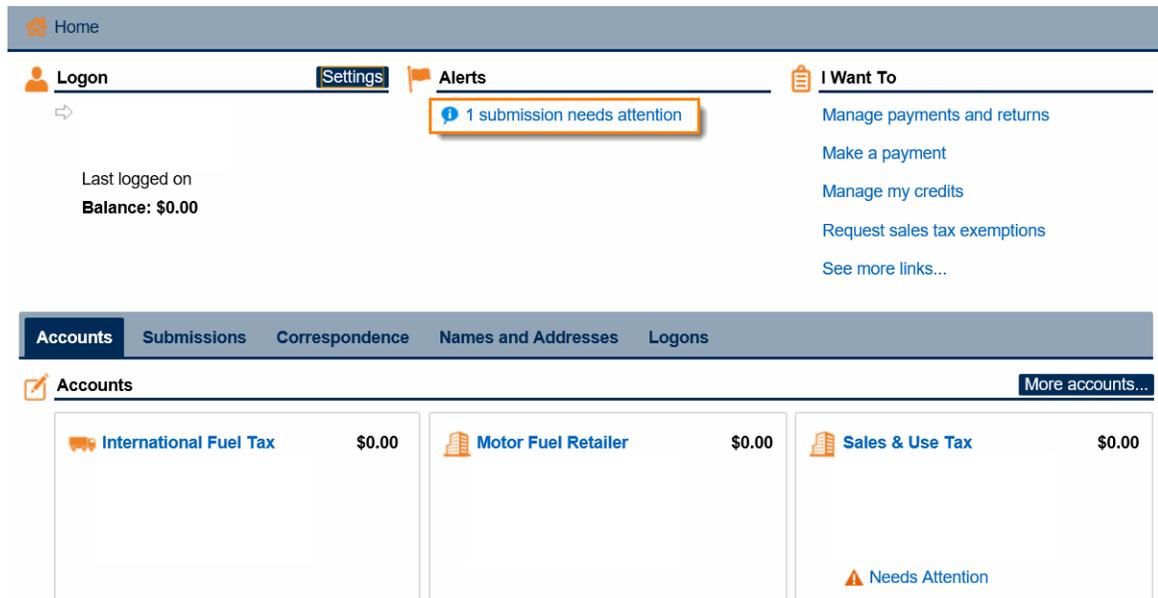


The following documentation provides information on how to access a saved return via the Georgia Tax Center. You may have started processing your return and stopped before completing the process. These instructions will walk you through how to access the saved return so that you can continue the filing process.

### How to Access and Submit a Saved Return

1. Go to the GTC website (<https://gtc.dor.ga.gov>), and log into your account.
2. Under **Alerts**, click on **1 submission needs attention**.



Home

Logon Settings Alerts I Want To

1 submission needs attention

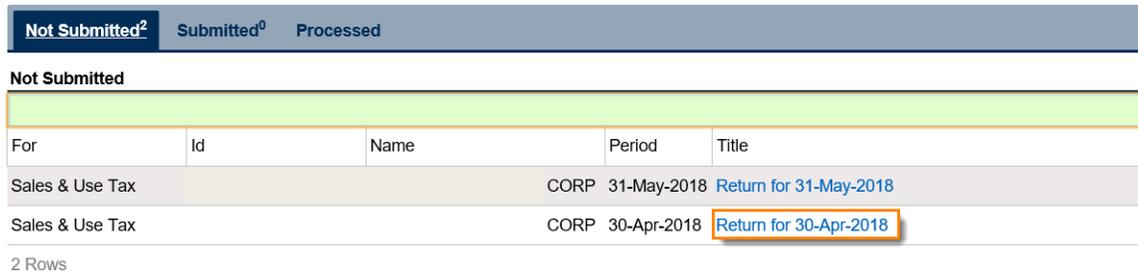
Manage payments and returns  
Make a payment  
Manage my credits  
Request sales tax exemptions  
See more links...

Accounts Submissions Correspondence Names and Addresses Logons

Accounts More accounts...

International Fuel Tax	\$0.00	Motor Fuel Retailer	\$0.00	Sales & Use Tax	\$0.00
					Needs Attention

3. Under the **Not Submitted** tab, click on the hyperlink under the **Title** heading for the return that you would like to access.



Not Submitted<sup>2</sup> Submitted<sup>0</sup> Processed

Not Submitted

For	Id	Name	Period	Title
Sales & Use Tax			CORP 31-May-2018	<a href="#">Return for 31-May-2018</a>
Sales & Use Tax			CORP 30-Apr-2018	<a href="#">Return for 30-Apr-2018</a>

2 Rows

4. Under **Status**, click **Edit**.

**Status**

**Not Submitted**

**Return for 30-Apr-2018**

Confirmation #

Saved 22-Mar-2018

[View](#)

[Print](#)

[Edit](#)

[Delete](#)

5. Make any necessary changes under **Determine Form**. Click **Next**.

**Determine Form**

**Determine Form**

For the period beginning 4/1/2018 and ending 4/30/2018:

Did you have Sales Tax activity during this filing period?

No  Yes

Did you have Use Tax activity this filing period?

No  Yes

Do you have an XML or Excel return you would like to import?

No  Yes

Select all that apply:

- I am reporting sales/use for multiple jurisdictions
- I am reporting sales/uses of food and food ingredients
- I am reporting sales/uses of tax exempt energy for manufacturing
- I am reporting sales/uses that are exempt from Special District Transportation Sales and Use Taxes (TSPLOST)
- I am reporting sales/uses of motor vehicles that are subject to sales and use tax in the City of Atlanta, Clayton County, or Muscogee County
- I would like to view my Vendor's Compensation Calculations

[Save and Exit](#) [Cancel](#) [Previous](#) [Next](#)

6. Review the **ST-3**, and make any changes. Click **Next**.

### Complete ST-3 Short Form

 <b>Enter Sales Information</b>		 <b>Enter Tax Information</b>	
1. County Code	<input type="text" value="060"/> <span>Required</span>	5. Total Tax Collected	<input type="text" value="0.00"/>
2. Total Sales	<input type="text" value="Required"/>	6. Total Tax Due	0.00
3. Exempt Sales	<input type="text" value="0.00"/>	7. Excess Tax	0.00
4. Total Taxable Sales	0.00	8. Vendor's Compensation	0.00
		9. Previous Prepaid Amount	0.00
		10. Current Prepaid Amount	0.00
Amount Due	0.00		

7. Review the return. Click **Submit**.

### Review Return

 **Review Return**

Review your request and click Submit to continue.

1. County Code:	060	6. Total Tax Due:	\$
2. Total Sales:	\$	7. Excess Tax:	\$
3. Exempt Sales:	\$0.00	8. Vendor's Compensation:	\$
4. Total Taxable Sales (2 - 3):	\$	9. Previous Prepaid Amount:	\$0.00
5 Total Tax Collected:	\$	10. Current Prepaid Amount:	\$0.00
<b>12. Total Amount Due .....</b>	<b>\$</b>		
<b>13. Date Due .....</b>	<b>21-May-2018</b>		

8. Click **Yes** to confirm that you want to submit the return.

By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

9. Write down or print your confirmation number. Click **OK** to close the form.

 **Confirmation**

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**Submission Information**

Ligon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Sales & Use Tax	
Submission Title	Return for 30-Apr-2018
Filing Period	30-Apr-2018
Submitted	22-Mar-2018
Total Amount Due	

Your return for 30-Apr-2018 has been submitted.

The return will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is \_\_\_\_\_ If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).

Your return indicates that a payment of \$ \_\_\_\_\_ is due. **Your payment must be received by the due date to avoid incurring penalty and interest.** You can make a payment now by clicking "Make a Payment".

**If you sell prepaid wireless services please note:**

Effective January 1, 2012, all sellers and retailers of prepaid wireless telecommunications services will be required to remit the prepaid wireless 9-1-1 service charge to the Georgia Department of Revenue per Title 46, Section 46-5-121 of the Official Code of Georgia Annotated.

To facilitate the remittance of the new charge, the Prepaid Wireless 9-1-1 Charge account type has been created. You can register for the new account type by clicking on the "Register a New Tax Account" link from your GTC home page.

For more information, please visit <http://dor.ga.gov>.

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