

The following documentation provides information on how to file an Adult Entertainment return on Georgia Tax Center (GTC).

## How to File an Adult Entertainment Return:

- 1. Navigate to the GTC website at <u>https://gtc.dor.ga.gov/</u> and log into your account.
- 2. Under the **Summary** tab, click the **View Returns** hyperlink for the Adult Entertainment Tax account.
- 3. Locate the File Return hyperlink for the applicable tax period.
- 4. Did you have any gross revenue to report for this filing period, *No* or *Yes*. Click the **Next** button.
  - If you select No, a zero-dollar return will be submitted
- 5. Complete the Gross Revenue Schedule. Click the Next button.
  - The Sales Tax Number column displays a drop-down list of all registered locations with a sales tax number
- 6. Review the **Transaction Information** screen. Use the *Previous* button to correct the return. Click the **Submit** button.
- 7. Click **OK** to confirm the return is true, complete, and ready to be submitted.

A confirmation page will appear with the confirmation number. If a payment is due, follow the steps below to submit a payment.

- 1. Click the Make a Payment button at the bottom of the screen.
- 2. Fill out the banking information under the **Payment Channel** section.
- 3. Confirm the dollar amount of the payment under the **Payment** section.
- 4. Click the **Submit** button.
- 5. Click the **OK** button to submit the payment.

A confirmation page will appear with a confirmation number for the payment.