

The following documentation provides information on how to register a new business on the Georgia Tax Center (GTC).

How to Register a New Business:

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>) and click the **Register a New Georgia Business** hyperlink.
2. Review the information to see if you are eligible. Click **Next**.
3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Required fields will say “*Required*” and will be marked with a red asterisk * . Other fields are optional. Click the **Next** button.
4. Provide the **Business Location Address**.
5. Click the **Verify your address** button to validate the address.
6. Click the red **Unverified** hyperlink on the Address Search pop-up window.
 - If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn’t listed, you can select the address you entered
7. Enter a different mailing address, if applicable. Click the **Next** button.
8. Select the account(s) to register. Click the **Next** button.
9. The below listed account types will prompt additional questions. Complete each section that appears for the account(s) you selected in the previous step and click the **Next** button(s).
 - Sales & Use Tax
 - Withholding Tax
 - Withholding Misc
 - Withholding Misc Film
 - Alcohol License
 - Tobacco License
 - Motor Fuel Distributor Tax
 - International Fuel Tax
 - Composite Tax

- Corporate Income Tax
 - Public Service Commission
 - Public Utilities and Airlines
 - Qualified Timberland Property
 - Railroad Equipment
 - Transportation Services Tax
10. Account types that require registration fees or tax payments due at the time of registration will prompt you for payment information. Provide the required information and click the **Next** button.
 11. Complete the Additional Business Information section. Enter your **NAICS** code(s). Click the **Next** button.
 - If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword
 12. Click the [Add Officer/Responsible Party](#) hyperlink to add officers and/or responsible parties.
 - Individual licensees for alcohol, tobacco, and motor fuel distributors will appear here. Click the **Owner Name** hyperlink to update their information.
 13. Enter the **Officer/Responsible Party** information. To enter additional officers, click the [Add Officer/Responsible Party](#) hyperlink. Click the **Next** button after all officers/responsible parties have been entered.
 14. Some account types require documents to be submitted at the time of registration. Click the [Add Attachment](#) hyperlink to upload the required documentation.
 15. Select the **Type** of attachment. Click the **Choose File** button to locate the file on your computer. Click the **OK** button.
 16. Repeat steps 14 and 15 until all attachments are added. Click the **Next** button.
 17. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.
 18. Review the summary of the request. Click the **Submit** button.
 19. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number for the registration request. Write down or print off your confirmation number then click **OK**.