The following documentation provides information for individuals on how to create a Georgia Tax Center (GTC) account. GTC is the online system for Georgia taxpayers to file, pay and/or manage their tax accounts with the Georgia Department of Revenue (the "Department").

NOTE: You must have previously filed a Georgia Individual Income Tax return to create a GTC account. If you need a GTC account and have not yet filed a return, please contact the Department at (877) 423-6711.

How to Sign Up for Online Access (Individual Taxpayers):

1. Go to the GTC website at https://gtc.dor.ga.gov/. Under the **Logon** button click the **Sign up** hyperlink.

2. Review the information on the **Request Details** screen. Click the **Next** button.

3. Select *Individual Income Tax* in the **Account Type** drop-down list. Click the **Next** button.

4. Choose your **ID Type**. Click the **Next** button.

5. Enter and confirm your **ITIN** or **SSN** and enter the most recent **Federal Adjusted Gross Income (Federal AGI)** reported to the Georgia Department of Revenue. Click the **Next** button.

6. Enter a **Login**, **Password**, **Secret Question & Answer**, and **Contact Information** for the person who will be using the GTC account. Click the **Next** button.

7. Answer the question under the **Sign up for E-Correspondence** section. Click the **Submit** button.

8. Click **Ok** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number.

You will also receive a confirmation email from NoReply@dor.ga.gov to the email address provided in the web request.

Log into the account using the username and password and set up 2 factor authentication from the choices provided.