

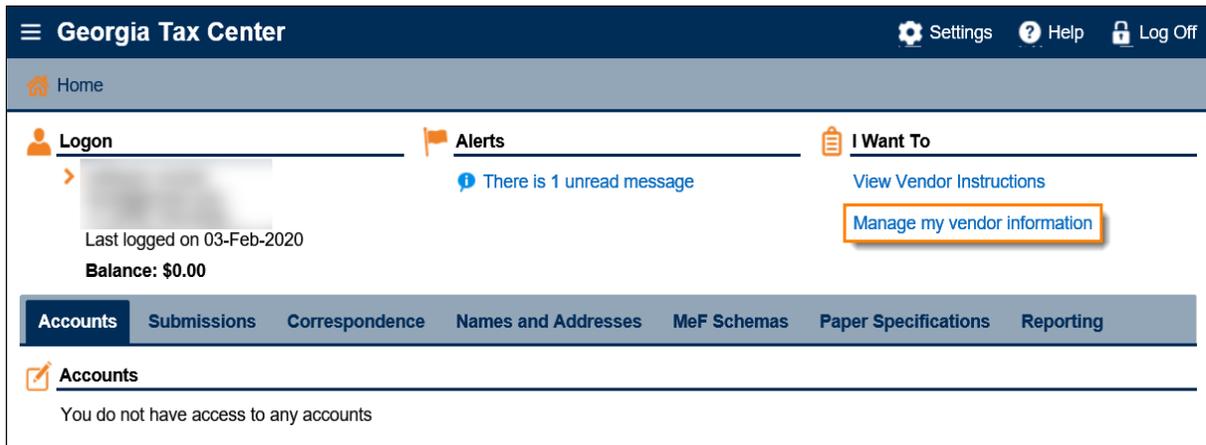
To register for Fed/State MeF Certification with the Georgia Department of Revenue, a Letter of Intent (LOI) must be submitted.

The following documentation provides information on submitting an LOI via the Georgia Tax Center (GTC).

**NOTE:** Only one LOI is required for each software vendor annually and covers all print and/or electronic tax returns.

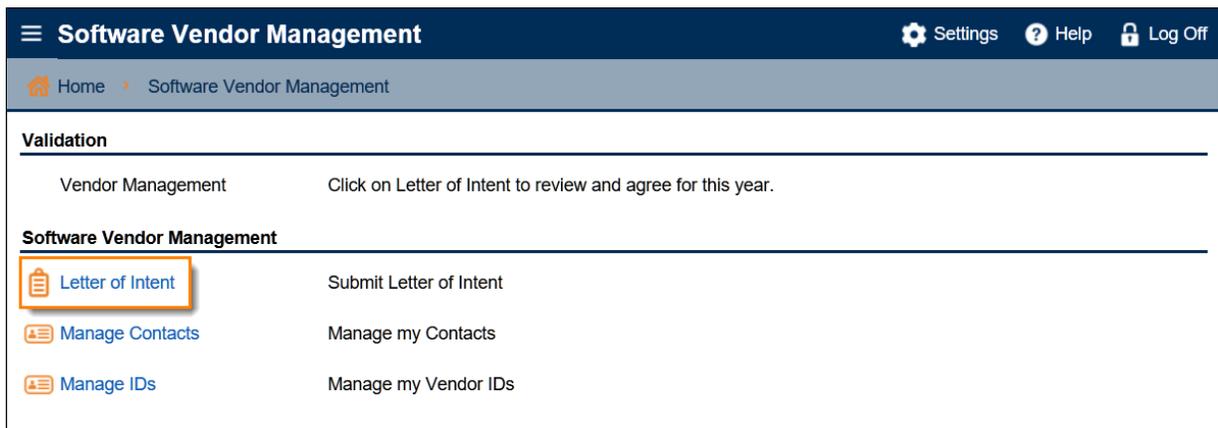
### How to Submit Letter of Intent

1. Log into the GTC website (<https://gtc.dor.ga.gov/>).
2. Under the **I Want To** section, click **Manage my vendor information**.



The screenshot shows the Georgia Tax Center user interface. At the top, there is a navigation bar with 'Georgia Tax Center' on the left and 'Settings', 'Help', and 'Log Off' on the right. Below this is a 'Home' breadcrumb. The main content area is divided into three sections: 'Logon', 'Alerts', and 'I Want To'. The 'Logon' section shows a user profile with a blurred name and 'Last logged on 03-Feb-2020' and 'Balance: \$0.00'. The 'Alerts' section shows 'There is 1 unread message'. The 'I Want To' section has two links: 'View Vendor Instructions' and 'Manage my vendor information', which is highlighted with an orange box. Below these sections is a horizontal menu with tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'MeF Schemas', 'Paper Specifications', and 'Reporting'. The 'Accounts' tab is selected, showing a message: 'You do not have access to any accounts'.

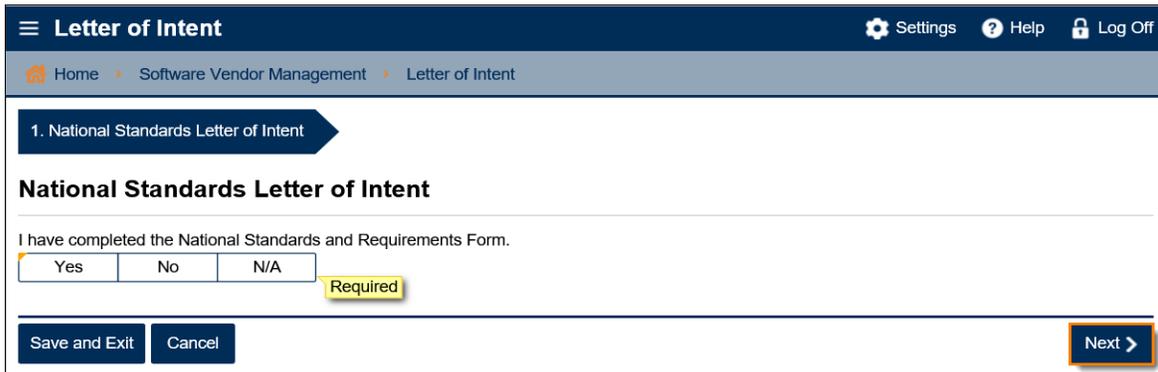
3. Click **Letter of Intent**.



The screenshot shows the 'Software Vendor Management' page. At the top, there is a navigation bar with 'Software Vendor Management' on the left and 'Settings', 'Help', and 'Log Off' on the right. Below this is a breadcrumb: 'Home > Software Vendor Management'. The main content area is divided into two sections: 'Validation' and 'Software Vendor Management'. The 'Validation' section has a table with two columns: 'Vendor Management' and 'Click on Letter of Intent to review and agree for this year.'. The 'Software Vendor Management' section has a table with three rows: 'Letter of Intent' (highlighted with an orange box), 'Manage Contacts', and 'Manage IDs'. Each row has a corresponding icon and a description of the action.

Vendor Management	Click on Letter of Intent to review and agree for this year.
Letter of Intent	Submit Letter of Intent
Manage Contacts	Manage my Contacts
Manage IDs	Manage my Vendor IDs

- Complete the **National Standards Letter of Intent** step. Click **Next**.



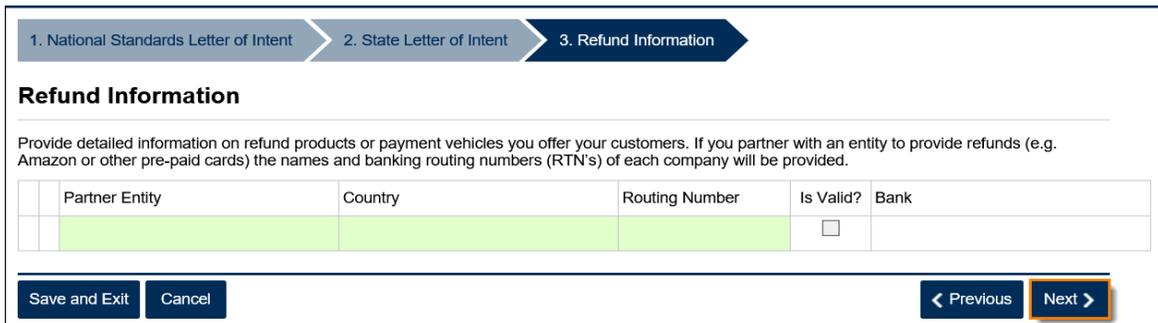
The screenshot shows a web application interface for submitting a Letter of Intent. At the top, there is a navigation bar with 'Letter of Intent' and links for Settings, Help, and Log Off. Below the navigation bar, a breadcrumb trail shows 'Home > Software Vendor Management > Letter of Intent'. A progress indicator at the top shows '1. National Standards Letter of Intent' as the active step. The main heading is 'National Standards Letter of Intent'. Below this, a text prompt reads: 'I have completed the National Standards and Requirements Form.' There are three radio button options: 'Yes', 'No', and 'N/A'. The 'Yes' option is selected and highlighted with a yellow box labeled 'Required'. At the bottom of the form, there are three buttons: 'Save and Exit', 'Cancel', and 'Next >'.

- Click the **State Letter of Intent** button to review additional information and access links to the Trust Tax LOI and the Print and Electronic Income Tax LOI. Click **Next**.



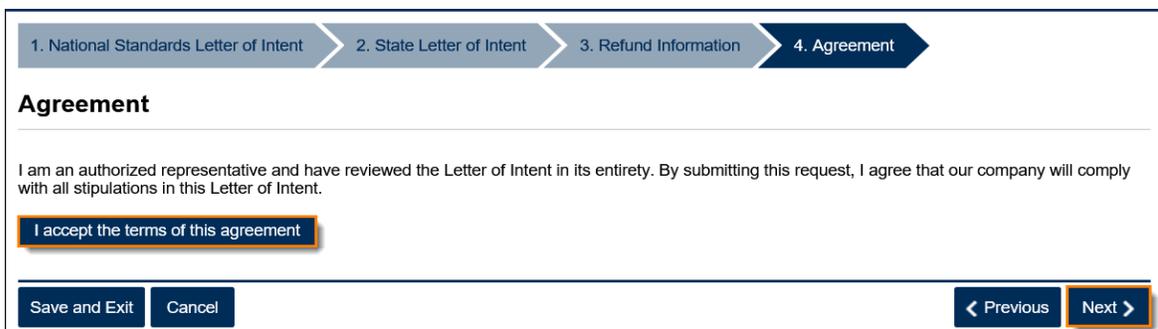
The screenshot shows the 'State Letter of Intent' step. The progress indicator at the top shows '1. National Standards Letter of Intent' and '2. State Letter of Intent' as active steps. The main heading is 'State Letter of Intent'. Below this, there is a button labeled 'State Letter of Intent' which is highlighted with an orange border. At the bottom of the form, there are three buttons: 'Save and Exit', 'Cancel', and '< Previous Next >'.

- Complete the **Refund Information** step. Click **Next**.



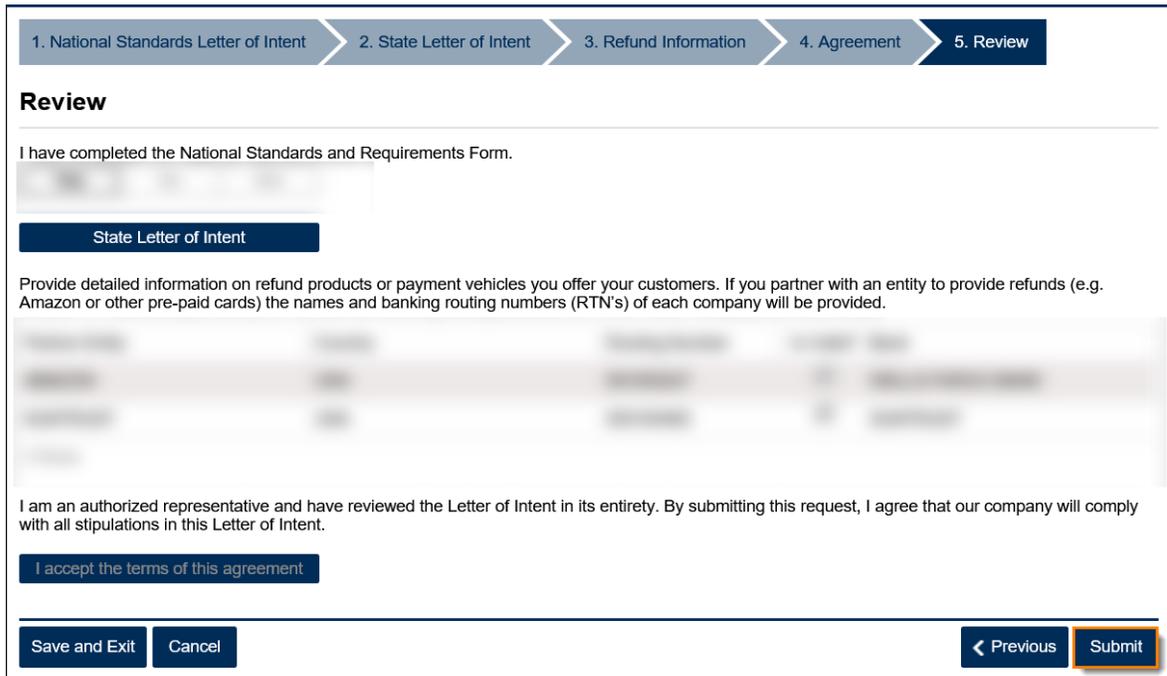
The screenshot shows the 'Refund Information' step. The progress indicator at the top shows '1. National Standards Letter of Intent', '2. State Letter of Intent', and '3. Refund Information' as active steps. The main heading is 'Refund Information'. Below this, a text prompt reads: 'Provide detailed information on refund products or payment vehicles you offer your customers. If you partner with an entity to provide refunds (e.g. Amazon or other pre-paid cards) the names and banking routing numbers (RTN's) of each company will be provided.' There is a table with the following columns: Partner Entity, Country, Routing Number, Is Valid?, and Bank. The 'Is Valid?' column has a checkbox. The first row of the table is highlighted in light green. At the bottom of the form, there are three buttons: 'Save and Exit', 'Cancel', and '< Previous Next >'.

- Review the **Agreement** statement. Click the **I accept the terms of this agreement** button. Click **Next**.



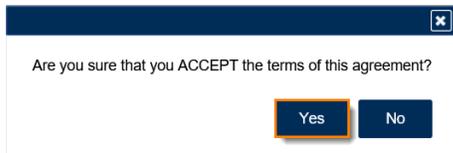
The screenshot shows the 'Agreement' step. The progress indicator at the top shows '1. National Standards Letter of Intent', '2. State Letter of Intent', '3. Refund Information', and '4. Agreement' as active steps. The main heading is 'Agreement'. Below this, a text prompt reads: 'I am an authorized representative and have reviewed the Letter of Intent in its entirety. By submitting this request, I agree that our company will comply with all stipulations in this Letter of Intent.' There is a button labeled 'I accept the terms of this agreement' which is highlighted with an orange border. At the bottom of the form, there are three buttons: 'Save and Exit', 'Cancel', and '< Previous Next >'.

8. Review a summary of the request. Click the **Submit** button.



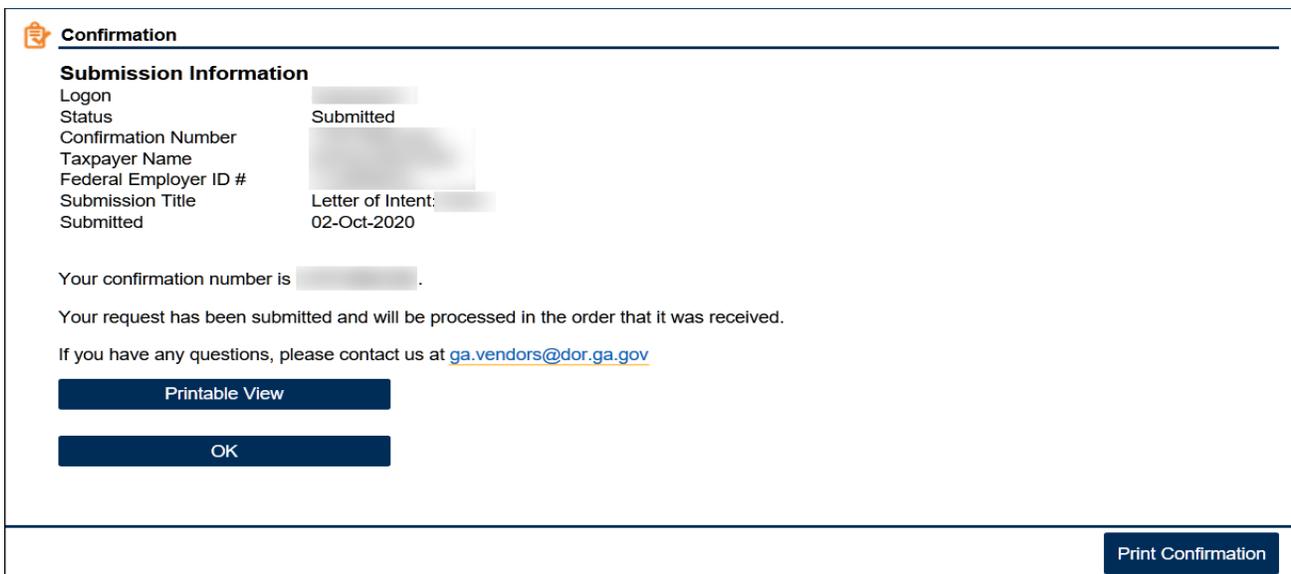
The screenshot shows a multi-step process with five steps: 1. National Standards Letter of Intent, 2. State Letter of Intent, 3. Refund Information, 4. Agreement, and 5. Review. The 'Review' step is active. It contains a 'Review' heading, a confirmation message 'I have completed the National Standards and Requirements Form.', a 'State Letter of Intent' button, a text area for providing refund product information, an agreement statement 'I am an authorized representative and have reviewed the Letter of Intent in its entirety...', an 'I accept the terms of this agreement' button, and navigation buttons 'Save and Exit', 'Cancel', '< Previous', and 'Submit'.

9. Click **Yes** to confirm you accept the terms of the agreement and wish to submit the web request.



The dialog box asks 'Are you sure that you ACCEPT the terms of this agreement?' and has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with an orange border.

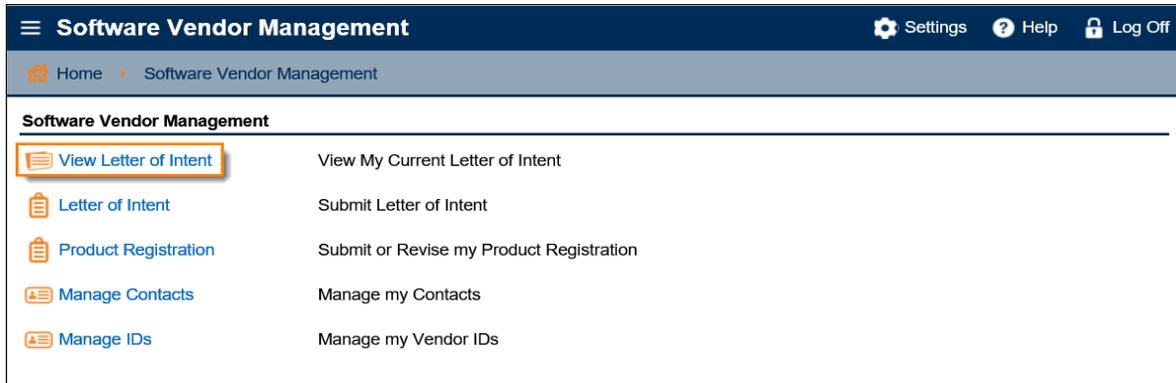
A confirmation page will appear with the confirmation number of the submission. Click the **OK** button to return to the **Software Vendor Management** screen.



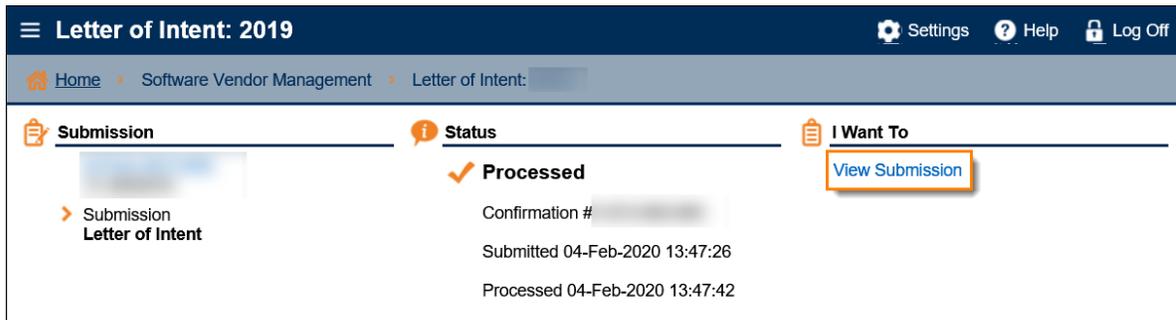
The confirmation page has a title 'Confirmation' with a printer icon. Under 'Submission Information', it lists: Logon, Status (Submitted), Confirmation Number, Taxpayer Name, Federal Employer ID #, Submission Title (Letter of Intent: [redacted]), and Submitted (02-Oct-2020). It also displays 'Your confirmation number is [redacted]'. Below this is the message 'Your request has been submitted and will be processed in the order that it was received.' and contact information 'If you have any questions, please contact us at [ga.vendors@dor.ga.gov](mailto:ga.vendors@dor.ga.gov)'. At the bottom are buttons for 'Printable View', 'OK', and 'Print Confirmation'.

Once the submission is processed, the LOI can be viewed on GTC, by completing the following steps:

1. On the **Software Vendor Management** screen, click **View Letter of Intent**.



2. Under the **I Want To** section, click **View Submission**.



The most current LOI that was submitted and processed will be displayed.

