

The following documentation provides information on how to request a payment plan on the Georgia Tax Center (GTC).

How to Request a Payment Plan:

1. Log into the GTC website (<https://gtc.dor.ga.gov/>).
2. Navigate to the **More...** tab, go to **Payments and Returns**, click the **Request payment plan** hyperlink.
3. Review the payment plan terms. Click the **Next** button.
4. Enter your banking information. Click the **Next** button.
5. You may enter a down payment amount and date, if so desired. Enter the first payment date and the number of payments. Click the **Next** button.
6. To continue, you must agree to receive electronic notices regarding your payment plan through GTC and provide your email address. Click the **Next** button.
7. Review the payment plan details page. If you disagree with the conditions and click **No**, you will need to click the **Cancel** button and submit a new request. If you agree with the conditions, click **Yes** and then click the **Submit** button.
8. Enter your GTC password to authorize the Georgia Department of Revenue to debit your bank account until the payment plan is complete. Click the **OK** button.
9. A confirmation page will appear with the confirmation number for the submission. Click the **OK** button to return to the **Home** screen.

Once approved, a web notice with the terms can be viewed under the **Actions Center** tab on the **Home** screen. Click on the You have an unread message box and select hyperlink for the GTC Payment Plan - Approved.