How to Request a 1099-G Electronically


2. Under the Individuals section, click the Receive 1099-G Electronically hyperlink.
3. Read the page to see if you are eligible to receive the 1099-G electronically and what items you will need. Click Next.

4. Enter your social security number and the most recent Federal AGI, all fields with a yellow background are required, click Next.
5. Complete the form, then click **Next**.

**Login & Contact Information**

- **Login**
  - Required
- **Password**
  - Required
- **Confirm Password**
  - Required

**In case you forget your password**
- **Select Secret Question from list**
  - In what city or town did you meet your spouse?
- **Secret Answer**
  - Required
- **Confirm Answer**
  - Required

6. Click on how you would like to secure your account either by Text, Email or Both then click **Next**.

**Login Authorization**

**Authentication Options**
- Choose your authentication method
  - Text
  - Email
  - Both
- **Country**
  - USA
- **Mobile Carrier**
  - Required
- **Mobile Phone**
  - Required

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier List. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

7. Click to agree to the consent then click **Next**.

**Taxpayer Consent**

- **Taxpayer Consent**
  - By submitting this request you are agreeing to only receive your 1099-G form electronically, and understand that you will no longer receive a paper copy beginning with the next tax year. You certify with your electronic signature that to the best of your knowledge, the information is true, accurate and complete and any falsification subjects you to the offense of making a written false statement to a government official.
  - I agree to the statements above.
8. Click **Yes** or **No** if you want to go paperless then click **Next**.

Go Green!

8. **Sign up for E-Correspondence**

Would you like to sign up for E-Correspondence?

| No | Yes |

8. **Taxpayer Consent**

By submitting this request, you are agreeing to only receive your 1099-G form electronically, and understand that you will no longer receive a paper copy beginning with the next tax year. You certify with your electronic signature that to the best of your knowledge, the information is true, accurate and complete, and any falsification subjects you to the offense of making a written false statement to a government official.

I agree to the statements above.

9. **Review the summary page then click **Submit**.**

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**ID Type**

| ITIN | SSN |

**Social Security #**

**Confirm Social Security #**

**Most recent Federal AGI**

Your Federal Adjusted Gross Income (Federal AGI) is the amount of gross income that has been reduced by adjustments to income. This amount can be found on federal forms 1040EZ, 1040A, 1040 or Georgia forms 560, 509-EZ.

**Enter login information**

| Login | Password | Confirm Password |

**In case you forget your password**

Select **Secret Question** from list: In what city or town did you meet your __________

Social Answer

Confirm Answer

**Password requirements for a GTC login**

- Passwords cannot be reused
- Minimum 8 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

**Protection personal data**

The Department encrypts passwords. Once you submit the password, it meets security standards. Any password fields will be encrypted and the characters change to * characters. If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

**Enter contact information**

| User Name | E-mail | Confirm E-mail |

| Country | USA |

| Select Phone Type from list | Business Phone | Phone Number |

Do you have a second phone number?

| No | Yes |

**Authentication Options**

Choose your authentication method:

| Text | Email | Both |

**Enter phone number**

| Phone Number @Georgiagov |
10. Click Yes to confirm that you want to submit this request.

11. Print off or write down your confirmation number then click OK.

12. You will receive an email from the Georgia Department of Revenue with your confirmation number.