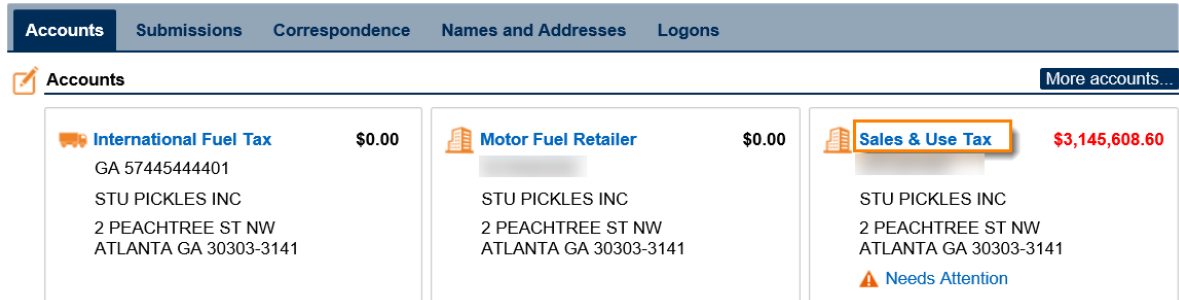





The following documentation provides information on how to import a ST-3 return via the Georgia Tax Center.

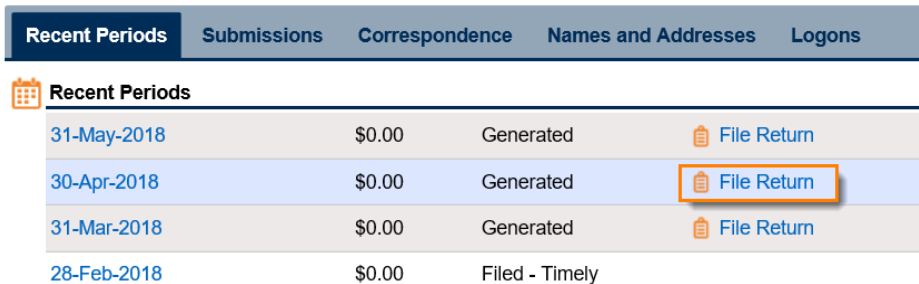
### How to Import a ST-3 Return




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> <span style="float: right;">More accounts...</span>				
 <b>International Fuel Tax</b> <span style="float: right;">\$0.00</span> GA 57445444401 STU PICKLES INC 2 PEACHTREE ST NW ATLANTA GA 30303-3141	 <b>Motor Fuel Retailer</b> <span style="float: right;">\$0.00</span> STU PICKLES INC 2 PEACHTREE ST NW ATLANTA GA 30303-3141	 <b>Sales &amp; Use Tax</b> <span style="float: right; color: red;">\$3,145,608.60</span> STU PICKLES INC 2 PEACHTREE ST NW ATLANTA GA 30303-3141 <span style="color: red; font-weight: bold;">▲ Needs Attention</span>		


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



Recent Periods	Submissions	Correspondence	Names and Addresses	Logons
<b>Recent Periods</b>				
31-May-2018	\$0.00	Generated	 <a href="#">File Return</a>	
30-Apr-2018	\$0.00	Generated	 <a href="#">File Return</a>	
31-Mar-2018	\$0.00	Generated	 <a href="#">File Return</a>	
28-Feb-2018	\$0.00	Filed - Timely		

3. Complete the **Determine Form** and click **Yes** that you have a return you want to import. Then click the **Import Return** button.

## Determine Form

 **Determine Form**

For the period beginning 10/1/2017 and ending 10/31/2017:

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


Import Valid Return File

---

4. **Browse** to locate your file then click the **Import** button.

**Select a file to import:** 

5. You will get a success message, click **Next**.

 **Determine Form**

For the period beginning 10/1/2017 and ending 10/31/2017:

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

Your return was successfully imported. Click 'Next' to review your return.

---

### 6. Complete the ST-3 Long Form.

#### 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 >

### 7. Fill in the Calculate Total Sales Tax form then click Next.

#### Calculate Total Sales Tax

##### Return Summary

1. Total State Sales:	\$254,211.00	7. Total Tax Collected:	\$16,354.00
2. Total Exempt Sales:	\$0.00		
3. Taxable State Sales:	\$254,211.00		

##### Taxable Sales

State Sales:	254,211.00	Tax Rate:	:	Tax Due
		* 0.040	.....	\$10,168.44

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Sales Tax ..... \$10,168.44

Save and Exit Cancel

< Previous Next >

8. Review the **Vendor's Compensation Calculations** form then click **Next**.

### Vendor's Compensation Calculations

 **Return Summary**

1. Total State Sales:	\$254,211.00	5. Total Use Tax:	\$0.00
2. Total Exempt Sales:	\$0.00	6. Prepaid Local Sales/Use:	\$0.00
3. Taxable State Sales:	\$254,211.00	7. Total Tax Collected:	\$16,354.00
4. Total Sales Tax:	\$19,701.35		

 **Vendor's Compensation Calculations**

	Tax Amounts		Rate		Vendor's Comp
Non Motor Fuel Sales/Use Tax (first \$3,000) .....	\$3,000.00	*	0.03	.....	\$90.00
Non Motor Fuel Sales/Use Tax (over \$3,000) .....	\$16,701.35	*	0.005	.....	\$83.51
On Road Motor Fuel .....	\$0.00	*	0.03	.....	\$0.00
Off Road Motor Fuel .....	\$0.00	*	0.03	.....	\$0.00
Total Tax Collected .....	\$19,701.35				
Total Vendors Compensation .....	\$173.51				

Save and Exit   Cancel
← Previous   Next →

9. Review the return then click **Submit**.

### Review Return

 **Review Return**

Review your request and click Submit to continue.

1. Total State Sales:	\$254,211.00	7. Total Tax Collected:	\$16,354.00
2. Total Exempt Sales:	\$0.00	8. Total Sales/Use Tax:	\$19,701.35
3. Taxable State Sales:	\$254,211.00	9. Excess Tax:	\$0.00
4. Total Sales Tax:	\$19,701.35	10. Total Vendor's Compensation:	\$173.51
5. Total Use Tax:	\$0.00	11. Previous Prepaid Amount:	\$0.00
6. Prepaid Local Sales/Use:	\$0.00	12. Current Prepaid Amount:	\$0.00

13. **Total Amount Due** ..... **\$19,527.84**  
 14. **Date Due** ..... **21-May-2018**

Save and Exit   Cancel
← Previous   Submit

10. 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?

11. Write down or print off your confirmation number then click **OK** to close the form.

### Confirmation

#### Submission Information

Logon	[Redacted]
Status	Submitted
Confirmation Number	1-629-214-216
Taxpayer Name	[Redacted]
Federal Employer ID #	[Redacted]
Sales & Use Tax	[Redacted]
Submission Title	Return for 30-Apr-2018
Filing Period	30-Apr-2018
Submitted	22-Mar-2018
Total Amount Due	\$19,527.84

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 **1-629-214-216**. 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 \$19,527.84 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>.