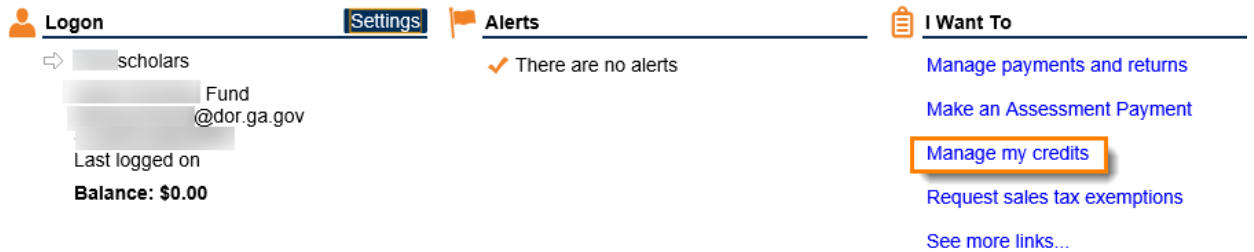


The following documentation provides information on how to submit a Student Scholarship Organization (SSO) report via the Georgia Tax Center.

How to Create a SSO Report from your Account

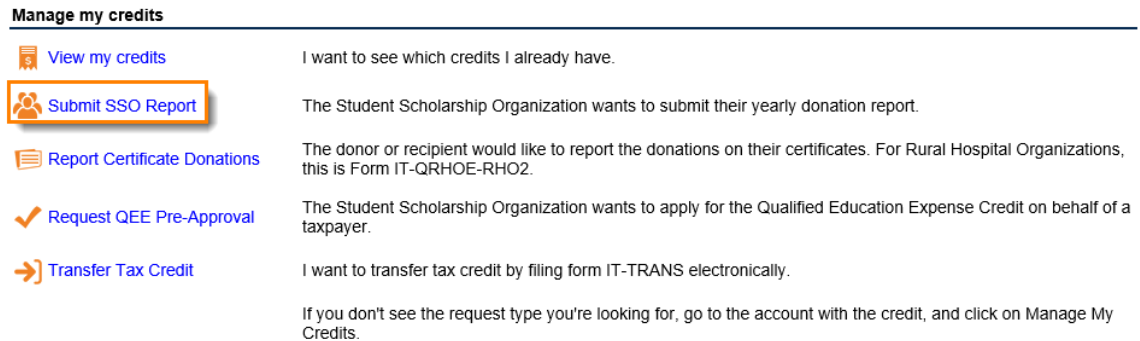
1. Log onto the GTC website (<https://gtc.dor.ga.gov>) and click the **CREDITS** tab.
2. On the Home screen click on the **Manage my credits** hyperlink under the **I Want To** section.



The screenshot shows the user interface with the following elements:

- Logon:** Username: [redacted] scholars, Fund: [redacted]@dor.ga.gov, Last logged on: [redacted], Balance: \$0.00
- Settings:** [redacted]
- Alerts:** There are no alerts
- I Want To:**
 - Manage payments and returns
 - Make an Assessment Payment
 - Manage my credits** (highlighted with an orange box)
 - Request sales tax exemptions
 - See more links...

3. Next click on the **Submit SSO Report** hyperlink.

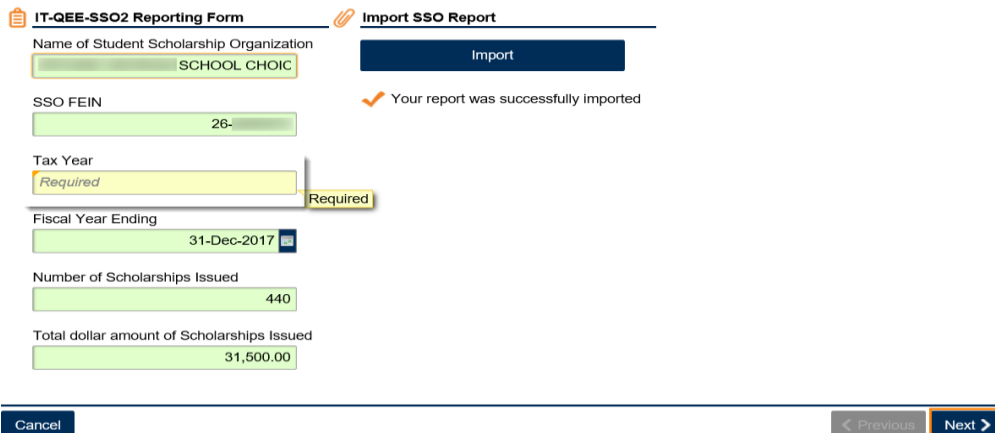


The screenshot shows the 'Manage my credits' page with the following items:

- View my credits:** I want to see which credits I already have.
- Submit SSO Report:** The Student Scholarship Organization wants to submit their yearly donation report. (highlighted with an orange box)
- Report Certificate Donations:** The donor or recipient would like to report the donations on their certificates. For Rural Hospital Organizations, this is Form IT-QRHOE-RHO2.
- Request QEE Pre-Approval:** The Student Scholarship Organization wants to apply for the Qualified Education Expense Credit on behalf of a taxpayer.
- Transfer Tax Credit:** I want to transfer tax credit by filing form IT-TRANS electronically.

If you don't see the request type you're looking for, go to the account with the credit, and click on Manage My Credits.

4. Click the **Import** button to upload your spreadsheet, the form will ask for the Tax Year which is required.



The screenshot shows the 'IT-QEE-SSO2 Reporting Form' with the following fields and a success message:

- Name of Student Scholarship Organization:** SCHOOL CHOIC
- SSO FEIN:** 26-
- Tax Year:** Required (highlighted with a yellow box)
- Fiscal Year Ending:** 31-Dec-2017
- Number of Scholarships Issued:** 440
- Total dollar amount of Scholarships Issued:** 31,500.00
- Import SSO Report:** Import button (highlighted with an orange box)
- Message:** Your report was successfully imported
- Buttons:** Cancel, Previous, Next

5. Type in the **Tax Year** then click **Next**.

IT-QEE-SSO2 Reporting Form

Name of Student Scholarship Organization

SSO FEIN

Tax Year

Fiscal Year Ending

Number of Scholarships Issued

Total dollar amount of Scholarships Issued

Import SSO Report

Import

✔ Your report was successfully imported

Cancel

6. Review your information then click **Next**. If you receive an error message, correct the information and then submit.

| Donations | | Donation | | | | | | Click to add donation record | |
|-----------|---------|-------------|---------------------|------------|--------|---------------------------|-------------|------------------------------|--|
| Donations | | | | | | | | | |
| | Id Type | Id # | Last Name/Corp Name | First Name | Middle | Reported DOR Pre Approved | Gift Amount | Filter | |
| | SSN | ***-**-1873 | | | | 2,500.00 | 2,500.00 | | |
| | SSN | ***-**-3236 | | | | 1,500.00 | 1,500.00 | | |
| | FEIN | | | | | 25,000.00 | 25,000.00 | | |
| | SSN | ***-**-2719 | | | | 2,500.00 | 2,500.00 | | |

Add a Record

4 Rows

Cancel

7. Review the **Families and Dependents** form then click **Next**.

Number of Families

1st Quartile

2nd Quartile

3rd Quartile

4th Quartile

Average Number of Dependents

1st Quartile

2nd Quartile

3rd Quartile

4th Quartile

Cancel

- Attach the **SSO Audit** and **SSO Calendar Reports** by clicking the **Add Attachment** button.

Attachments

Attach the Required Documents

Please attach the following:

- SSO Audit Report
- SSO Calendar Report

Add Attachment

Attachments

| Type | Name | Description | Size |
|------|------|-------------|------|
|------|------|-------------|------|

Attach the Required Documents

Please attach the following:

- SSO Audit Report
- SSO Calendar Report

Add Attachment

Cancel

Select a file to attach

Type: SSO Audit Report

Description: SSO Calendar Report

Browse...

Save **Cancel**

Size

Previous **Next**

- Browse to select each document, give each a brief description then click the **Save** button.

Select a file to attach

Type: SSO Audit Report

Description: My Audit Report

Browse...

Save **Cancel**

- Review the form to make sure your documents were uploaded and saved then click **Next**.

Attach the Required Documents

Please attach the following:

- SSO Audit Report
- SSO Calendar Report

Add Attachment

Cancel

Attachments

| Type | Name | Description | Size |
|------------------|-----------------------|--------------------|---------------------------|
| SSO Audit Report | SSO Audit Report.docx | My Audit Report | 12 Remove |
| SSO Calendar Rep | SSO Calendar Report.d | My Calendar Report | 12 Remove |

2 Rows

Previous **Next**

11. Review the information then click **Submit**.

Confirmation

| IT-QEE-SSO2 Reporting Form | Number of Families | Average Number of Dependents |
|--|--------------------|------------------------------|
| SSO Name: SCHOOL CHOICE SCHOLARSHIP FUND | 1st Quartile: 32 | 1st Quartile: 2.00 |
| SSO FEIN: 26- [REDACTED] | 2nd Quartile: 18 | 2nd Quartile: 3.00 |
| Tax Year: 2017 | 3rd Quartile: 43 | 3rd Quartile: 3.00 |
| Fiscal Year End: 12/31/2017 | 4th Quartile: 14 | 4th Quartile: 2.00 |
| Number of Donations: 4 | | |
| Donation Amount: \$31,500.00 | | |
| Number of Scholarships: 440 | | |
| Scholarship Amount Issued: \$31,500.00 | | |

Donations Filter

| Id Type | Id # | Last Name/Corp Name | First Name | Middle | Reported DOR Pre Approved | Gift Amount |
|---------|-----------|---------------------|------------|--------|---------------------------|-------------|
| SSN | ***--1873 | [REDACTED] | [REDACTED] | | 2,500.00 | 2,500.00 |
| SSN | ***--3236 | [REDACTED] | [REDACTED] | | 1,500.00 | 1,500.00 |
| FEIN | 58 | [REDACTED] | [REDACTED] | | 25,000.00 | 25,000.00 |
| SSN | ***--2719 | [REDACTED] | [REDACTED] | | 2,500.00 | 2,500.00 |

4 Rows

Attachments

Attachment Count: 2

Cancel
Previous
Submit

12. Click **Yes** in the pop-up box asking you to confirm that you are submitting this report.

✕

Are you sure you want to submit this?

Yes
No

13. Print the confirmation page or note your confirmation number. Click **Ok**.
 Note: Your account should update within 15 minutes.

Confirmation

Submission Information

Logon [REDACTED]
 Status Submitted
 Confirmation Number 0-804-754-352
 Taxpayer Name [REDACTED]
 Federal Employer ID # 26- [REDACTED]
 Submission Title Submit SSO Report
 Submitted 02-Aug-2018

Your confirmation number is **0-804-754-352**.

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 2

1 Print Confirmation