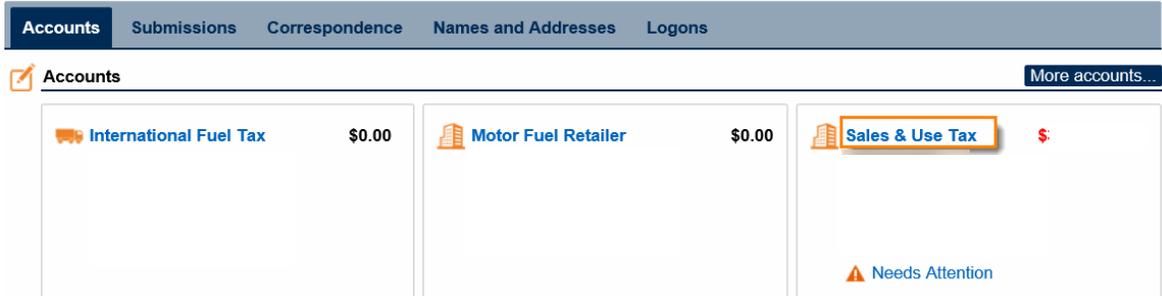


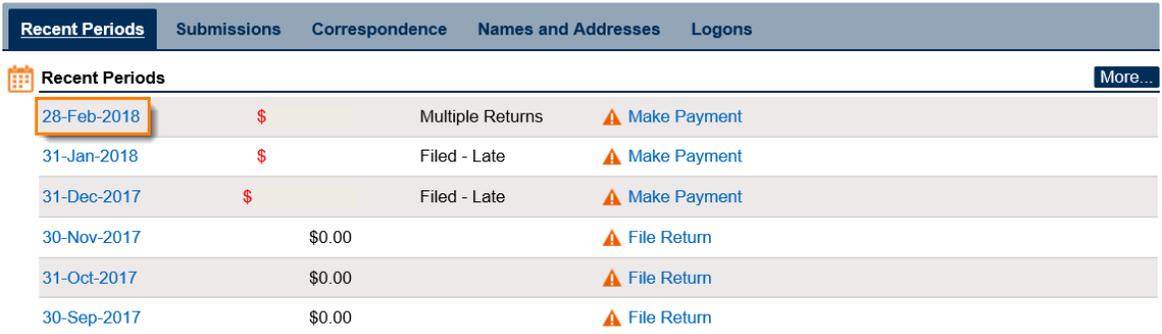
The following documentation provides information on how to file an amended ST-3 return via the Georgia Tax Center. This document is for periods before April 2018.

How to File an Amended ST-3 Return

1. Go to the GTC website (<https://gtc.dor.ga.gov>), and log into your account. Click the **Sales & Use Tax** hyperlink.



2. Click on the hyperlink for the period you want to amend.

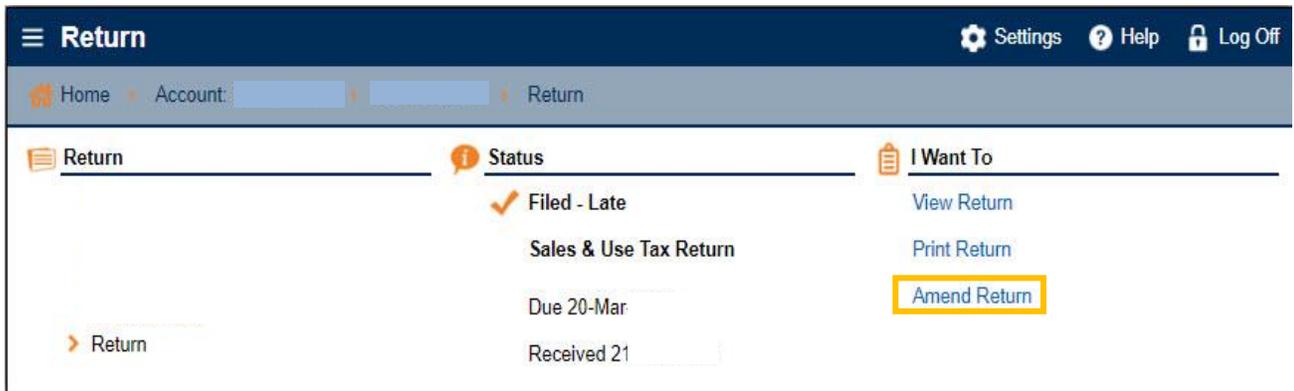


Period	Balance	Status	Action
28-Feb-2018	\$	Multiple Returns	Make Payment
31-Jan-2018	\$	Filed - Late	Make Payment
31-Dec-2017	\$	Filed - Late	Make Payment
30-Nov-2017	\$0.00		File Return
31-Oct-2017	\$0.00		File Return
30-Sep-2017	\$0.00		File Return

3. Under **I Want To**, click on **File or amend return**.



4. Under **I Want To**, click **Amend Return**.



The screenshot shows the 'Return' page with three main sections: 'Return', 'Status', and 'I Want To'. The 'I Want To' section contains three links: 'View Return', 'Print Return', and 'Amend Return'. The 'Amend Return' link is highlighted with a yellow border.

5. Answer the questions that apply to you. Click **Next**.

Determine Form

Determine Form
For the period beginning 11/1/2017 and ending 11/30/2017:

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 Required

6. Complete or update the form. Click **Next**.

Complete ST-3 Long Form

Enter Sales Information

1. Total State Sales
 Required

2. Exempt Sales

3. Taxable Sales

8. Total Tax Collected:

Bad Debt Write-Off

Bad Debt Recovered

Help

1. This field is the total amount of sales you made during this filing period. You will need to include all sales made from 11/1/2017 to 11/30/2017.

8. Total Sales/Use tax collected for this reporting period according to your accounting records.

7. Complete or update the **Calculate Total Sales Tax** form. Click **Next**.

Calculate Total Sales Tax



Return Summary

1. Total State Sales: \$ 8. Total Tax Collected: \$
 2. Total Exempt Sales: \$0.00
 3. Taxable State Sales: \$



Taxable Sales

		Tax Rate:	Tax Due
State Sales:		*	0.040 \$
Atlanta Sales:	<input type="text" value="0.00"/>	*	0.015 \$0.00



Sales Tax Distribution Table

Jurisdiction - Select the jurisdiction from the dropdown box
 Taxable Sales - Enter the taxable sales for the selected jurisdiction

↑ Taxable Sales must be entered into the table below

	Jurisdiction	Taxable Sales	Local Rate	Tax Rate	Sales Tax
	044 - DeKalb	0.00	0.0300 (MEH)	0.0300	0.00



Total

Total Sales Tax \$

Save and Exit

Cancel

< Previous

Next >

8. If you have a TSPLOST Tax and have exemptions, **check the box for exempt transactions.** Click **Next**.

Calculate TSPLOST Tax

Return Summary

1. Total State Sales:	\$		5. Total Use Tax:	\$0.00
2. Total Exempt Sales:		\$0.00	8. Total Tax Collected:	\$0.00
3. Taxable State Sales:	\$			
4. Total Sales Tax:	\$			

TSPLOST Distribution Table

Sales Tax for counties subject to TSPLOST Tax have been included below.

I have TSPLOST-exempt transactions

	Location STN	Code	Taxable Sales	Use Tax	Tax Rate	Sales Tax
		040 - Crisp		0.00	0.0100	
		060 - Fulton		0.00	0.0075	

2 Rows

Total

Total TSPLOST Tax \$

9. Review the return then click **Submit**.

Review Return

Review Return

Review your request and click Submit to continue.

1. Total State Sales:	\$		8. Total Tax Collected:	\$
2. Total Exempt Sales:		\$0.00	9. Total Sales/Use Tax:	\$
3. Taxable State Sales:	\$		10. Excess Tax:	\$0.00
4. Total Sales Tax:	\$		11. Total Vendor's Compensation:	\$0.00
5. Total Use Tax:		\$0.00	12. Previous Prepaid Amount:	\$
6. Total TSPLOST Sum:	\$		13. Current Prepaid Amount:	\$
7. Prepaid Local Sales/Use:		\$0.00		

Total

14. Total Amount Due \$
 15. Date Due 20-Dec-2017

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

[< Previous](#) [Submit](#)

10. Confirm that you want to submit the return by clicking **Yes**.



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?

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

 **Confirmation**

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Sales & Use Tax	
Submission Title	Return for 28-Feb-2018
Filing Period	28-Feb-2018
Submitted	23-Feb-2018
Total Amount Due	\$

Your return for 28-Feb-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/>.