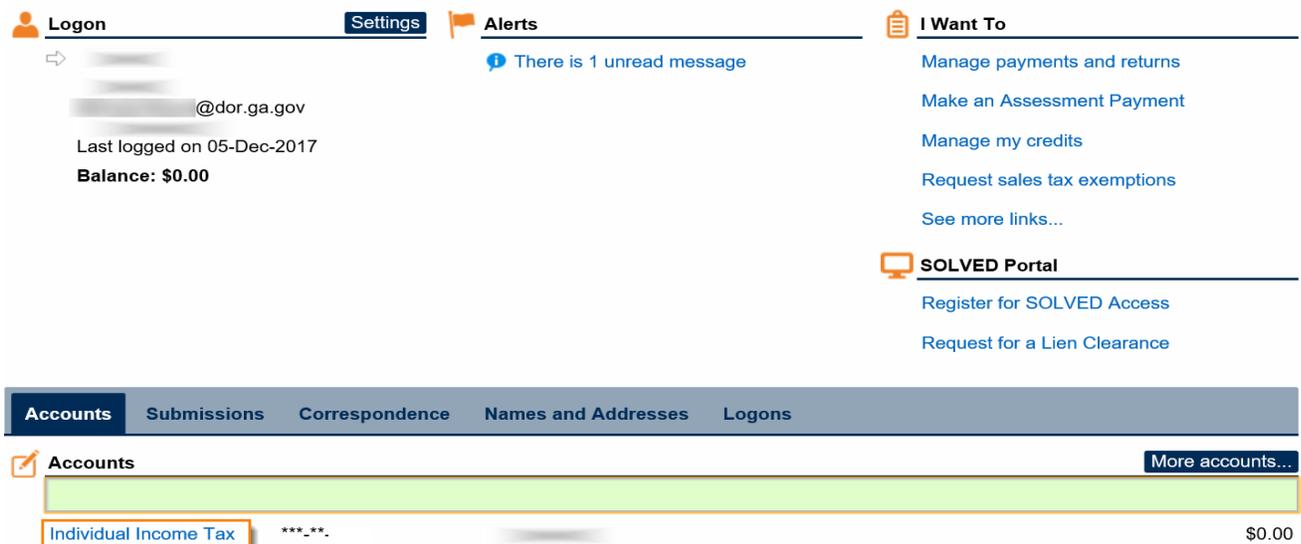A taxpayer seeking preapproval for Post Production Film Tax Credit must file electronically through Georgia Tax Center (GTC). A valid certification must be applied for via Form IT-PC before you can apply for this credit. A corporate, fiduciary, partnership/LLC or individual income tax account is required.
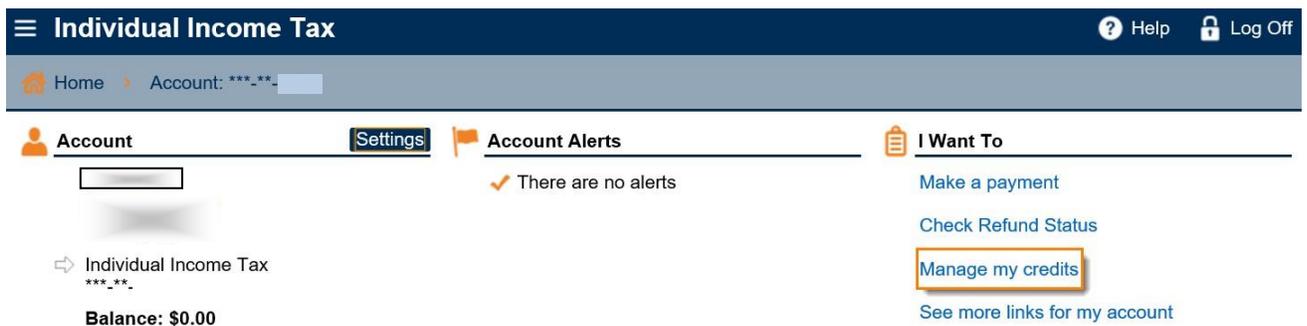
NOTE: Instructions will be different in some steps if you are an individual versus a corporation/fiduciary. If you have never filed an income tax return with the State of Georgia, you must call the Taxpayer Services Call Center at 1-877-423-6711 to become registered before you can submit your request.

1. Log into GTC (https://gtc.dor.ga.gov/).

2. Navigate to the correct tax account by clicking the **Account** hyperlink.

3. Under the **I Want To** section, click **Manage my credits**.

4. Click **Request Credit Pre-Approval**.

5. **Step 1**: Select **Credit Type 138 – Postproduction Company Film Tax Credit** from the drop-down men. Click the **Next** button. **Note**: If you are seeking preapproval for the *Small Postproduction Company Film Tax Credit*, you would follow the same instruction except you would choose *139 – Small Postproduction company Film Tax Credit* from the dropdown.

6. **Step 2**: Select the fund that corresponds with the tax year that the credit will be generated or claimed. Click the **Next** button.

7. **Step 3**: Review the instructions for the *Postproduction Company Preapproval Form*. Click the **Next** button.

8. **Step 4**: Complete the **Taxpayer Information** section and enter the **Tax Year End Date** under the **Filing Period Information** section.

   For individuals, your Taxpayer Information form will look like this.

For corporations & fiduciaries – the form looks like this a bit little different.

Taxpayer Information

👤 Taxpayer Information

Name

Id Type

Federal Employer ID #

Id

📇 Georgia Business Location Address Info

Street

City

State

Zip Code

📇 Contact Information

Contact Person

Required   Req

Contact's Title

Required

Contact E-mail

Required

Contact Phone No.

Required

Ext.

📇 Headquarters Address Information (if different)

Street

City

Select State from list

Zip +4

📅 Filing Period Information

Tax Year End Date

Required

Cancel   < Previous   Next >

9. **Step 5**: Enter the **Project Info**. Click the **Next** button.

10. **Step 6**: Fill in any **Affiliates** information (this step is optional). Click the **Next** button.

11. **Step 8**: Click the **Add Attachment** button to attach any supporting documentation – this is Optional. Click the **Next** button.

12. **Step 9**: The **Summary** page will show your credit type and requested credit amount. Review then click **Submit**. If you need to make changes, click the *Previous* button to go backwards.
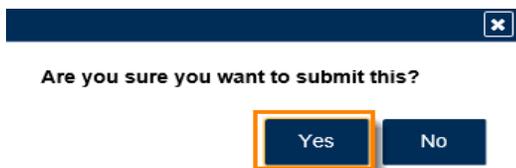

13. Click **Yes** to confirm that you want to submit this form.

14. The **Confirmation Page** will be displayed. Write down the **Confirmation Number** or **Print** the page for your records. This request will be stored on your GTC account and can be viewed under **Submissions** tab.

15. Your request will be reviewed, and a letter issued informing you of the status once processing is complete.