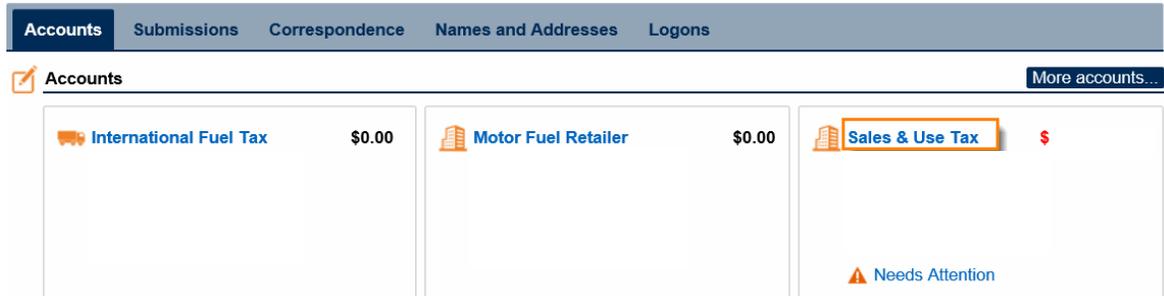


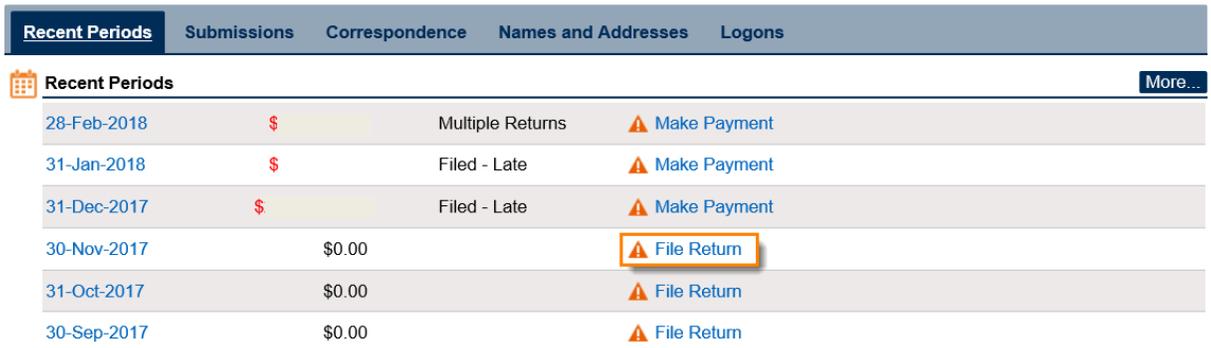
The following documentation provides information on how to file a ST-3 Multi County return via the Georgia Tax Center. This document is for periods before April 2018.

How to File a Multi County Return

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



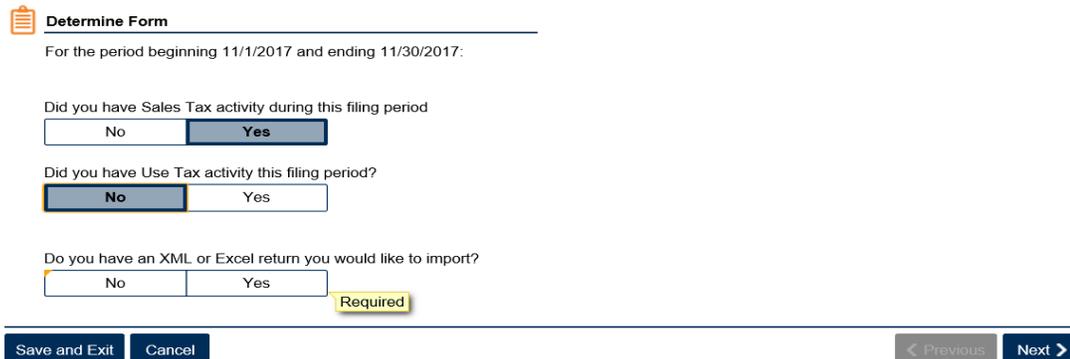
2. Click on the **File Return** hyperlink for the period you want to file.



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. Complete the **Determine Form** section and select any boxes that apply to your company. 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

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

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.

[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: \$ 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 style="width: 100px; height: 20px; background-color: #e0ffe0;" type="text" value="0.00"/>	*	\$0.00
	0.015	

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 >](#)

6. 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:	\$
3. Taxable State Sales:	\$			
4. Total Sales Tax:	\$			



TSPLOST Distribution Table

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

have TSPLOST-exempt transactions

	Code	Taxable Sales	Use Tax	Tax Rate	Sales Tax
	060A - Fulton (Atlanta)		0.00	0.0040	
	999 - Atlanta		0.00	0.0040	

2 Rows



Total

Total TSPLOST Tax \$



Help

Per §48-8-241, the following sales are exempt:

(1) The sale or use of any type of fuel used for off-road heavy-duty equipment, off-road farm or agricultural equipment, or locomotives;

(2) The sale or use of jet fuel to or by a qualifying airline at a qualifying airport;

(3) The sale or use of fuel that is used for propulsion of motor vehicles on the public highways. For purposes of this paragraph, a motor vehicle means a self-propelled vehicle designed for operation or required to be licensed for operation upon the public highways;

(4) The sale or use of energy used in the manufacturing or processing of tangible goods primarily for resale; or

(5) For motor fuel as defined under paragraph (9) of Code Section 48-9-2 for public mass transit.

Save and Exit

Cancel

< Previous

Next >

7. Review the return. 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

8. 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?

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-Nov-2017
Filing Period	30-Nov-2017
Submitted	23-Feb-2018
Total Amount Due	\$

Your return for 30-Nov-2017 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/>.