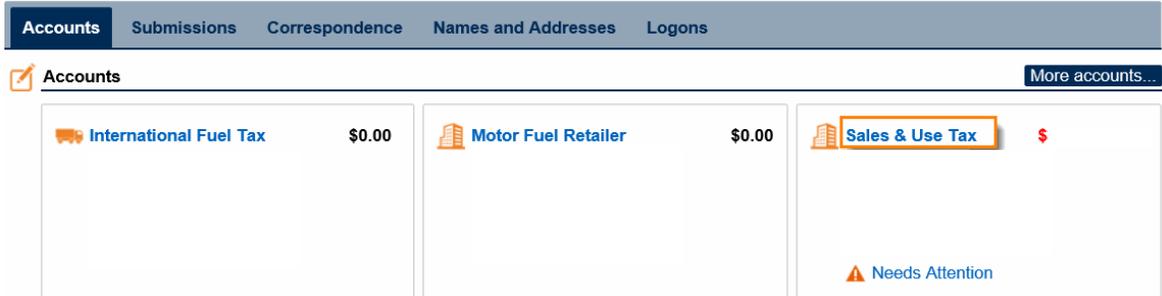


The following documentation provides information on how to import a ST-3 return via the Georgia Tax Center.

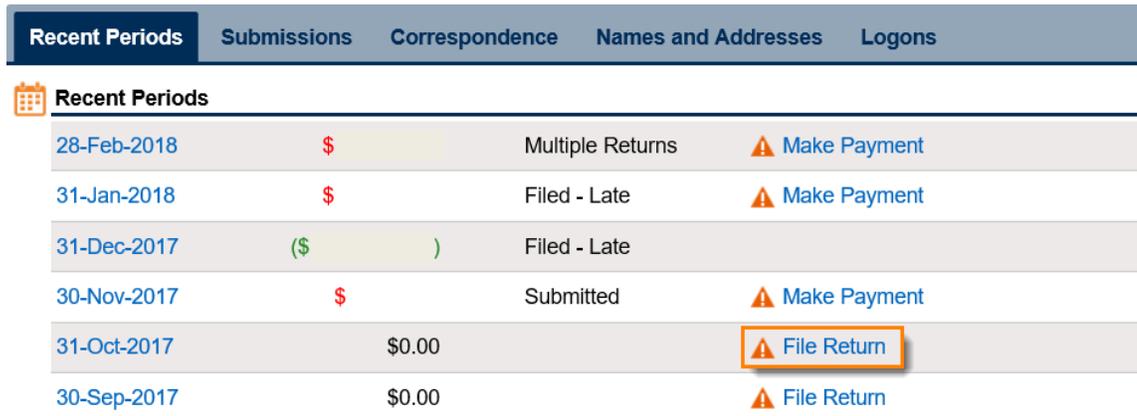
How to Import a ST-3 Return

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
Accounts More accounts...				
International Fuel Tax	\$0.00	Motor Fuel Retailer	\$0.00	Sales & Use Tax \$
				Needs Attention

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



Recent Periods	Submissions	Correspondence	Names and Addresses	Logons
Recent Periods				
28-Feb-2018	\$	Multiple Returns	Make Payment	
31-Jan-2018	\$	Filed - Late	Make Payment	
31-Dec-2017	(\$)	Filed - Late		
30-Nov-2017	\$	Submitted	Make Payment	
31-Oct-2017	\$0.00		File Return	
30-Sep-2017	\$0.00		File Return	

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:	\$	8. Total Tax Collected:	\$
2. Total Exempt Sales:	\$0.00		
3. Taxable State Sales:	\$		

Taxable Sales

	Tax Rate:	Tax Due
State Sales:	*	\$
Atlanta Sales:	* 0.015	\$0.00

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 \$10,168.44

Save and Exit Cancel

< Previous Next >

8. If you have a TSPLOST Tax and have exemptions, **check the box to exempt transactions** then 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

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.

Total

Total TSPLOST Tax \$

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

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

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

Return Summary

1. Total State Sales:	\$		5. Total Use Tax:	\$0.00
2. Total Exempt Sales:		\$0.00	6. Total TSPLOST Sum:	\$
3. Taxable State Sales:	\$		7. Prepaid Local Sales/Use:	\$0.00
4. Total Sales Tax:	\$		8. Total Tax Collected:	\$

Vendor's Compensation Calculations

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

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

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

10. Review the return then 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:	\$
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-Nov-2017

11. 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?

12. Write down or print off your confirmation number then 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 31-Oct-2017
Filing Period	31-Oct-2017
Submitted	24-Feb-2018
Total Amount Due	\$

Your return for 31-Oct-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/>.

Printable View

OK