- Quality Jobs Tax Credit
- Research Tax Credit

- Headquarter Job Tax Credit, Job Tax Credit, and Quality Jobs Tax Credit require additional information

7. Click the **Add Attachment** tab to select and attach required and/or optional forms. (**NOTE: the web request cannot be submitted without the proper attachments**)

8. Click the **Submit** button. Then click the **Yes** button to confirm

9. The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records



The screenshot shows a web interface for a confirmation page. At the top right, there are two buttons: "Print Confirmation" and "Ok". A red arrow points to the "Print Confirmation" button. Below the buttons is a header bar with the word "CONFIRMATION" in a dark blue box. The main content area is titled "Request Information" and contains a list of details:

Logon	claim benefit
Status	Pending
Confirmation Number	0-663-113-232
Taxpayer Name	CLAIM BENEFIT
Federal Employer ID #	52-5252525
Withholding Tax	3156731-IR
Request Title	Withholding tax benefit claim
Submitted	25-Nov-2014

Below the table, the confirmation number "0-663-113-232" is highlighted in a red box. The text reads: "Your confirmation number is 0-663-113-232". Below this, there is a message: "Your request has been submitted and will be processed in the order that it was received." and a contact number: "If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711)."