The following documentation provides information on how file a G-1003 Return Online via the Georgia Tax Center.

How to File a G-1003 Return Online:

1. Go to the GTC website at https://gtc.dor.ga.gov/.

2. Input your GTC username then click the **Logon** button.

3. If you get the screen to authenticate your logon, click the button to **Send Authentication Email** then check your emails for the message with the code.

4. Input the code into the field and click **Yes** to trust the browser then click the **Logon** button.

5. The next screen will show all of the accounts. Click the **Action Center Items** hyperlink under the Withholding Tax or Withholding Misc Tax.

6. Click the **File Return** hyperlink for the period you would like to file the return for.

7. Click *Yes* if you are withholding Georgia income or *No* if you are not withholding. Click *Yes* if you are importing this return, otherwise, click *No*. Then click **Next**.

8. Check the boxes next to the forms you are submitting then click **Next**.

9. Click the link to **Add a W2 Record**.

10. Fill out the form, the boxes with the red stared d are the only ones required to complete. Click next button when information has been input.

11. Review the Summary page then click **Submit**.

12. Click **Ok** to agree that you want to submit the form.

A confirmation page will appear with the confirmation number. Write down or print off your confirmation Number then click **OK**.

Clicking the **View Returns** hyperlink in the Withholding Tax pane will show the status of the all returns.