

Anyone registering for or renewing public benefits with the Georgia Department of Revenue is required to submit a Citizenship Affidavit and copy of a Secure and Verifiable Document with the registration or renewal request. Public Benefits include, but are not limited to, licenses, permits, and/or tags for Alcohol, Tobacco, Motor Vehicle Dealers, and Motor Fuel Distributors.

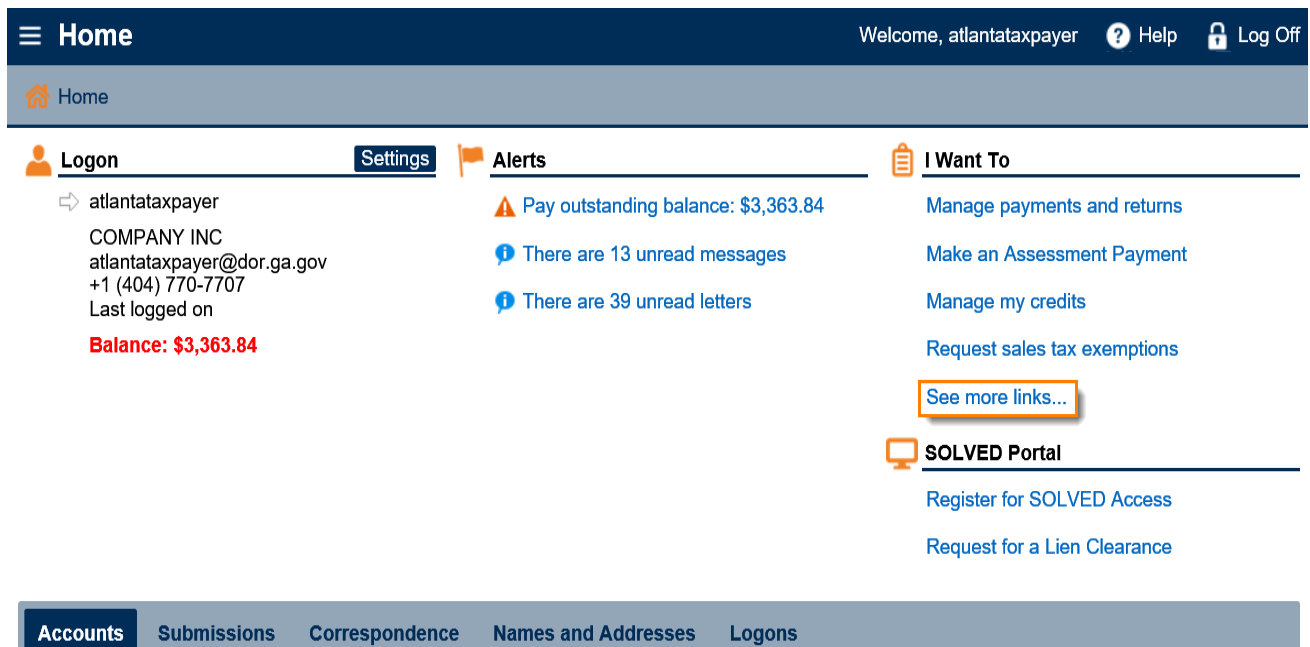
This documentation covers how to use the **Manage Licensee Web Request** for the following scenarios:

- *Scenario 1:* You are an existing, registered taxpayer with the Department of Revenue. You want to register a new public benefit using one of your existing licensees; however, the Department does not have current citizenship documentation on file for this licensee. You will need to submit documentation for that licensee using the Manage Licensees Web Request.
- *Scenario 2:* Before renewing an existing public benefit, current and unexpired citizenship documentation must be on file with the Department. To manage and update each licensee’s citizenship documentation, use the Manage Licensees Web Request.

**IMPORTANT NOTE:** Citizenship documentation must be submitted for all licensees. If an individual licensee is also an officer responsible for supplying the documentation for a business licensee, the citizenship documentation must be submitted for both the individual licensee and the business licensee.

### Steps for Submitting the Manage Licensee Web Request:

1. Log into the GTC website (<https://gtc.dor.ga.gov>)
2. Under the **I Want To** section, click the **See more links...** hyperlink



The screenshot shows the GTC website interface. At the top, there is a navigation bar with 'Home', 'Welcome, atlantataxpayer', 'Help', and 'Log Off'. Below this is a 'Home' breadcrumb. The main content area is divided into four sections: 'Logon', 'Settings', 'Alerts', and 'I Want To'. The 'Logon' section shows the user 'atlantataxpayer' with contact information and a balance of \$3,363.84. The 'Alerts' section shows three alerts: 'Pay outstanding balance: \$3,363.84', 'There are 13 unread messages', and 'There are 39 unread letters'. The 'I Want To' section lists several actions: 'Manage payments and returns', 'Make an Assessment Payment', 'Manage my credits', 'Request sales tax exemptions', and a highlighted 'See more links...' button. Below this is the 'SOLVED Portal' section with links for 'Register for SOLVED Access' and 'Request for a Lien Clearance'. At the bottom, there is a navigation bar with 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'.














3. Click the **Manage Licensees** hyperlink

☰ I Want To
Welcome, atlantataxpayer [?](#) Help [🔒](#) Log Off

🏠 Home > I Want To

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**I Want To**

-  [Add Access to Another Account](#) Add access to an existing account so that you manage it
-  [Cancel Payment Plan](#) Cancel my payment plan
-  [Apply for a Direct Pay Permit](#) Request a Direct Pay Permit
-  [Manage Licensees](#) Manage Licensees for my alcohol and tobacco licenses
-  [Manage NAICS Codes](#) Add or update my NAICS codes
-  [Register a New Tax Account](#) Register a New Tax Account
-  [Request Offer in Compromise](#) Request an offer in compromise
-  [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

4. A list of all licensees (First Initial, Full Last Name, Last Four of SSN) for every registered public benefit license will appear. Click the **Current Status** hyperlink by the applicable licensee

1. Manage Licensees
2. Attachments info
3. Summary

## Manage Licensees

Manage Licensees Ind - G. COSTANZA, 6789 Ind - D. PUTTY, 6456				
Filter				
Current Status:	Licensee	Residency Status	Edit	Affidavit
 <a href="#">Valid Citizenship</a>	Ind - G. COSTANZA, 6789	US Citizen	<input type="checkbox"/>	<input type="checkbox"/>
 <a href="#">Expired</a>	Ind - D. PUTTY, 6456	Legal Permanent Resi	<input type="checkbox"/>	<input type="checkbox"/>

2 Rows

- Update the residency status for that licensee. Based on the Residency Status and Document Name fields, additional fields to be filled out will appear

1. Manage Licensees    2. Attachments info    3. Summary

## Manage Licensees

Manage Licensees   Ind - G. COSTANZA, 6789   Ind - D. PUTTY, 6456

### Licensee

#### Manage Licensees

View and edit current licensees

#### Licensee Information

Current Status:

Expired

Would you like to edit the licensee information?

No

Yes

Attach a Citizenship Affidavit and a Secure and Verifiable Document for this licensee?

No

Yes

#### Individual/Officer of Business

SSN

\*\*\*-\*\*-6456

First Name

DAVID

Last Name

PUTTY

#### Enter Licensee Affidavit Info

Residency Status

Legal Permanent Resident

Date of Birth

Required

Required

This licensee's status will need to be verified before the registration is complete. This may take a few days to process.

Document Name

Required

Alien Number

0

#### Enter Licensee Address

Street

City

State

GEORGIA

ZIP

County

Country

USA

Phone

Cancel

< Previous

Next >


**Note:** If the business itself is the licensee, an officer of the business must provide the citizenship documentation. Choose an existing officer from the drop-down list.

**Licensee**

**Manage Licensees**

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View and edit current licensees

 **Licensee Information**


Current Status:

Expired

Would you like to edit the licensee information?

No

Yes

 **Individual/Officer of Business**

Officer

|


A CASTLE, 1234

K BECKETT, 0995

- Attach the Citizenship Affidavit and a Secure and Verifiable document for each licensee being updated by clicking the **Add Attachments** button. Click the **Next** button when all attachments have been added



## Attachments info

 **Attach the Required Documents**

[Complete List of Secure and Verifiable Documents.](#)

[Citizenship Affidavit PDF](#)


Licensees requiring a Citizenship Affidavit and a Secure and Verifiable Document: 1

Number of Licensees with changes: 1

Attachments added: 0

**In** order to complete this request, 1 licensee(s) must have a Citizenship affidavit and a Secure and Verifiable Document attached. Please attach each as a separate file and include the last name of the individual in the attachment description.

Add Attachments

 **Attachments**

Type	Name	Description	Size

Cancel

< Previous

Next >

- Review the Summary page. If you need to update another licensee, use the *1. Manage Licensees* arrow at the top of the screen to go back. Click **Submit** when done

1. Manage Licensees
2. Attachments info
3. Summary

## Summary

Summary Ind - G. COSTANZA, 6789 Ind - D. PUTTY, 6456

Filter

Current Status:	Licensee	Residency Status	Edit	Affidavit
Valid Citizenship	Ind - G. COSTANZA, 6789	US Citizen	<input type="checkbox"/>	<input type="checkbox"/>
Expired	Ind - D. PUTTY, 6456	Legal Permanent Resi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2 Rows

Cancel
Previous
Submit

A confirmation page will appear. Write down the confirmation number or Print the confirmation page for your records.

**Confirmation** Help Log Off

Home > VANDELAY INDUSTRIES > I Want To > Manage Licensees > Confirmation

**Confirmation**

**Submission Information**

Logon	protaxprep
Status	Submitted
Confirmation Number	1-589-909-760
Taxpayer Name	VANDELAY INDUSTRIES
Federal Employer ID #	23-2342345
Submission Title	Licensee Management
Submitted	17-Feb-2018

Your confirmation number is **1-589-909-760**.

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