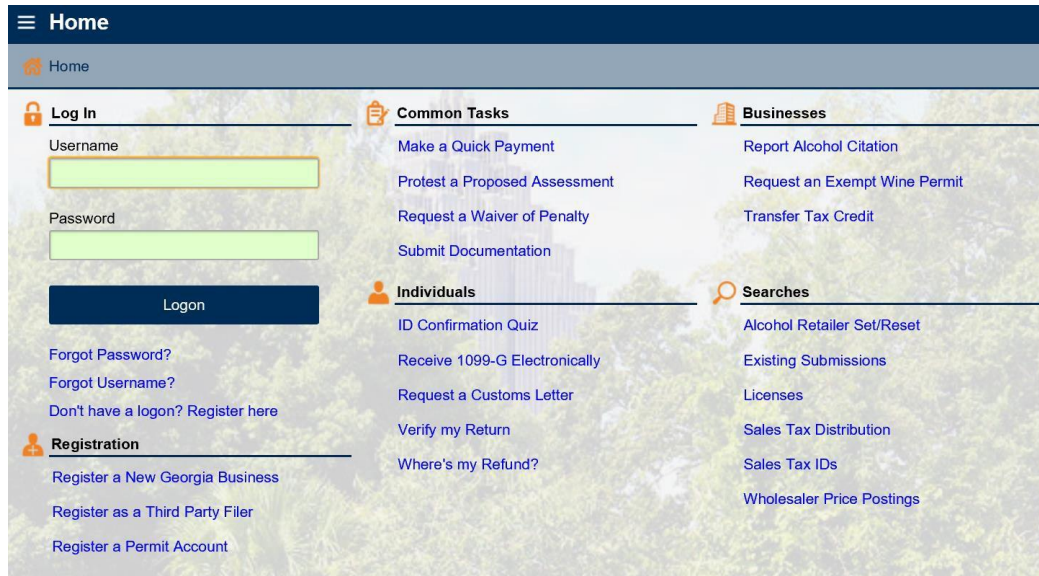


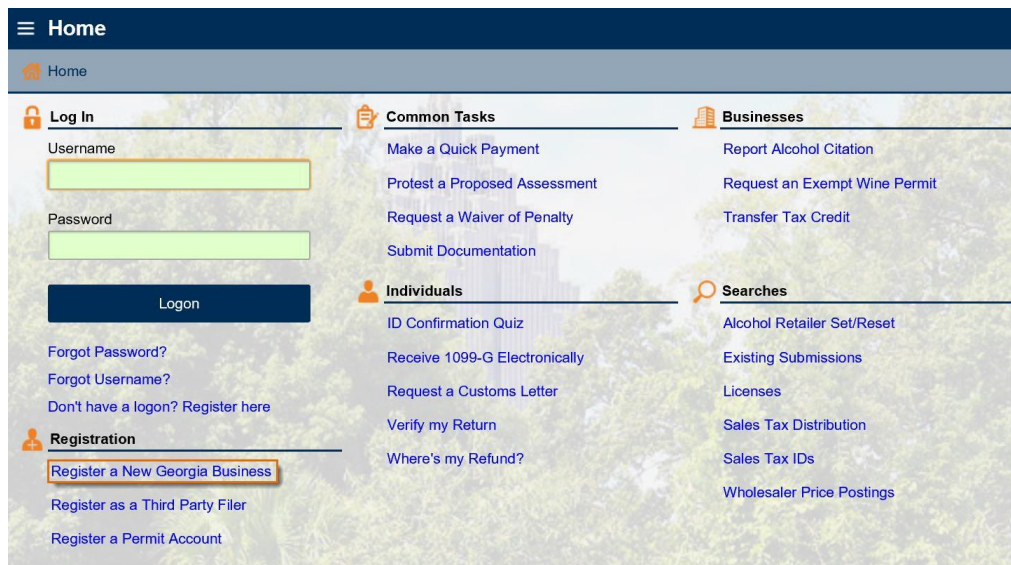
The following documentation provides information on how to register a Withholding Film Tax via the Georgia Tax Center.

How to Register a New Business - Withholding Film Tax

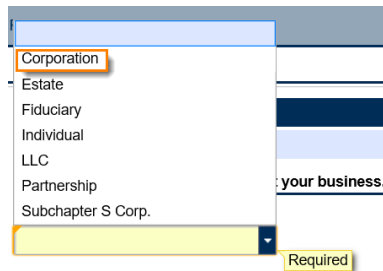
1. Go to the GTC website (<https://gtc.dor.ga.gov>).



2. Under the **Registration** section, click the **Register a New Georgia Business** hyperlink.

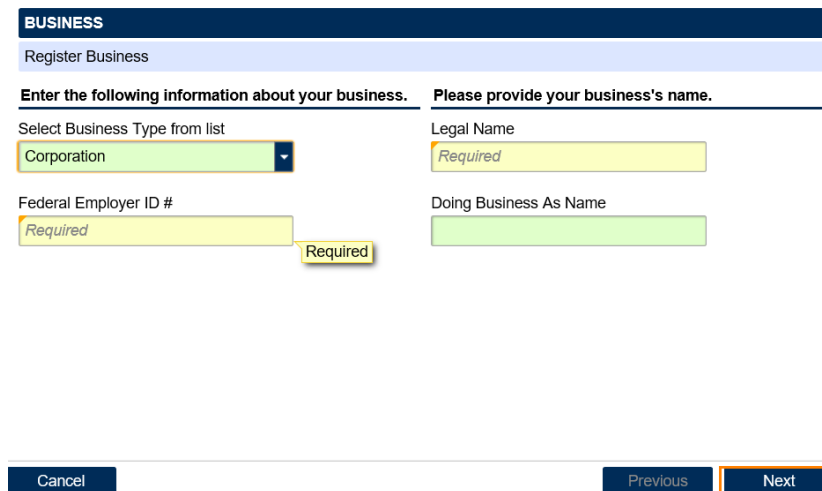


3. Click the dropdown to **Select Business Type from list**. For this example, we will register as a corporation. Click on **Corporation** and additional fields will appear. **Note:** any fields with a yellow background is Required and you must make a selection or type in your information.



A screenshot of a web form showing a dropdown menu for business type selection. The menu is open, displaying the following options: Corporation, Estate, Fiduciary, Individual, LLC, Partnership, and Subchapter S Corp. The 'Corporation' option is highlighted with a yellow border. Below the dropdown, the text 'your business.' is visible, and a yellow box with the word 'Required' is positioned below the dropdown arrow.

4. Complete the required fields with the yellow background. Complete any applicable optional fields with the green background then click **Next**.



A screenshot of the 'BUSINESS' registration form. The form is titled 'Register Business' and is divided into two columns. The left column is titled 'Enter the following information about your business.' and the right column is titled 'Please provide your business's name.' The left column contains a dropdown menu for 'Select Business Type from list' with 'Corporation' selected, and a text input field for 'Federal Employer ID #' with a yellow background and a 'Required' label. The right column contains a text input field for 'Legal Name' with a yellow background and a 'Required' label, and a text input field for 'Doing Business As Name' with a green background. At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

5. Provide the business location address.

Provide Address

Enter your business location address.

Select Country from list

Street

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Select State from list

Zip Code +4

Select County from list

Attention

Address must be verified before continuing

Is your mailing address the same as your business address?
 Yes No

6. Click **Verify your address** to confirm that this is the correct address for your business.

Enter your business location address.

Select Country from list

Street

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Select State from list

Zip Code +4

Select County from list

Attention

Verify your address

Address must be verified before continuing.

7. Click **Select** next to the correct address. Then click **Next**.

Select Address

1 - 15 of 57

Select	Verified	1800 CENTURY BLVD NE STE 925 ATLANTA GA 30345-3207
Select	Verified	1800 CENTURY BLVD NE STE 9200 ATLANTA GA 30345-3205
Select	Verified	1800 CENTURY BLVD NE STE 9200 ATLANTA GA 30345-3205
Select	Verified	1800 CENTURY BLVD NE STE 950 ATLANTA GA 30345-3218
Select	Verified	1800 CENTURY BLVD NE STE [1100 - 1105] ATLANTA GA 30345-3216
Select	Verified	1800 CENTURY BLVD NE STE L213 ATLANTA GA 30345-3209
Select	Verified	1800 CENTURY BLVD NE STE B103 ATLANTA GA 30345-3206
Select	Verified	1800 CENTURY BLVD NE STE 550 ATLANTA GA 30345-3216
Select	Verified	1800 CENTURY BLVD NE STE 5302 ATLANTA GA 30345-3209
Select	Verified	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206
Select	Verified	1800 CENTURY BLVD NE STE 7210 ATLANTA GA 30345-3209
Select	Verified	1800 CENTURY BLVD NE STE 9200 ATLANTA GA 30345-3206
Select	Verified	1800 CENTURY BLVD NE STE 920 ATLANTA GA 30345-3218

8. Select **Withholding Misc Film** from the list of accounts. Click **Next**.

ACCOUNTS

Select Accounts

Select the account(s) you are registering.	Additional Information
<input type="checkbox"/> Alcohol License	<p>You must register a Sales & Use Tax account if you are registering one of the following account types:</p> <ul style="list-style-type: none"> Fireworks Excise Tax Prepaid Wireless 911 Charge State Hotel-Motel Fee <p>These accounts will share the account start date of the Sales & Use Tax account.</p>
<input type="checkbox"/> Fireworks Excise Tax	
<input type="checkbox"/> International Fuel Tax	
<input type="checkbox"/> Motor Fuel Distributor Tax	
<input type="checkbox"/> Prepaid Wireless 911 Charge	
<input type="checkbox"/> Sales & Use Tax	
<input type="checkbox"/> State Hotel-Motel Fee	
<input type="checkbox"/> Tobacco License	
<input type="checkbox"/> Withholding Tax	
<input checked="" type="checkbox"/> Withholding Misc Film	

Cancel
Previous
Next

9. Enter the Account Start Date. Note: the date cannot be more than six (6) months ago. Click Next.

ACCOUNTS

Withholding Misc Film

Enter your Withholding Misc Film information.

Account Start Date

Required

Cancel
Previous
Next

10. Enter Additional Information about your business, including a NAICS code. NOTE: click the Enter or Click to Select Primary NAICS Code hyperlink to search for a NAICS code by keyword(s). Click the Next button.

ADDITIONAL INFO

Additional Info

Additional Business Information

Enter your Incorporation Date

NAICS Codes

[Enter or Click to Select Primary NAICS Code](#)

Required

[Enter or Click to Select Secondary NAICS Code](#)

Select Country of Incorporation from list

USA

Select State of Incorporation from list

GEORGIA

Cancel
Previous
Next

- Click the **Add a Record** hyperlink to add your officers. You must have at least one officer registered to your business.

ADDITIONAL INFO

Officers

Minimum number of Officers required: 1

Number of Officers entered: 0

Number of Responsible Parties entered: 0

Officer & Responsible Party Info
 Add Officer/Responsible Party

	Owner Name	Officer Type	Effective Date
Add a Record			

- Provide the information for your officer(s) then click **Next**.

Officer & Responsible Party Info
New Officer

Record 1
 Delete Officer/Responsible Party
 Add Officer/Responsible Party

Officer & Responsible Party Info

Is this an Officer, Responsible Party, or both?
Required Required

Effective Date
Required

Cease Date

Officer Name & Id Information

Does this officer have a foreign id #?
 Yes No

Select Id Type from list
Required

First Name
Required

Middle Initial

Last Name
Required

Officer Address & Phone Number

Street

City

State

Country
USA

Zip Code

County

Phone Number

Delete Officer/Responsible Party
 Add Officer/Responsible Party

Cancel
Previous
Next

13. Fill in the required fields on the **LOGIN** screen so that you can access your account on GTC, then click **Next**.

LOGIN

Create Login

Enter login information

Login Required

Password Required

Confirm Password Required

In case you forget your password

Select Secret Question from list Required

Secret Answer Required

Confirm Answer Required

Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Enter contact information

User's Name Required

E-mail Required

Confirm E-mail Required

Country USA

Select Phone Type from list Required

Phone Number Required

Cancel
Previous
Next

14. Next decide on how you would like to secure your account on GTC. You can choose either Text, Email or have the code sent to Both, click **Next**.

LOGIN

Two-Factor Authentication

Authentication Options

Choose your authentication method

Text
 Email
 Both

Email

Cancel
Previous
Next

15. Review your information then click **Submit**.

NEW BUSINESS REGISTRATION

Business Type : Corporation
Corporation Name :
Federal Employer ID # :
Account Type : Sales & Use Tax
Officer Name :
Login :

[Cancel](#) [Previous](#) [Submit](#)

16. You will see a box asking you to confirm, click **Yes**.

Are you sure you want to submit this?

[Yes](#) [No](#)

17. A Confirmation page will appear, click to print the confirmation and when done click **OK**.

Confirmation

Home > New Business Registration > Confirmation

Confirmation

Submission Information

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	New Customer Registration
Submitted	24-Oct-2017

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

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

[Printable View](#)

[OK](#)

[Print Confirmation](#)