

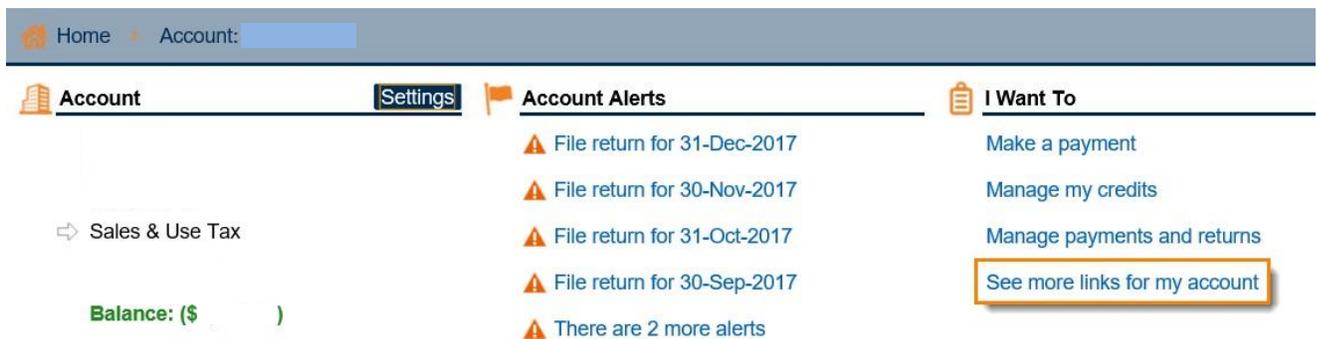
The following documentation provides information on how to request a sales tax refund via the Georgia Tax Center.

How to Request a Sales Tax Refund

1. Log into GTC (<https://gtc.dor.ga.gov/>).
2. Navigate to the **Sales & Use** tax account by clicking the **Account** hyperlink.



3. Under the **I Want To** section, click **See more links for my account**.



4. Click **Request Refund**.

Home > Account: > I Want To

I Want To

-  [Change Filing Frequency](#) Change the Filing Frequency for my account
-  [Manage NAICS Codes](#) Add or update my NAICS codes
-  [Protest Proposed Assessment](#) Protest a Proposed Assessment that I received
-  [Request Payment Statement](#) Request a payment statement
-  [Request Refund](#) Request a refund for the balance on my account
-  [Request to Close Account](#) Close my account that is no longer in business
-  [Request Waiver of Penalty](#) Submit documentation to have penalties waived

5. **Step 1:** Complete the **Refund Information** form then click **Next**.

1. Refund Information

Refund Information

 **File your claim**

Refund requests for sales tax accounts must be broken out by state/county to provide proper reporting.
County and Amount fields below must be filled out

1 of 1 Show Errors 1 - 1 of 1

Filing Period From	Filing Period To	County	Amount	Claim Reason
		000 - State	0.00	

1 of 1 Show Errors 1 - 1 of 1

Refund Amount Requested

Additional Information

Required

Direct Deposit Refund?
 No Yes

Cancel < Previous **Next >**

6. **Step 2:** If you selected to get your refund by direct deposit, complete this form with your bank information, then click the **Next** button.



Direct Deposit Information

Direct Deposit Information

Bank Account Type

Required

Routing Number

BankName

Account Number

Confirm Account Number

Cancel

< Previous

Next >

7. **Step 3:** Click **Add Attachment** to add any of these forms to support your claim, then click **Next**.



Refund Attachments

Attachments

"Please attach any of the following to support your claim.

- ST-12A forms
- Credit memos
- Detailed spreadsheets

1

If the file is too large please submit without an attachment and the reviewer will contact you."

Add Attachment

2

Attachments

Type	Name	Description	Size

Cancel

< Previous

Next >

8. **Step 4:** Review the **Refund Request Summary** then click **Submit**. If you need to make changes, click the *Previous* button.



Refund Request Summary

Claim Request Summary

1 of 1 1 - 2 of 2

Filing Period From	Filing Period To	County	Amount	Claim Reason
01-Jan-2017	31-Dec-2017	000 - State		Other
01-Jan-2017	31-Dec-2017	060 - Fulton		Amended Return

1 of 1 1 - 2 of 2

Refund Amount Requested

Direct Deposit Information

Bank Account Type

Routing Number

Account Number

Cancel

< Previous

Submit

9. Click **Yes** to confirm that you want to submit this form.

Are you sure you want to submit this?✕

Are you sure you want to submit this?

Yes

No

10. The **Confirmation Page** will be displayed. Write down the **Confirmation Number** or **Print** the page for your records. This request will be stored on your GTC account and can be viewed under the **Submissions** tab.

Home > Account: [redacted] > I Want To > Request Refund > Confirmation

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Sales & Use Tax	
Submission Title	Refund Request
Submitted	02-Jan-2018

Your confirmation number is

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View](#)

[OK](#)

[Print Confirmation](#)