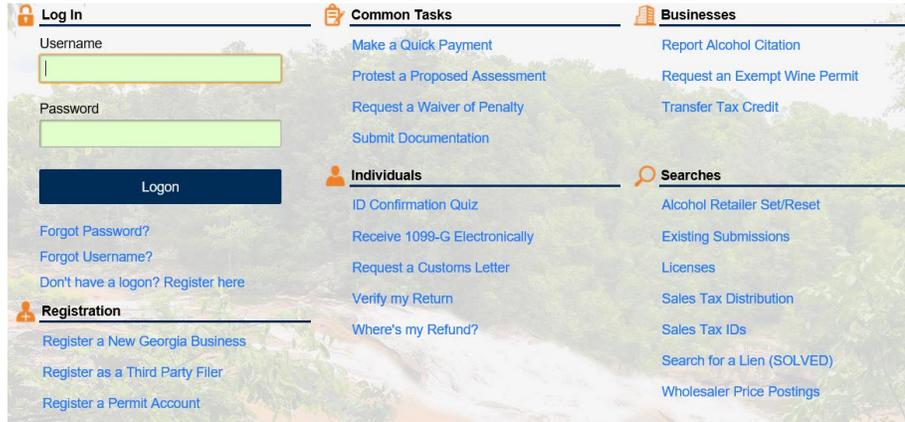


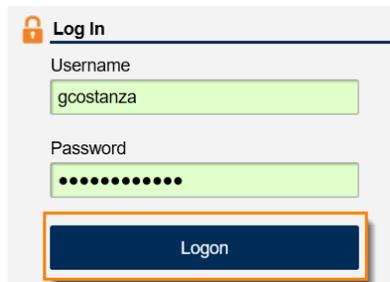
The following documentation provides information on how file a G7 Monthly Return on GTC.

How to File a G7 Monthly Return

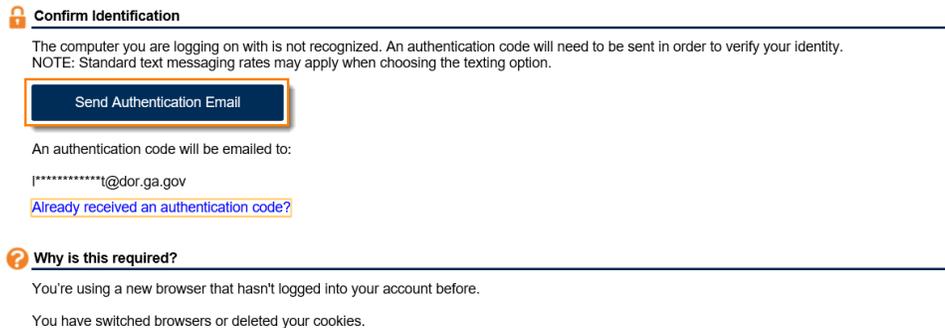
1. Go to the GTC website (<https://gtc.dor.ga.gov>).



2. Input your GTC **username** and **password** 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.



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

Authentication Code

An authentication code was sent to:
j*****@dor.ga.gov

Authentication Code

Trust This Browser

[Didn't receive an authentication code?](#)
[Populate code](#)

- The next screen will show all of the accounts, click the **Withholding Tax** hyperlink (or **Withholding Misc Tax**)

Accounts	Submissions	Correspondence	Names and Addresses	Logons
<input checked="" type="checkbox"/> Accounts				More accounts...
Alcohol License	0062718		VANDELAY INDUSTRIES	\$0.00
Corporate Income Tax	23-2342345		VANDELAY INDUSTRIES	\$0.00
Fireworks Excise Tax	FWT-9935232		VANDELAY INDUSTRIES	\$0.00
Motor Fuel Retailer	1095516160		VANDELAY INDUSTRIES	\$0.00
Prepaid Wireless 911 Char	911-7961088		VANDELAY INDUSTRIES	\$0.00
Sales & Use Tax	307-052033		VANDELAY INDUSTRIES	\$0.00
Tobacco License	0047141		VANDELAY INDUSTRIES	\$0.00
Tobacco Tax	0047141		VANDELAY INDUSTRIES	\$0.00
Withholding Tax	3001977-ZH		VANDELAY INDUSTRIES	\$0.00

- Click the **Period** hyperlink you would like to file the return.

Periods	Submissions	Correspondence	Names and Addresses	Logons
Periods				
31-Dec-2017				\$0.00

- Click **File or amend return** in the **I Want To** section.

<p>Period</p> <p>gcostanza VANDELAY INDUSTRIES 23-2342345 Withholding Tax 3001977-ZH ⇨ 31-Dec-2017 Balance: \$0.00</p>	<p>Period Alerts</p> <p>✓ There are no alerts</p>	<p>I Want To</p> <p>Change Filing Frequency File or amend return Make a payment</p>
<p>Summary</p> <p>There has been no financial activity</p>	<p>Period Activity</p> <p>There has been no activity</p>	

8. Click the **File Return** hyperlink next to the Form G-7.

Return List

Received Date	Due Date	Return	Status
		File Return	Form G-7
		File Return	G-1003 (1099, G2-A, G2-FL)
		File Return	G-1003 (W-2, W-2C, 1099)

3 Rows

9. Complete the Initial form and answer if you will be importing an Excel file or claiming any credits.

Initial

Preference

Will you be importing an Excel file?

<input type="text" value="No"/>	<input type="text" value="Yes"/>
---------------------------------	----------------------------------

Required

Are you claiming any credits?

<input type="text" value="No"/>	<input type="text" value="Yes"/>
---------------------------------	----------------------------------

Save and Exit Cancel
< Previous Next >

10. Next type in the tax within and the tax paid then click **Next >**.

Form for Period Ending: 12/31/2017

Month 1 (OCT 2017)	Month 2 (NOV 2017)	Month 3 (DEC 2017)
Tax withheld: <input style="width: 100%;" type="text" value="0.00"/>	Tax withheld: <input style="width: 100%;" type="text" value="0.00"/>	Tax withheld: <input style="width: 100%;" type="text" value="0.00"/>
Adjustment to Tax: \$0	Adjustment to Tax: \$0	Adjustment to Tax: \$0
Tax paid: <input style="width: 100%;" type="text" value="0.00"/>	Tax paid: <input style="width: 100%;" type="text" value="0.00"/>	Tax paid: <input style="width: 100%;" type="text" value="0.00"/>

Save and Exit Cancel
< Previous Next >

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

Summary

Summary

Balance Due: \$3,000.00

Save and Exit Cancel
< Previous **Submit**

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

✕

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?

Yes
No

13. You can click the **Make a Payment** button if you would like to pay the the amount due or you can write down or print off your confirmation Number then click **OK** to pay later.

 **Confirmation**

Submission Information

Logon	gcostanza
Status	Submitted
Confirmation Number	1-141-971-456
Taxpayer Name	VANDELAY INDUSTRIES
Federal Employer ID #	23-2342345
Withholding Tax	3001977-ZH
Submission Title	Return for 31-Dec-2017
Filing Period	31-Dec-2017
Submitted	26-Oct-2017
Total Amount Due	\$3,000.00

Your return for 31-Dec-2017 has been submitted.

The return will be posted to your account within 48 hours after your request is processed.

Your confirmation number is **1-141-971-456**. If you have any difficulties or need assistance please contact us at 1-877-GADOR11 (1-877-423-6711).

If additional payments are due they must be submitted by the payment due date to avoid penalties and interest. To make a payment now, please use the "Make a Payment" button.

Printable View

OK

Print Confirmation
Make a Payment
Print Return

14. The next screen will show you the status of your return.

 **Return List** Filter

Received Date	Due Date	Return	Status
		View Submissic Form G-7	Submitted
		File Return G-1003 (1099, G2-A, G2-FL)	
		View Submissic G-1003 (W-2, W-2C, 1099)	

3 Rows