

The following documentation provides information on how to upload an ST-3 XML file via the Georgia Tax Center.

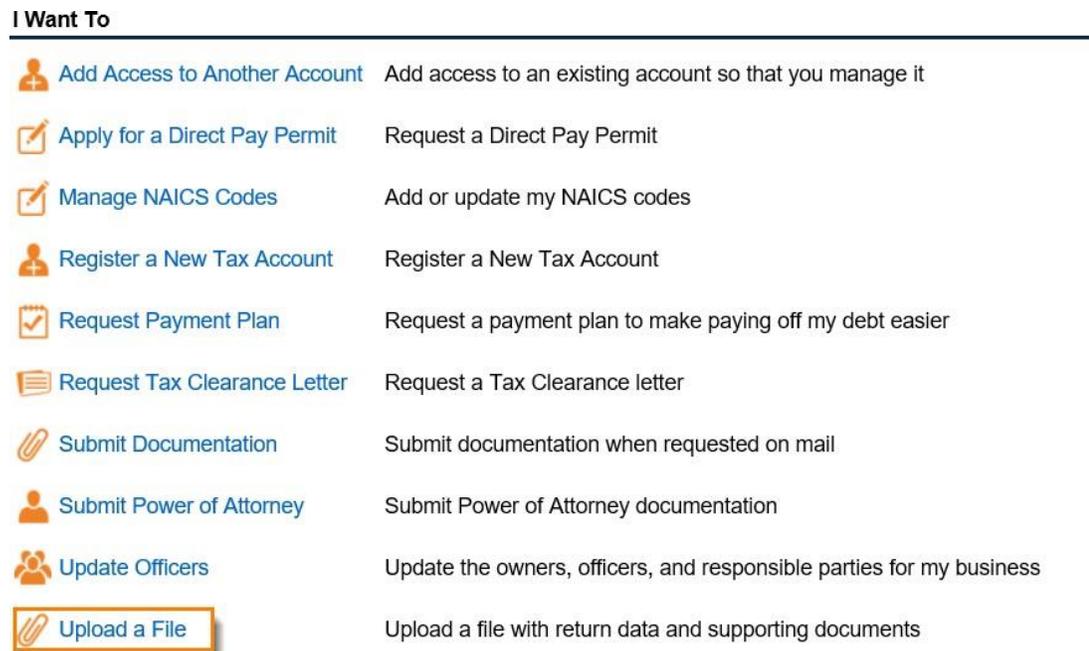
How to Upload an ST-3 XML File

1. Go to the GTC website (<https://gtc.dor.ga.gov>), and log into your account. Click the **See more links...** hyperlink.



The screenshot shows the top navigation bar of the Georgia Tax Center website. It includes a 'Logon' section with a user icon and a 'Settings' button. The 'Alerts' section shows a checkmark and the text 'There are no alerts'. The 'I Want To' section is highlighted with a blue underline and contains a list of links: 'Manage payments and returns', 'Make a payment', 'Manage my credits', 'Request sales tax exemptions', and 'See more links...'. The 'See more links...' link is highlighted with an orange border.

2. Click on the **Upload a File** hyperlink.



The screenshot shows the 'I Want To' menu with a blue underline. It contains a list of links, each with an icon and a description:

- 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
- Update Officers**: Update the owners, officers, and responsible parties for my business
- Upload a File**: Upload a file with return data and supporting documents

 The 'Upload a File' link is highlighted with an orange border.

3. Click **Add Attachments**.

1. File Upload

File Upload

Add Attachments

 **Attachments**

Type	Name	Size	
No file is Attached			

Cancel

← Previous

Submit

4. Select the appropriate file type, fill in the description, and then browse to upload it.

Select a file to attach
✕

Type Description <input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/> <input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/>	<div style="border: 1px solid #ccc; background-color: #ffffcc; padding: 5px;"> <ul style="list-style-type: none"> 01. Filing Frequency CSV 02. CSV Payment File 04. G7 CSV File Upload 05. G1003 CSV File Upload-Jan 06. G1003 CSV File Upload-Feb 07. 1099 (Pub 1220 Format) 08. 1099 CSV File Upload 09. W2 CSV File Upload 10. W2 (EFW-2 Format) 11. W2C CSV File Upload 12. W2C (EFW2C Format) 13. XML ST3 File Upload 14. XML MFD-04 Eff. 7/2015 15. XML MFR-21 File Upload 16. XML MFD-04 File Upload <li style="border: 2px solid orange;">17. XML ST3 File Upload 2017 <li style="border: 2px solid orange;">18. XML ST3 File Upload 2018 </div>	Re il you
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e to close the browser window

5. Click **Submit** once you have attached your file.

1. File Upload

File Upload

Add Attachments

 **Attachments**

Type	Name	Size	
17. XML ST3 File Uploa	April basic4.xml	4	Remove

Cancel

← Previous

Submit

- Click **Yes** to confirm that you want to submit the file.



Are you sure you want to submit this?

Yes

No

- Write down or print your confirmation. Click **OK** to close the window.

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Submission Title	File Upload
Submitted	22-Mar-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