

There are three options to submit W-2's and G-1003 Annual Reports to DOR:

- Upload a File
- Import a File
- Manual Entry

NOTE: W-2's and G1003 must be submitted using the same option. If you use the upload process for the W-2s, then you must also create and use the upload process for the G1003. Refer to How to Create a CSV document on dor.georgia.gov for instructions on creating the file.

Upload a File

Upload G1003:

Create a text (.TXT) file in a Notepad document for upload. To open a Notepad document:

- Right click on your desktop, Select New Text Document, Double-click on icon to open

Or

- Click the Start button, Select All Programs, Select Accessories, Select Notepad
- Use the below format in Notepad only, replacing the examples with your data. The color codes are a guide for you to identify the data that is required

2012-12-31,0,0,0,123456789,1234567AA,2013-02-28,2012,0,0,0.00,0.00

Tax period end

Software Id

Software Version

Amended Return Indicator (Entering "1" indicates an amended return) FEIN#

GA W/H#

Due date Tax

year

No GA Tax Number

of forms GA taxable

wages GA tax

withheld

Uploading a File

1. Click on the **See more links** hyperlink.

I Want To

- [Manage payments and returns](#)
- [Make an Assessment Payment](#)
- [Manage my credits](#)
- [Request sales tax exemptions](#)
- [See more links...](#)

2. Click the **Upload a File** hyperlink under the **I Want To** section.

I Want To

-  [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

3. Click the **Add Attachments** button on the screen.

1. File Upload

File Upload

Add Attachments

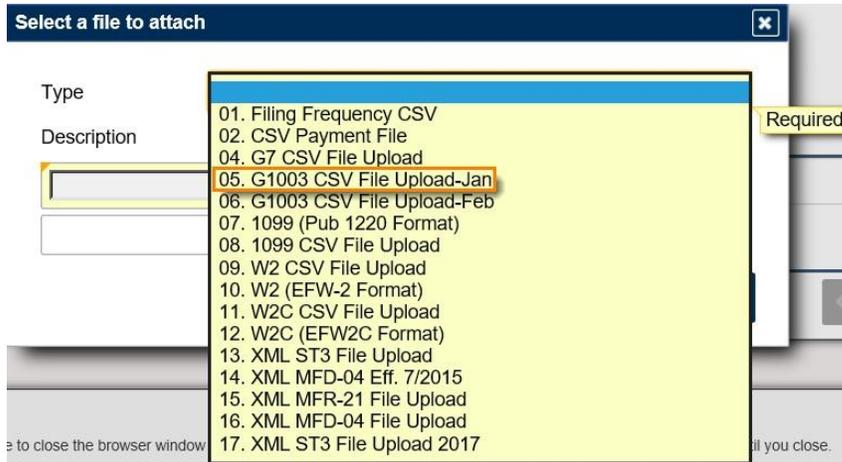
 **Attachments**

Type	Name	Size	
No file is Attached			

Cancel

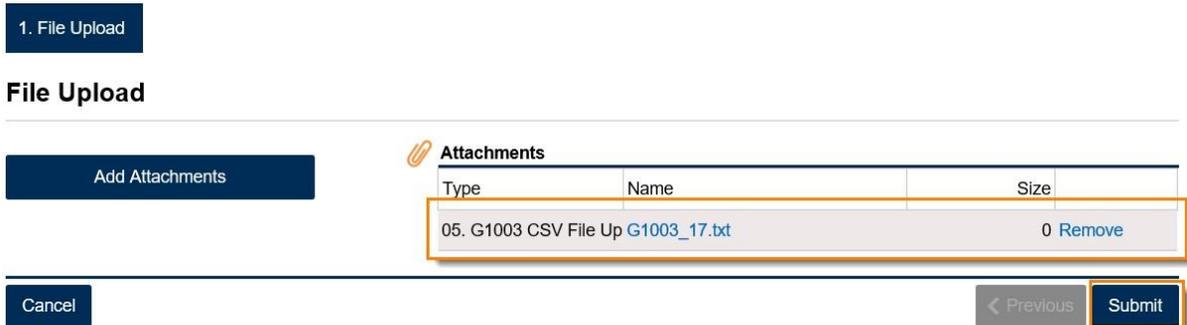
← Previous Submit

4. Section **05. G1003 CSV File Upload-Jan** from the dropdown link.



- Give the form a **Description** and **Browse** for the document you want to upload. Then click **Submit**.

NOTE: a .TXT file is compatible to a .CSV file in GTC; therefore, select the G1003 CSV File Upload option to upload a .TXT file



- Confirm that you want to submit the form by clicking **Yes**.



- Write down your **confirmation number** or print the form then click **OK**.

Confirmation

Submission Information

Logon [Redacted]
 Status Submitted
 Confirmation Number [Redacted]
 Taxpayer Name [Redacted]
 Federal Employer ID # [Redacted]
 Submission Title File Upload
 Submitted 09-Jan-2018

Your confirmation number is [Redacted]

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).

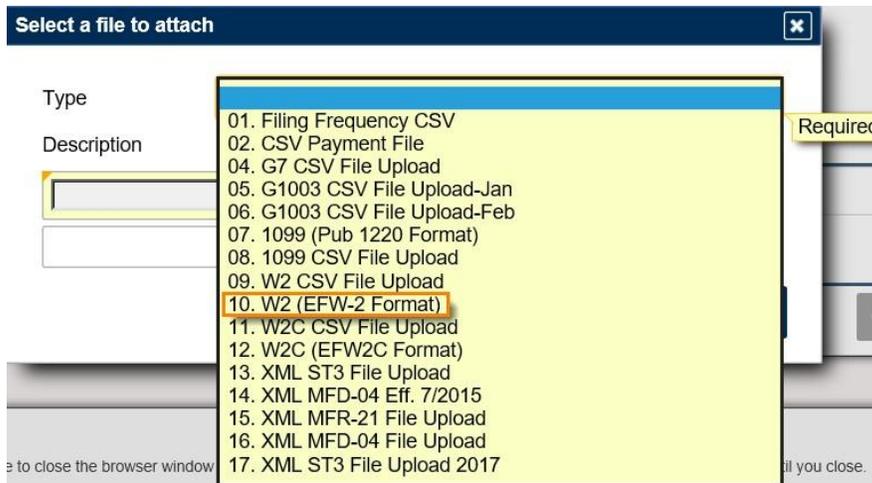
Printable View

OK

Print Confirmation

Uploading a W-2

- Follow the same steps above in #1 – 3 under Uploading a File then start here. If you created your W-2s using the federal format, select **10: W2 (EFW-2 Format)** from the upload prompt in GTC. **Note:** Select *09: W2 CSV file Upload* if you created our W-2s as a CSV.

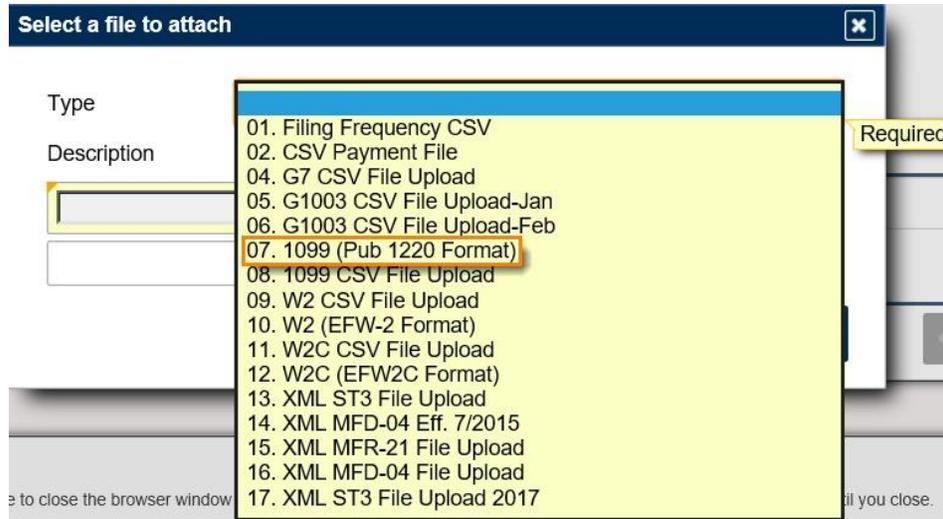


Type	Description
01.	Filing Frequency CSV
02.	CSV Payment File
04.	G7 CSV File Upload
05.	G1003 CSV File Upload-Jan
06.	G1003 CSV File Upload-Feb
07.	1099 (Pub 1220 Format)
08.	1099 CSV File Upload
09.	W2 CSV File Upload
10.	W2 (EFW-2 Format)
11.	W2C CSV File Upload
12.	W2C (EFW2C Format)
13.	XML ST3 File Upload
14.	XML MFD-04 Eff. 7/2015
15.	XML MFR-21 File Upload
16.	XML MFD-04 File Upload
17.	XML ST3 File Upload 2017

- Give the form a description and browse to upload it and submit the form. Confirm that you want to submit it and then write down your confirmation number then click OK to complete the process.

Upload 1099s

1. Follow the same steps above in #1 – 3 under Uploading a File then start here. To upload 1099 in Federal Format, select **07: 1099 (Pub 1220 Format)**. Note: Select *08: CSV File Upload* if you created your 1099 as a CSV file.



2. Give the form a description and browse to upload it and submit the form. Confirm that you want to submit it and then write down your confirmation number then click OK to complete the process.

Import a File

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

1. Click the **hyperlink** for the correct period.

Recent Periods	Submissions	Correspondence	Names and Addresses	Logons
Recent Periods More...				
31-Mar-2018	\$0.00	Generated	File Return	
31-Dec-2017	\$0.00	Multiple Returns	File Return	
30-Sep-2017	\$0.00	Filed - Timely		
30-Jun-2017	\$0.00	Filed - Timely		
31-Mar-2017	\$0.00	Filed - Timely		

2. Under the **Periods Alerts** section, click the hyperlink to **File return for 31-Dec-yyyy**. Note: “yyyy” represents the current year.

Period Alerts

File return for 31-Dec-2017

I Want To

- [Change Filing Frequency](#)
- [File or amend return](#)
- [Make a payment](#)

3. Click the **File Return** hyperlink next to the return for **G-1003 (W-2, W-2C, 1099)**.

Return List

Received Date	Due Date		Return	Status
	31-Jan-2018	File Return	Form G-7	Generated
	31-Jan-2018	File Return	G-1003 (W-2, W-2C, 1099)	Generated
		File Return	G-1003 (1099, G2-A, G2-FL)	

4. Answer the two questions on the form. Make sure you click **Yes** to import this return. This will trigger the Import G-1003 to appear on the form. Download the Excel Template or upload the one you already have completed by clicking the **Import** button.

Form G-1003

Form G-1003

Did you withhold Georgia income tax?

Yes
 No

Do you want to import this return?

Yes
 No

1

[View form instructions](#)

Import G-1003

- Upload a Form G-1003 Template
- Or press the link below to download a template.

[Download Excel Template](#) 2

3

5. Browse to your spreadsheet to upload then click **Import**.

Select a file to import: ✕

Browse...

Import Cancel

6. You will receive a message that your **Import was Successful!** then click **Next**.

Form G-1003

Form G-1003

Did you withhold Georgia income tax?

Yes No

Do you want to import this return?

Yes No

[View form instructions](#)

Import G-1003

- Upload a Form G-1003 Template
- Or press the link below to download a template.

[Download Excel Template](#)

Import

✓ Import was Successful!

Save and Exit Cancel < Previous Next >

7. The imported data will appear on the screen, click Add a W2 record if you need to add more people.

- Only click "Next" when you have completed all entries
- The color red indicates an incorrect entry
- SSN/Recipient ID, First Name, and Last Name are required for each entry

W2 Madison Lane
Delete this W2 Copy row Add a W2 record

Description

W2 Form

Corrected

SSN

First Name

Middle Initial

Last Name

Street 1

Street 2

City

State

ZIP

Federal Wages, Tips, Other

Federal Tax Withheld

Social Security Wages

Social Security Withheld

Medicare Wages and Tips

Medicare Tax Withheld

State

Georgia State Wages, Tips, Etc

Georgia State Income Tax

Other State

Other State Wages, Tips, Etc

Other State Income Tax

Delete this W2 Copy row **Add a W2 record**

Save and Exit Cancel
< Previous
Next >

8. Review the **Summary** page then click **Submit**.

Summary

Confirm Submission

Georgia Taxable Wages:	\$0.00	W-2 Form Count:	1
Georgia Tax Withheld:	\$0.00	1099 Form Count:	0
		Total Form Count:	1

W2 Form

Corrected	SSN	First Name	Last Name	Georgia State Wages, Tips, Etc	Georgia State Income Tax
<input type="checkbox"/>	***-**-****			0.00	0.00

Save and Exit Cancel
< Previous
Submit

9. Certify that the information is correct by clicking **Yes**.



By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

10. Write down your confirmation number or print off the page then click **OK**.

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	<input type="text"/>
Taxpayer Name	
Federal Employer ID #	
Withholding Tax	
Submission Title	Return for 31-Dec-2017
Filing Period	31-Dec-2017
Submitted	09-Jan-2018

Your return for 31-Dec-2017 has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is (). If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11

Manual Entry

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

1. Click the **hyperlink** for the correct period.

Recent Periods	Submissions	Correspondence	Names and Addresses	Logons
Recent Periods More...				
31-Mar-2018	\$0.00	Generated	File Return	
31-Dec-2017	\$0.00	Multiple Returns	File Return	
30-Sep-2017	\$0.00	Filed - Timely		
30-Jun-2017	\$0.00	Filed - Timely		
31-Mar-2017	\$0.00	Filed - Timely		

- Under the **Periods Alerts** section, click the hyperlink to **File return for 31-Dec-yyyy**. Note: “yyyy” represents the current year.

Period Alerts

[File return for 31-Dec-2017](#)

I Want To

[Change Filing Frequency](#)

[File or amend return](#)

[Make a payment](#)

- Click the **File Return** hyperlink next to the return for **G-1003 (W-2, W-2C, 1099)**.

Return List

Received Date	Due Date		Return	Status
	31-Jan-2018	File Return	Form G-7	Generated
	31-Jan-2018	File Return	G-1003 (W-2, W-2C, 1099)	Generated
		File Return	G-1003 (1099, G2-A, G2-FL)	

- Answer the two questions on the form. To manually submit this return, click **No** that you do not want to import this return. Then click **Next**.

1. Form G-1003

Form G-1003

Form G-1003

Did you withhold Georgia income tax?

Yes No

Do you want to import this return?

Yes No

[View form instructions](#)

- Select which form(s) you are submitting then click **Next**.

1. Form G-1003 → 2. Form Type

Form Type

Which forms are you submitting?

W-2
 1099
 W2 Corrected

Save and Exit Cancel < Previous Next >

6. Click **Add a W2 record** to add your entries.

W2 Form

- Only click "Next" when you have completed all entries
- The color red indicates an incorrect entry
- SSN/Recipient ID, First Name, and Last Name are required for each entry

W2							Add a W2 record
	SSN	Corrected	First Name	Last Name	Georgia State Wages, Tips, Etc	Georgia State Income Tax	
							Add a W2 record

Save and Exit Cancel < Previous Next >

7. Add your entry then click the **Add a W2 record** to add more entries, when done click **Next**.

W2 Form

- Only click "Next" when you have completed all entries
- The color red indicates an incorrect entry
- SSN/Recipient ID, First Name, and Last Name are required for each entry

W2 W2
Delete this W2 Copy row Add a W2 record

W2 Form	
Corrected	<input type="checkbox"/>
SSN	Required Required
First Name	Required
Middle Initial	<input type="text"/>
Last Name	Required
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP	<input type="text"/>
Federal Wages, Tips, Other	0.00
Federal Tax Withheld	0.00
Social Security Wages	0.00
Social Security Withheld	0.00
Medicare Wages and Tips	0.00
Medicare Tax Withheld	0.00
State	<input type="text"/>
Georgia State Wages, Tips, Etc	0.00
Georgia State Income Tax	0.00
Other State	<input type="text"/>
Other State Wages, Tips, Etc	0.00
Other State Income Tax	0.00

Delete this W2 Copy row Add a W2 record

Save and Exit Cancel
< Previous Next >

8. Review Summary page then click **Submit**.



Summary

Confirm Submission

Georgia Taxable Wages:	\$0.00	W-2 Form Count:	1
Georgia Tax Withheld:	\$0.00	1099 Form Count:	1
		Total Form Count:	2

W2 Form

Corrected	SSN	First Name	Last Name	Georgia State Wages, Tips, Etc	Georgia State Income Tax
<input type="checkbox"/>	***-**-****			0.00	0.00

Save and Exit Cancel

< Previous Submit

9. Certify by clicking **Yes** that you want to Submit the form.



By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

10. Write down the **confirmation number** or print off the page then click **OK**.

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Withholding Tax	
Submission Title	Return for 31-Dec-2017
Filing Period	31-Dec-2017
Submitted	09-Jan-2018

Your return for 31-Dec-2017 has been submitted.

This will be posted to your account after your request is processed in the next couple of days.

Your confirmation number is ().

If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11