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.

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

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

4. Section **05. G1003 CSV File Upload-Jan** from the dropdown link.
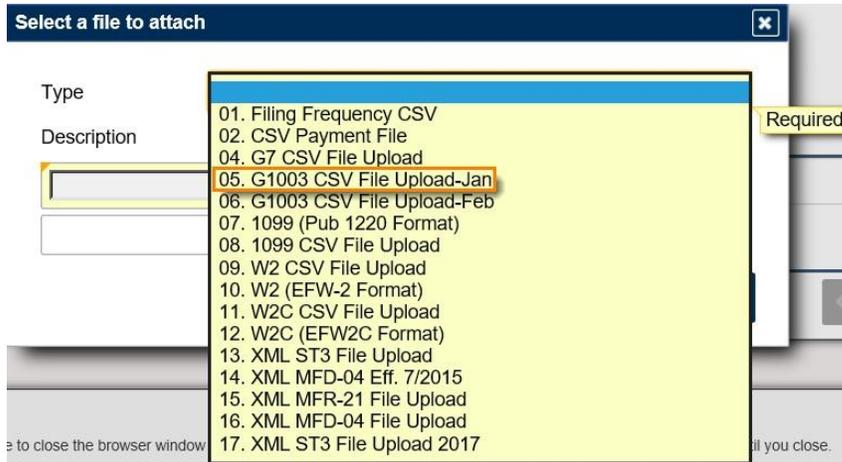
5. Give the form a **Description and Browse** for the document you want to upload. Then click **Submit**.

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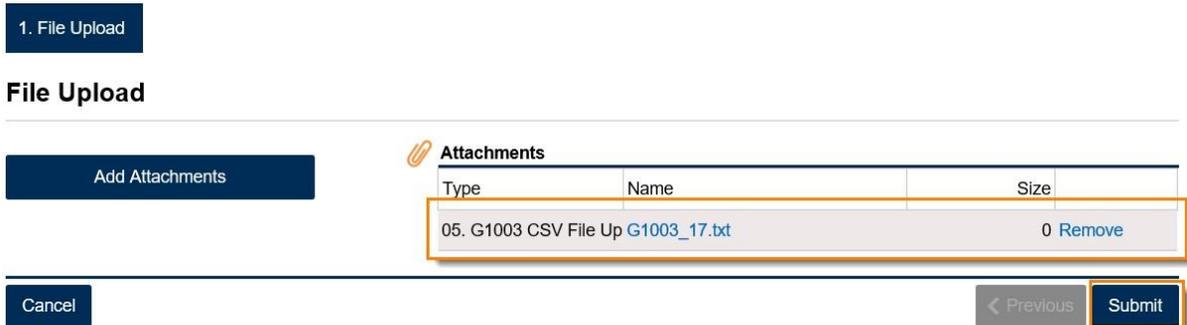
6. Confirm that you want to submit the form by clicking **Yes**.

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

Confirmation

Submission Information

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

Uploading a W-2

1. 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.

Select a file to attach
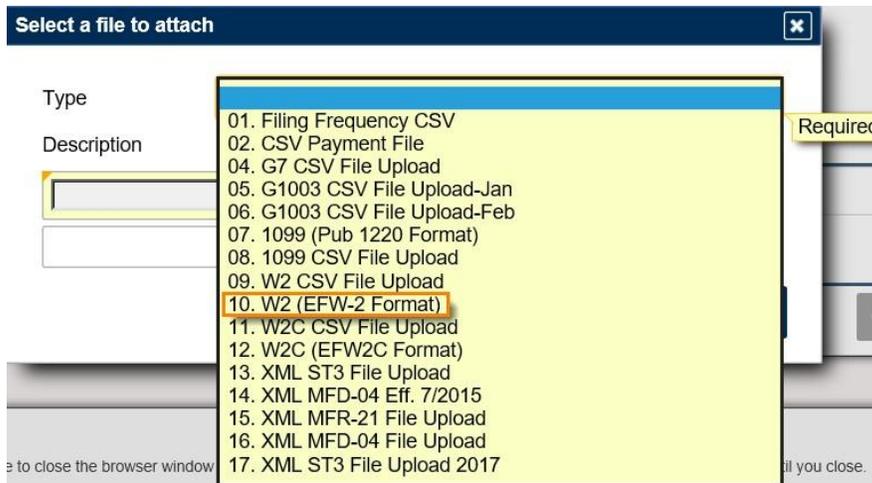
Type

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

Required

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.

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.

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

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

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.

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

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

Description   🔻 Delete this W2   🔻 Copy row   🔻 Add a W2 record

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	0.00
Social Security Withheld	0.00
Medicare Wages and Tips	0.00
Medicare Tax Withheld	0.00
State	
Georgia State Wages, Tips, Etc	0.00
Georgia State Income Tax	0.00
Other State	🔻
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 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
☐	***-**-			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?

Yes   No

10. Write down your 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 (1).

Printable View

OK

Print Confirmation   Print Return

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			

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

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

4. 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**.

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

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

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		
Description	🗎 Delete this W2 🗐 Copy row 🗎 Add a W2 record	

W2 Form

Corrected	☐
SSN	*Required*
First Name	*Required*
Middle Initial	
Last Name	*Required*
Street 1	
Street 2	
City	
State	▼
ZIP	
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	
Georgia State Wages, Tips, Etc	0.00
Georgia State Income Tax	0.00
Other State	▼
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**.

1. Form G-1003 >	2. Form Type >	3. W2 Form >	**4. Summary**

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
☐	***-**-_			0.00	0.00

Save and Exit	Cancel		‹ Previous	Submit

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

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