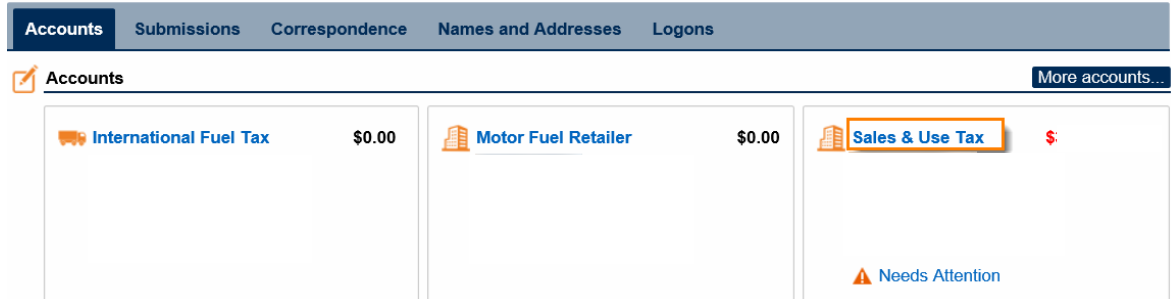


The following documentation provides information on how to report sales and/or uses in multiple jurisdictions via the Georgia Tax Center.

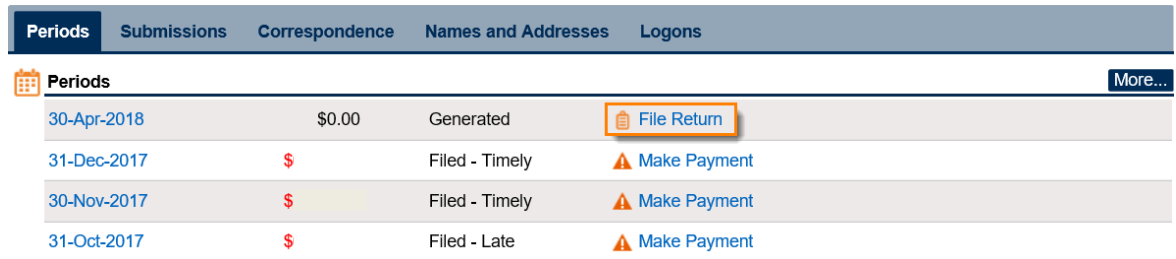
How to File a Multi-Jurisdiction Return

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



Accounts	Submissions	Correspondence	Names and Addresses	Logons
Accounts More accounts...				
International Fuel Tax	\$0.00	Motor Fuel Retailer	\$0.00	Sales & Use Tax \$
				Needs Attention

2. Click on the **File Return** hyperlink for the period for which you want to file a return.



Periods	Submissions	Correspondence	Names and Addresses	Logons
Periods More...				
30-Apr-2018	\$0.00	Generated	File Return	
31-Dec-2017	\$	Filed - Timely	Make Payment	
30-Nov-2017	\$	Filed - Timely	Make Payment	
31-Oct-2017	\$	Filed - Late	Make Payment	

3. Answer the questions under **Determine Form**, and check the boxes that apply to your company. Click **Next**.

Determine Form



Determine Form

For the period beginning 4/1/2018 and ending 4/30/2018:

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 am reporting sales/use for multiple jurisdictions
- I am reporting sales/uses of food and food ingredients
- I am reporting sales/uses of tax exempt energy for manufacturing
- I am reporting sales/uses that are exempt from Special District Transportation Sales and Use Taxes (TSPLOST)
- I am reporting sales/uses of motor vehicles that are subject to sales and use tax in the City of Atlanta, Clayton County, or Muscogee County
- I would like to view my Vendor's Compensation Calculations

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

[< Previous](#) [Next >](#)

4. Complete the ST-3 Long Form. Click **Next**.

Complete ST-3 Long Form



Enter Sales Information

1. Total State Sales

Required

2. Exempt Sales

3. Taxable Sales

0.00

7. 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 4/1/2018 to 4/30/2018.

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

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

[< Previous](#) [Next >](#)

5. Fill in the **Calculate Total Sales Tax** form. Click **Next**.

Calculate Total Sales Tax

Return Summary

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

Taxable Sales

State Sales: Tax Rate: Tax Due
 * 0.040 \$

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
[Dropdown]				

Total Sales Tax \$

Save and Exit Cancel < Previous Next >

NOTE 1: Sales and uses subject to TSPLOST are no longer reported on a separate table. Report sales subject to TSPLOST together with other taxable sales. TSPLOST-exempt sales must be reported on a separate line. When reporting TSPLOST-exempt sales, select the jurisdiction code that ends with “TE”.

NOTE 2: The City of Atlanta no longer has a stand-alone jurisdiction code. Sales and uses sourced to the City of Atlanta will be reported using a combined county/city code. For sales sourced to DeKalb County inside the City of Atlanta, use 044A. For sales sourced to Fulton County inside the City of Atlanta, use 060A. If your company makes sales within these jurisdictions that are exempt from one or more local tax, select the jurisdiction with the appropriate indicator. For example, TSPLOST-exempt sales in DeKalb County inside the City of Atlanta must be reported using the 044ATE jurisdiction code.

NOTE 3: The jurisdiction codes for DeKalb County (044) and Fulton County (060) are only for sales outside the City of Atlanta.

NOTE 4: For more information, see <https://dor.georgia.gov/2018-st-3-sales-use-tax-return-changes-and-new-rates>

6. Fill in the **Calculate Total Use Tax** form. Click **Next**. (See notes on jurisdiction codes in Step 5.)

Calculate Total Use Tax

Return Summary

1. Total State Sales:	\$	7. Total Tax Collected:	\$
2. Total Exempt Sales:	\$0.00		
3. Taxable State Sales:	\$		
4. Total Sales Tax:	\$		

✔ Use Tax must be entered into the table below

	Jurisdiction	Reason Code	Tax Rate	Use Tax

Total Use Tax \$0.00

Save and Exit	Cancel	< Previous Next >
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7. Review the return. Click **Submit**.

Review Return

Review Return

Review your request and click Submit to continue.

1. Total State Sales:	\$	7. Total Tax Collected:	\$
2. Total Exempt Sales:	\$0.00	8. Total Sales/Use Tax:	\$
3. Taxable State Sales:	\$	9. Excess Tax:	\$0.00
4. Total Sales Tax:	\$	10. Total Vendor's Compensation:	\$
5. Total Use Tax:	\$	11. Previous Prepaid Amount:	\$0.00
6. Prepaid Local Sales/Use:	\$0.00	12. Current Prepaid Amount:	\$0.00
13. Total Amount Due	\$		
14. Date Due		21-May-2018	

Save and Exit	Cancel	< Previous Submit
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8. Click **Yes** to confirm that you want to submit the return.


X

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

9. 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 30-Apr-2018
Filing Period	30-Apr-2018
Submitted	22-Mar-2018
Total Amount Due	\$

Your return for 30-Apr-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>.

Printable View

OK

Print Confirmation Make a Payment Print Return