These instructions are for filing a Transportation Services Tax (TST) return on Georgia Tax Center (GTC) **for the following periods only**:

- January (due in February)
- February (due in March)
- April (due in May)
- May (due in June)

- July (due in August)
- August (due in September)
- October (due in November)
- November (due in December)

Returns for the periods listed above do not contain a quarterly report. Instructions for filing a TST return that contains a quarterly report will be provided soon.

Contents

How to File a TST Return:

1. Log into the GTC website at https://gtc.dor.ga.gov.

2. Under the **Summary** tab, click the **View Returns** hyperlink for the **Transportation Services Tax** account.

3. Locate and click the **File Return** hyperlink for the applicable tax period.

4. Answer the question "Did you provide any for-hire ground transport trips?" Click **Next**.

   - If you click *Yes*, go to Step 5.

   - If you click *No*, go to Step 6.

5. Complete the **Calculate Total Tax** screen. Click **Next**.

6. Review the return. Click **Submit**.

7. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with a confirmation number for the return. If a payment is due, follow the steps in the How to Submit a Payment with a TST Return section of this document.

How to Submit a Payment with a TST Return:

1. Click the **Make a Payment** button at the bottom of the confirmation page.

2. Select the **Payment Channel**

    –   If you have previously saved a default payment channel for the account, you can click *Default*.

    –   If you have multiple payment channels saved, you can click *Choose* and select a saved payment channel from a drop-down list.

    –   If you do not have a saved payment channel, click *New* and enter the banking information.

3. Confirm the dollar amount of the payment under the **Payment** section. Click the **Submit** button.

4. Click **OK** to submit the payment.

A confirmation page will appear with a confirmation number for the payment. Click the **OK** button to return to the File/View Returns page.