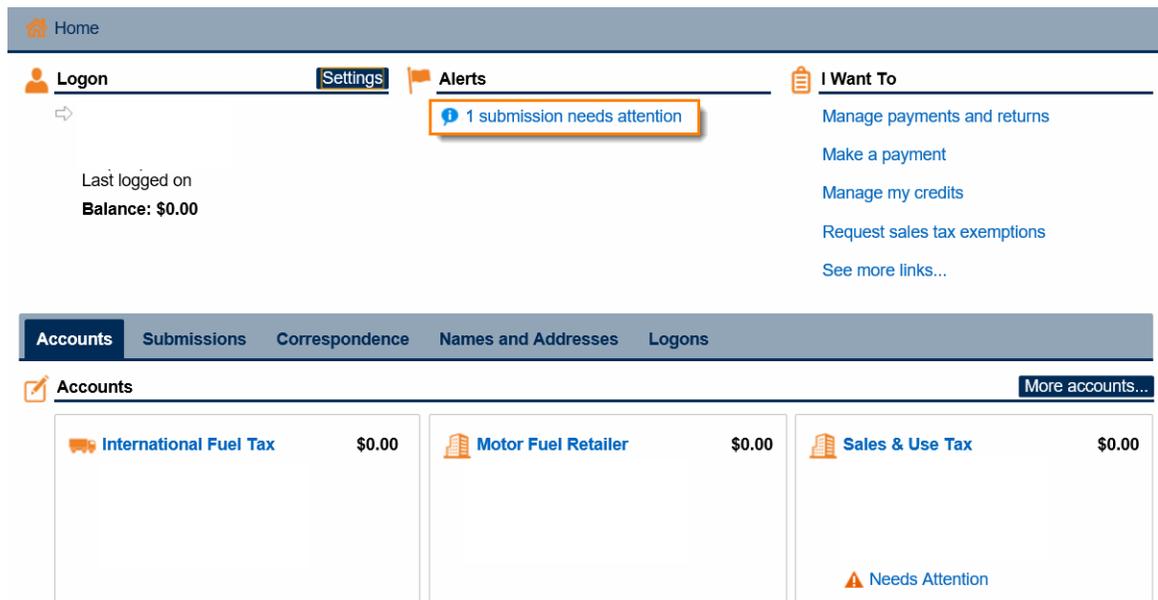


The following documentation provides information on how to access a saved return via the Georgia Tax Center. If you started processing your return and stopped before completing, these instructions will guide you on how to access the saved return and complete the process. This document is for periods before April 2018.

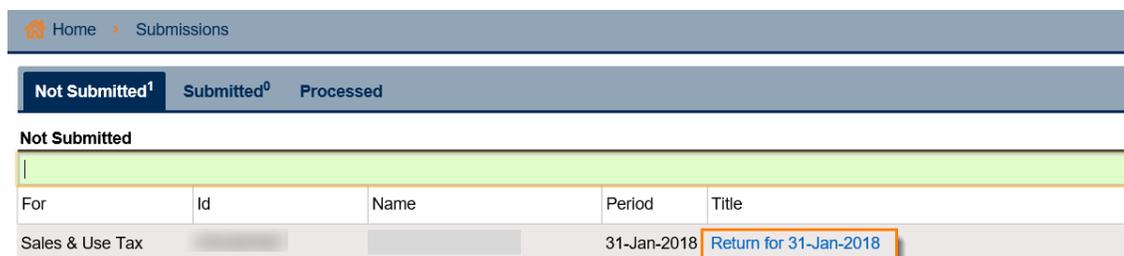
How to Access and Submit a Saved Return

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



The screenshot shows the user's dashboard. At the top, there are navigation tabs: Home, Logon, Settings, Alerts, and I Want To. The Alerts tab is active, showing a notification: "1 submission needs attention". Below this, there are sections for Accounts, Submissions, Correspondence, Names and Addresses, and Logons. The Accounts section is expanded, showing three tax categories: International Fuel Tax (\$0.00), Motor Fuel Retailer (\$0.00), and Sales & Use Tax (\$0.00). The Sales & Use Tax category has a "Needs Attention" warning icon.

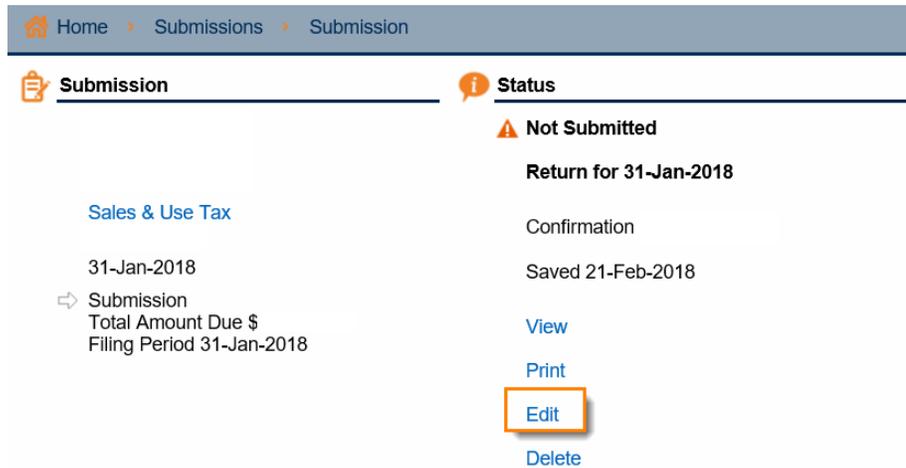
3. Under the **Not Submitted** tab, click on the hyperlink under the **Title** heading for the return that you would like to access.



The screenshot shows the Submissions page. At the top, there are navigation tabs: Home, Submissions, Not Submitted¹, Submitted⁰, and Processed. The Not Submitted¹ tab is active. Below this, there is a table with the following columns: For, Id, Name, Period, and Title. The table contains one row: Sales & Use Tax, [redacted], [redacted], 31-Jan-2018, and Return for 31-Jan-2018. The "Return for 31-Jan-2018" link is highlighted with a red box.

For	Id	Name	Period	Title
Sales & Use Tax	[redacted]	[redacted]	31-Jan-2018	Return for 31-Jan-2018

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



Home > Submissions > Submission

Submission

Sales & Use Tax

31-Jan-2018

Submission
Total Amount Due \$
Filing Period 31-Jan-2018

Status

Not Submitted

Return for 31-Jan-2018

Confirmation

Saved 21-Feb-2018

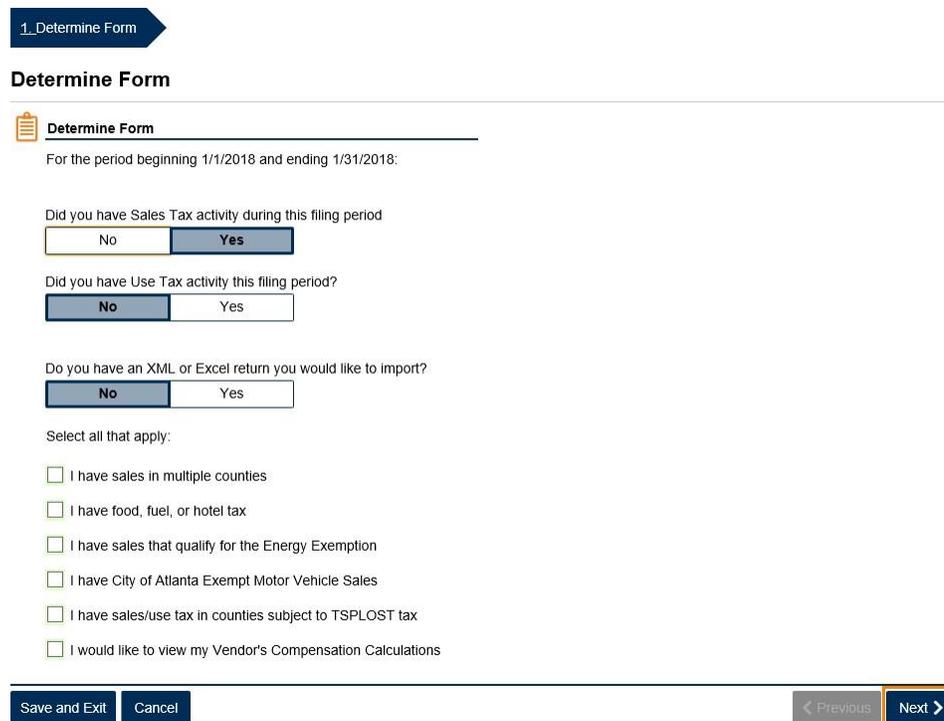
[View](#)

[Print](#)

Edit

[Delete](#)

5. Make any necessary changes to the **Determine Form** section. Click **Next**.



1_Determine Form

Determine Form

Determine Form

For the period beginning 1/1/2018 and ending 1/31/2018:

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 have sales in multiple counties

I have food, fuel, or hotel tax

I have sales that qualify for the Energy Exemption

I have City of Atlanta Exempt Motor Vehicle Sales

I have sales/use tax in counties subject to TSPLOST tax

I would like to view my Vendor's Compensation Calculations

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

6. Review the form, and make any changes. Click **Next**.

1. Determine Form 2. Complete ST-3 Short Form

Complete ST-3 Short Form

<p>Enter Sales Information</p> <p>1. County Code 060 - Fulton</p> <p>2. Total Sales</p> <p>3. Exempt Sales 0.00</p> <p>4. City of Atlanta Taxable Sales 0.00</p> <p>5. Total Taxable Sales</p>	<p>Enter Tax Information</p> <p>6. Total Tax Collected</p> <p>7. Total Tax Due</p> <p>8. Excess Tax</p> <p>9. Vendor's Compensation 0.00</p> <p>10. Previous Prepaid Amount 0.00</p> <p>11. Current Prepaid Amount 0.00</p>
---	---

Total
Amount Due

Save and Exit Cancel < Previous Next >

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

1. Determine Form 2. Complete ST-3 Short Form 3. Review Return

Review Return

Review Return

Review your request and click Submit to continue.

1. County Code:	060	7. Total Tax Due:	\$
2. Total Sales:	\$:	8. Excess Tax:	\$
3. Exempt Sales:	\$0.00	9. Vendor's Compensation:	\$0.00
4. City of Atlanta Taxable Sales:	\$0.00	10. Previous Prepaid Amount:	\$0.00
5. Total Taxable Sales (2 - 3):	\$:	11. Current Prepaid Amount:	\$0.00
6. Total Tax Collected:	\$		

Total

12. Total Amount Due \$

13. Date Due 20-Feb-2018

Save and Exit Cancel < Previous Submit

8. Click **Yes** to confirm your submission.

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 the confirmation number or click the **Print Confirmation** button.

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Sales & Use Tax	
Submission Title	Return for 31-Jan-2018
Filing Period	31-Jan-2018
Submitted	21-Feb-2018
Total Amount Due	\$

Your return for 31-Jan-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>.