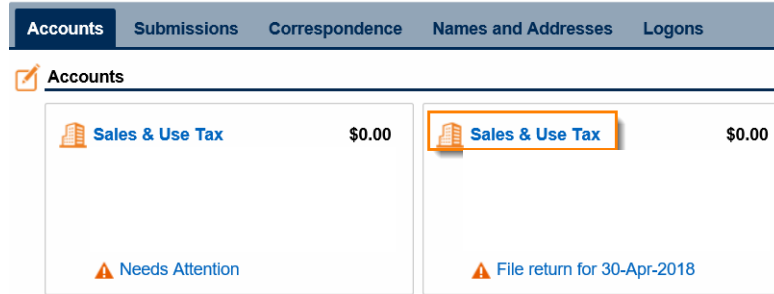






The following documentation provides information on how to file a simple sales tax return via the Georgia Tax Center.

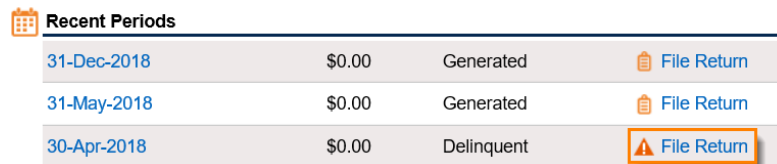
### How to File a Simple Sales Tax Return




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
<b>Accounts</b>				
 Sales & Use Tax	\$0.00	 Sales & Use Tax	\$0.00	
 Needs Attention		 File return for 30-Apr-2018		

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



Recent Periods			
31-Dec-2018	\$0.00	Generated	 File Return
31-May-2018	\$0.00	Generated	 File Return
30-Apr-2018	\$0.00	Delinquent	 File Return

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?

Did you have Use Tax activity this filing period?

Do you have an XML or Excel return you would like to import?

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

4. Enter your sales information on the ST-3 Short Form. Click **Next**.

### Complete ST-3 Short Form



#### Enter Sales Information

1. County Code  
  
Required

2. Total Sales

3. Exempt Sales

4. Total Taxable Sales  
0.00



#### Enter Tax Information

5. Total Tax Collected

6. Total Tax Due  
0.00

7. Excess Tax  
0.00

8. Vendor's Compensation  
0.00

9. Previous Prepaid Amount  
0.00

10. Current Prepaid Amount  
0.00

Amount Due  
0.00

5. Review the return. Click **Submit**.

## Review Return

### Review Return

Review your request and click Submit to continue.

1. County Code:	075	6. Total Tax Due:	\$
2. Total Sales:	\$	7. Excess Tax:	\$
3. Exempt Sales:	\$0.00	8. Vendor's Compensation:	\$
4. Total Taxable Sales (2 - 3):	\$	9. Previous Prepaid Amount:	\$0.00
5. Total Tax Collected:	\$	10. Current Prepaid Amount:	\$0.00
<b>12. Total Amount Due</b> .....		<b>\$</b>	
<b>13. Date Due</b> .....		<b>21-May-2018</b>	

Save and Exit

Cancel

< Previous

Submit

6. Click **Yes** to confirm that you want to submit the return.



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

7. 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	19-Apr-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