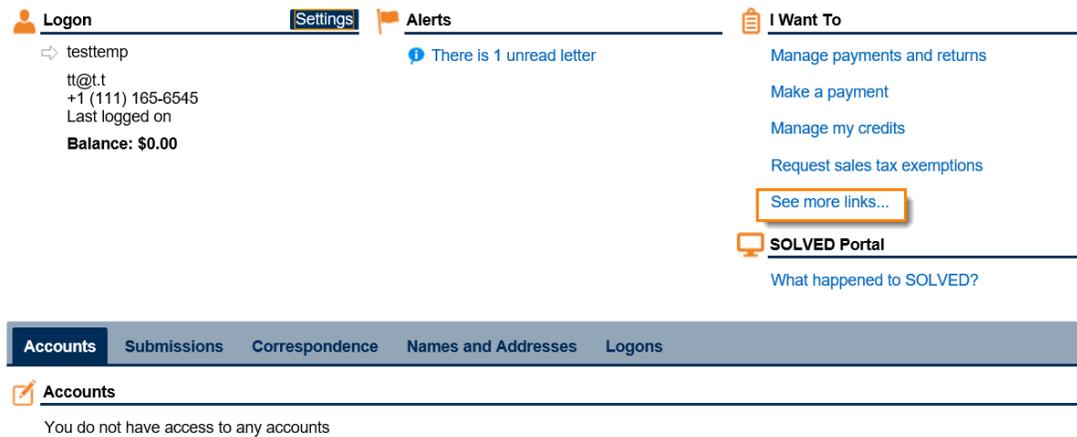


The following documentation provides information on how to submit a power of attorney via the Georgia Tax Center. Note that these instructions differ if you are applying as a Third Party or as a taxpayer for his own account. The steps will let you know where this information is different.

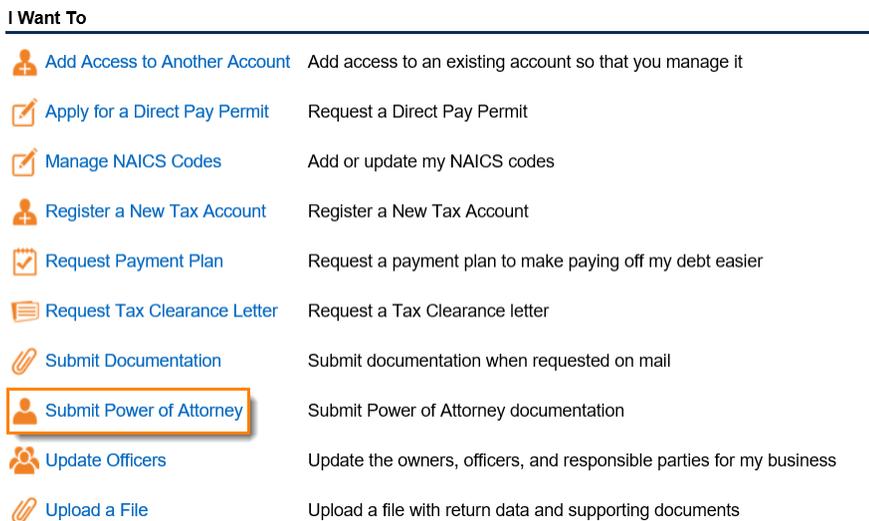
How to Submit a Power of Attorney

1. Log onto the GTC website (<https://gtc.dor.ga.gov>). Click on the **Manage my vendor information** hyperlink.



The screenshot shows the user interface of the Georgia Tax Center. At the top, there are navigation tabs for 'Logon', 'Settings', 'Alerts', and 'I Want To'. The 'Logon' section shows the user 'testtemp' with email 'tt@t.t', phone '+1 (111) 165-6545', and a balance of '\$0.00'. The 'Alerts' section shows 'There is 1 unread letter'. The 'I Want To' section contains several links: 'Manage payments and returns', 'Make a payment', 'Manage my credits', 'Request sales tax exemptions', 'See more links...' (highlighted with a red box), and 'SOLVED Portal' with a sub-link 'What happened to SOLVED?'. Below this is a navigation bar with tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Accounts' tab is selected, showing a message: 'You do not have access to any accounts'.

2. Click the **Submit Power of Attorney** hyperlink in the **I Want To** section.



The screenshot shows the 'I Want To' section of the Georgia Tax Center user interface. It contains a list of actions with icons and descriptions:

- Add Access to Another Account**: Add access to an existing account so that you manage it
- Apply for a Direct Pay Permit**: Request a Direct Pay Permit
- Manage NAICS Codes**: Add or update my NAICS codes
- Register a New Tax Account**: Register a New Tax Account
- Request Payment Plan**: Request a payment plan to make paying off my debt easier
- Request Tax Clearance Letter**: Request a Tax Clearance letter
- Submit Documentation**: Submit documentation when requested on mail
- Submit Power of Attorney**: Submit Power of Attorney documentation (highlighted with a red box)
- Update Officers**: Update the owners, officers, and responsible parties for my business
- Upload a File**: Upload a file with return data and supporting documents

3. Review the **Designate a Power of Attorney** page to see when to use this form and what you will need to submit the request. Click **Next**.

Designate a Power of Attorney

Use This If:

- You would like to have a qualified professional represent you.
 - You are unable to conduct your own affairs due to illness, mental incapacitation, or you are traveling overseas.
- OR
- You are a CPA, Tax Preparation Service, Payroll Service or other Accounting Service and need to file a POA for your client.

You Will Need:

- A **completed and signed RD-1061** - or - [IRS 2848 Power of Attorney](#) form.
- Your representative's contact information: name, address, phone number, and email address.
- A list of accounts and periods that your representative is authoritative for.
- Your client's primary ID (SSN, ITIN or FEIN) if you are submitting this for a client.

Cancel

< Previous

Next >

4. Click whether you are submitting this on behalf of your client.

Submitting for client?

Are you submitting this Power of Attorney on behalf of a client?

Yes

No

Required

Cancel

< Previous

Next >

If this is on behalf of a client, click **Yes** and complete the **Client Information** form. Click **Next**.

Client Information

Please enter the client's information

ID Type

Required

Required

ID

Required

Cancel

< Previous

Next >

If this is for your account, select **No**. Click **Next**.

- Complete the **Representative Info** form. Click the **Verify your address** button to select your address from the list.

Representative Info

<p>Enter your information</p> <p>Select Country from list <input type="text" value="USA"/></p> <p>First Name <input type="text" value="Required"/></p> <p>Last Name <input type="text" value="Required"/></p> <p>Email <input type="text" value="Required"/></p> <p>Confirm Email <input type="text" value="Required"/></p> <p>Phone Number <input type="text" value="Required"/></p> <p>Extension <input type="text"/></p>	<p>Enter your address</p> <p>Select Country from list <input type="text" value="USA"/></p> <p>Street <input type="text" value="Required"/></p> <p>Street 2 <input type="text"/></p> <p>Select Unit Type from list (Apt, Suite, etc.) <input type="text"/></p> <p>Unit # (if Unit Type is selected) <input type="text"/></p>	<p>City <input type="text" value="Required"/></p> <p>Select State from list <input type="text" value="GEORGIA"/></p> <p>Zip Code +4 <input type="text" value="Required"/></p> <p>Select County from list <input type="text" value="Required"/></p> <p>Attention <input type="text"/></p> <p style="text-align: center;">Verify your address</p> <p style="color: red; font-size: small;">Address must be verified before continuing.</p>
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Cancel

- Click the **Select** hyperlink next to your correct address. Click **Next**.

Select Address

◀
◀◀
2 of 2
▶▶
▶
16 - 29 of 29

Select	Verified	1800 PEACHTREE ST NW STE 250 ATLANTA GA 30309-2517
Select	Verified	1800 PEACHTREE ST NW STE 420 ATLANTA GA 30309-2521
Select	Verified	1800 PEACHTREE ST NW STE 550 ATLANTA GA 30309-2507
Select	Verified	1800 PEACHTREE ST NW ATLANTA GA 30309-2519
Select	Verified	1800 PEACHTREE ST NW ATLANTA GA 30309-2501
Select	Verified	1800 PEACHTREE ST NW STE 250 ATLANTA GA 30309-2515
Select	Verified	1800 PEACHTREE ST NW STE 600 ATLANTA GA 30309-2506
Select	Verified	1800 PEACHTREE ST NW STE 650 ATLANTA GA 30309-2511
Select	Verified	1800 PEACHTREE ST NW STE 655 ATLANTA GA 30309-2506
Select	Verified	1800 PEACHTREE ST NW STE 660 ATLANTA GA 30309-2522
Select	Verified	1800 PEACHTREE ST NW STE 600 ATLANTA GA 30309-2516
Select	Verified	1800 PEACHTREE ST NW STE 605 ATLANTA GA 30309-2500
Select	Verified	1800 PEACHTREE ST NW STE 620 ATLANTA GA 30309-2506
Select	As Entered	1800 PEACHTREE ST ATLANTA GA 30345

7. Click the button next to the accounts you are requesting access. Click **Next**.

Define Access

Select Client Accounts for POA Access

- All Accounts of Client
Required
- Choose Specific Accounts

Cancel

< Previous

Next >

If you click **All Accounts of Client**, select a date range you are requesting access to those accounts. Click **Next**.

Choose POA date range and review account list

Grant Access From

Required

Grant Access Till

Required

Account ID	Account Type	Account Name
42- [REDACTED]	Corporate Income Tax	[REDACTED]
[REDACTED]-YU	Withholding Tax	[REDACTED]

2 Rows

Cancel

< Previous

Next >

If you click **Choose Specific Accounts**, select the account(s) and select the date range you are requesting access to the account(s). Click **Next**.

Select accounts to apply Power of Attorney

Select	From Date	To Date	Account ID	Type	Name
<input type="checkbox"/>	[REDACTED]	[REDACTED]	42- [REDACTED]	Corporate Income Tax	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]-YU	Withholding Tax	[REDACTED]

2 Rows

Cancel

< Previous

Next >

8. Click the **Add Attachment** button to upload the POA form.

Attach Supporting Documents

 **Attachments**

Type	Name	Description	Size
<input type="button" value="Add Attachment"/>			

Please attach a required POA form.
 You need a completed and signed [RD-1061](#) or [IRS 2848 Power of Attorney](#) form.

9. Select the **Type** of power of attorney form from the list, add a description then browse to locate the document to upload. Click **Save**.

Select a file to attach

Type	Description
Power of Attorney IRS 2848	Power of Attorney RD-1061
Power of Attorney RD-1061	

10. The document will appear in your **Attachments** list. Click **Submit**.

Attach Supporting Documents

 **Attachments**

Type	Name	Description	Size
Power of Attorney	POA_FORM_RD-1061	My POA	157 Remove

POA form attached.
 You need a completed and signed [RD-1061](#) or [IRS 2848 Power of Attorney](#) form.

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

Are you sure you want to submit this?

12. Write down or print off your confirmation number then click **OK** to close the form.

 **Confirmation**

Submission Information

Logon	testtemp
Status	Submitted
Confirmation Number	2-102-798-600
Taxpayer Name	██████████ LLC
Federal Employer ID #	
Submission Title	Power of Attorney Request
Submitted	01-Aug-2018

Your confirmation number is **2-102-798-600**.

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](#)