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INTRODUCTION

- In GTC you can upload files for Sales Tax (XML), Motor Fuel (XML), Withholding Returns, (Federal Format and CSV) Payments, and Filing Frequency verification.
- Please note that the GTC UPLOAD process is different from the GTC IMPORT process.
- The import process is used for Department of Revenue XML Schema and Templates and can be found on the [DOR GEORGIA GOV](http://DOR.GEORGIA.GOV) website under the Templates tab.
- The system will not allow you to import a CSV file.

This instructional document is specifically designed to guide you through the process of uploading any of the following fourteen file types based on your filing needs.

*****NEW TO FILING BUSINESS TAXES? NEED TO KNOW WHAT TO FILE? Check out the [Employers Tax Guide](#) for definitions and explanations of all requirements, forms, tables and tips.**

File Type

Filing Frequency CSV¹
CSV Payment File
Trustee Voucher
G7 CSV File Upload
G1003 CSV File Upload
1099 (Pub 1220 Format)
1099 CSV File Upload
W2 CSV File Upload
W2 (EFW-2 Format)
W2C CSV File Upload
W2C (EFW2C Format)
XML ST3 File Upload
XML MFD-04 File Upload
XML MFR-21 File Upload

Schema and File Mapping

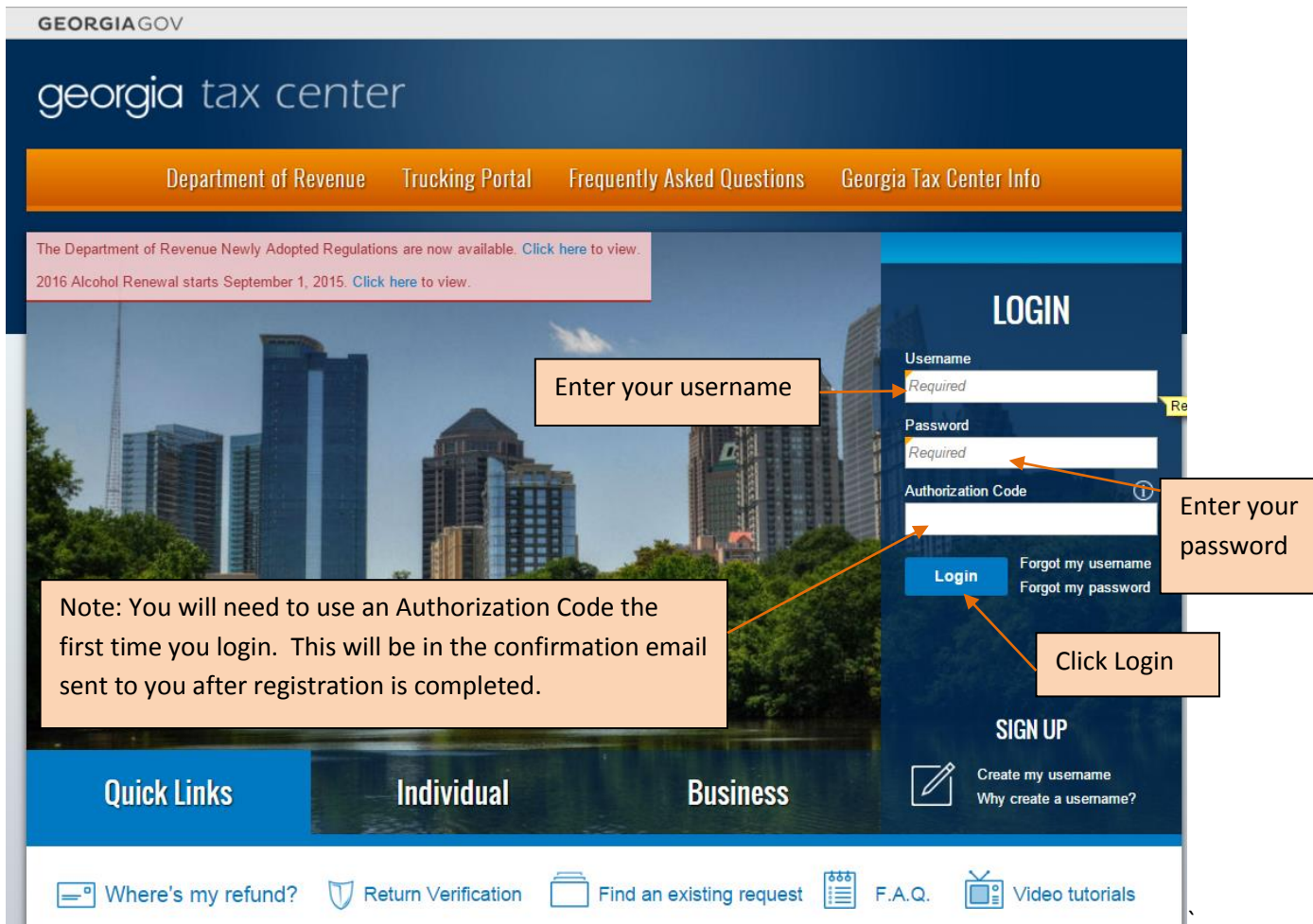
[CSV Format CSV](#)
[Format Instructions](#)
[and Form CSV Format](#)
[CSV Format](#)
[CSV Format](#)
[Internal Revenue Service](#)
[CSV Format](#)
[CSV Format](#)
[File Layout](#)
[CSV Format](#)
[File Format](#)
[XML Format](#)
[XML Format](#)
[XML Format](#)

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¹A filing frequency change request can also be processed on line without a CSV file. Login to your GTC account. Click on your withholding account number. Click "Change Filing Frequency" under the "I Want To..." menu bar

UPLOAD YOUR FILE

Step 1: Login to GTC (<https://gtc.dor.ga.gov>)



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Department of Revenue Trucking Portal Frequently Asked Questions Georgia Tax Center Info

The Department of Revenue Newly Adopted Regulations are now available. [Click here to view.](#)
2016 Alcohol Renewal starts September 1, 2015. [Click here to view.](#)

LOGIN

Username
Required

Password
Required

Authorization Code

Login Forgot my username Forgot my password

SIGN UP
Create my username
Why create a username?

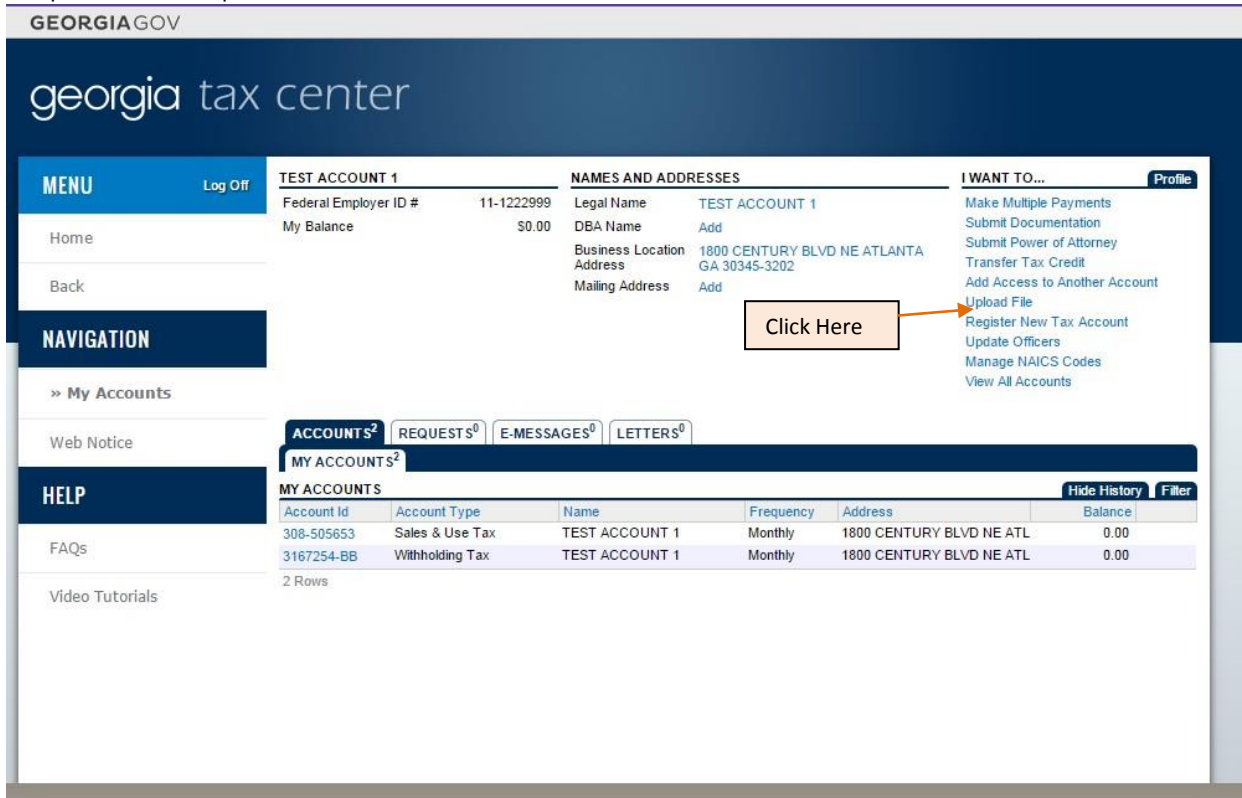
Quick Links **Individual** **Business**

Where's my refund? Return Verification Find an existing request F.A.Q. Video tutorials

Annotations:

- Enter your username (points to Username field)
- Enter your password (points to Password field)
- Click Login (points to Login button)
- Note: You will need to use an Authorization Code the first time you login. This will be in the confirmation email sent to you after registration is completed. (points to Authorization Code field)

Step 2: Click "Upload File"



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MENU Log Off

- Home
- Back

NAVIGATION

- » My Accounts
- Web Notice

HELP

- FAQs
- Video Tutorials

TEST ACCOUNT 1

Federal Employer ID # 11-1222999
My Balance \$0.00

NAMES AND ADDRESSES

Legal Name TEST ACCOUNT 1
DBA Name Add
Business Location Address 1800 CENTURY BLVD NE ATLANTA GA 30345-3202
Mailing Address Add

I WANT TO... Profile

- Make Multiple Payments
- Submit Documentation
- Submit Power of Attorney
- Transfer Tax Credit
- Add Access to Another Account
- Upload File
- Register New Tax Account
- Update Officers
- Manage NAICS Codes
- View All Accounts

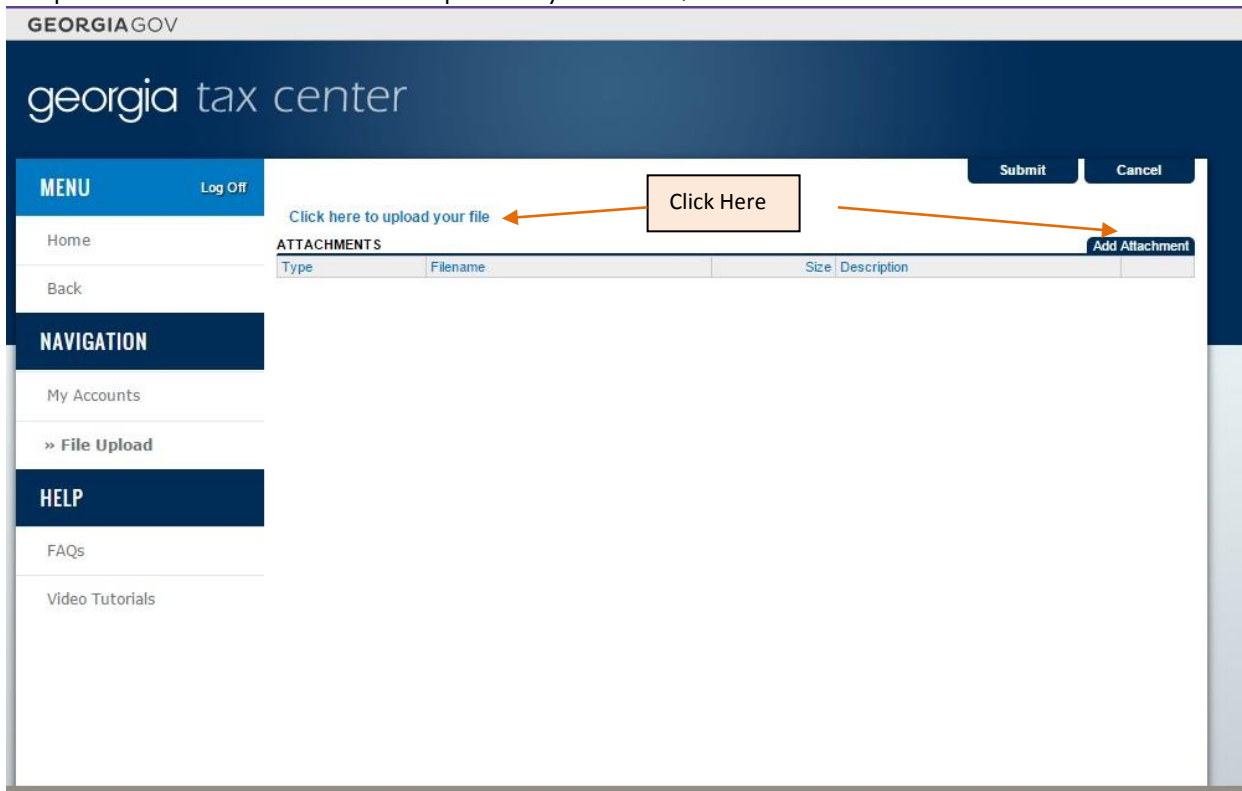
ACCOUNTS² REQUESTS⁰ E-MESSAGES⁰ LETTERS⁰

MY ACCOUNTS²

Account Id	Account Type	Name	Frequency	Address	Balance
308-505653	Sales & Use Tax	TEST ACCOUNT 1	Monthly	1800 CENTURY BLVD NE ATL	0.00
3167254-BB	Withholding Tax	TEST ACCOUNT 1	Monthly	1800 CENTURY BLVD NE ATL	0.00

2 Rows

Step 3: Click "Click here to upload your file", or click "Add Attachment"



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MENU Log Off

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NAVIGATION

- My Accounts
- » File Upload

HELP

- FAQs
- Video Tutorials

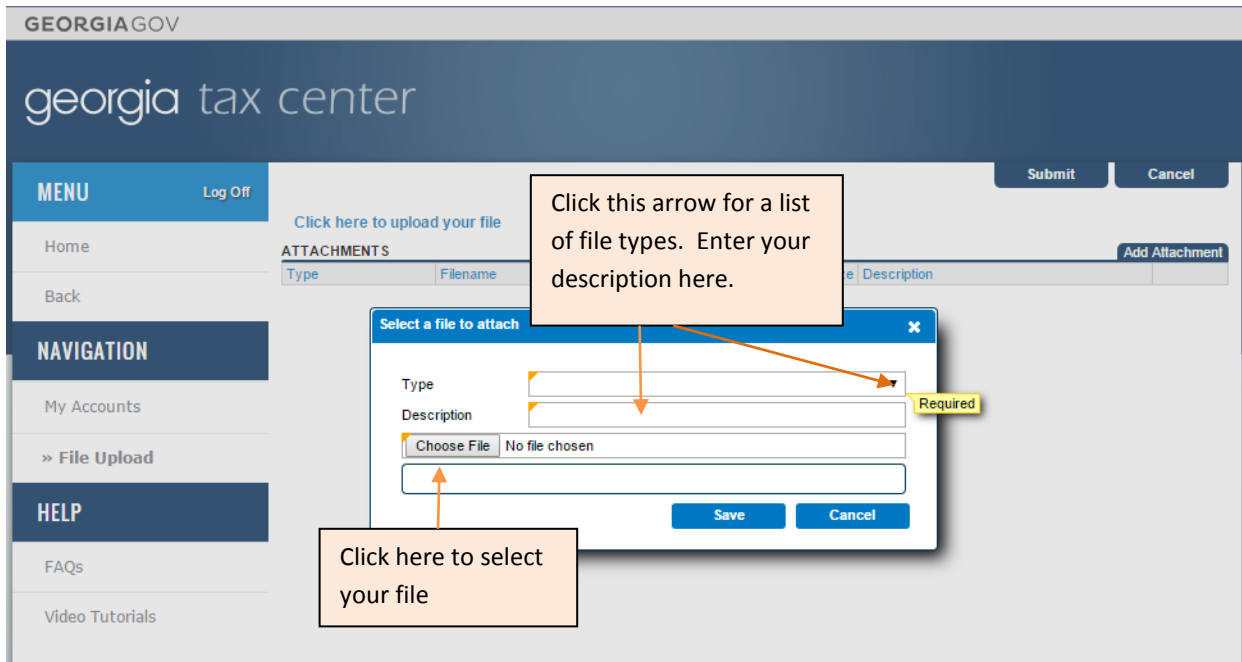
Submit Cancel

Click here to upload your file

ATTACHMENTS Add Attachment

Type	Filename	Size	Description
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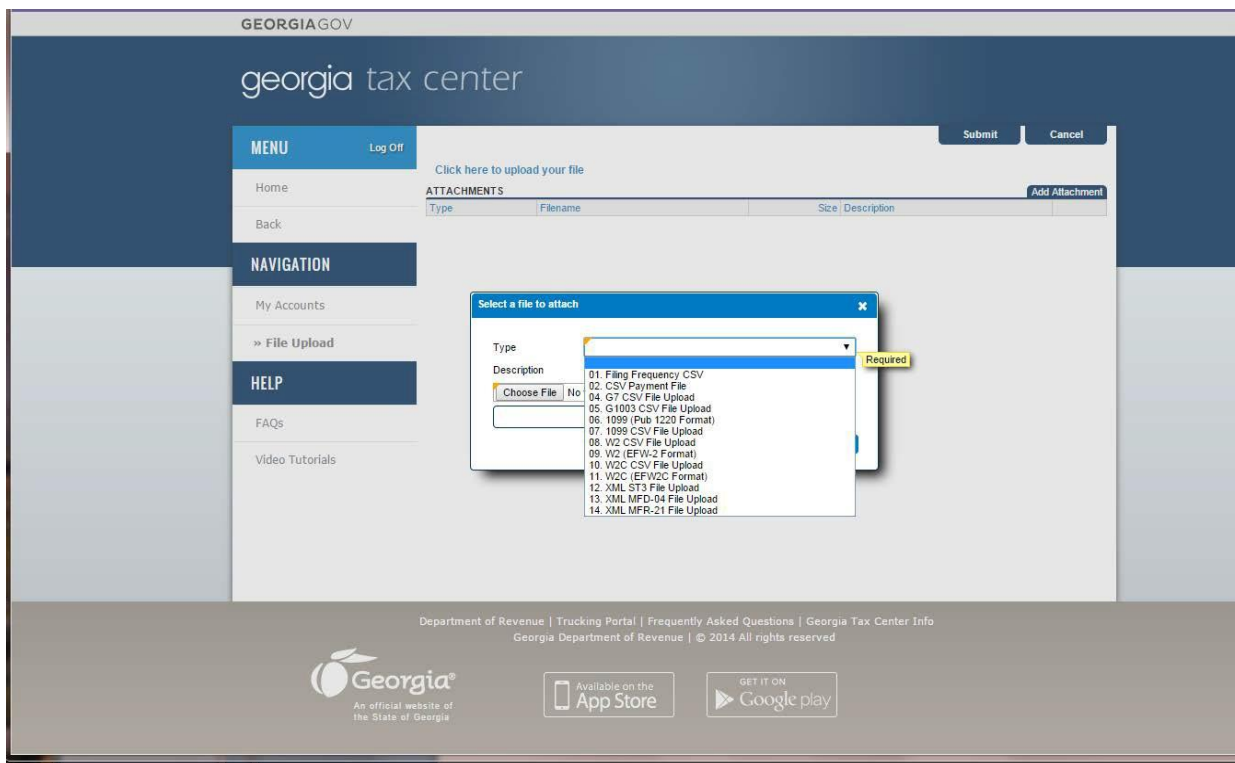
4. Select your file type, enter a description and click Save.



The screenshot shows the 'Add Attachment' form in the Georgia Tax Center. A modal window titled 'Select a file to attach' is open. It contains a 'Type' dropdown menu, a 'Description' text field, and a 'Choose File' button. A yellow 'Required' label is next to the 'Description' field. Callouts with arrows point to the 'Type' dropdown, the 'Description' field, and the 'Choose File' button.

Click this arrow for a list of file types. Enter your description here.

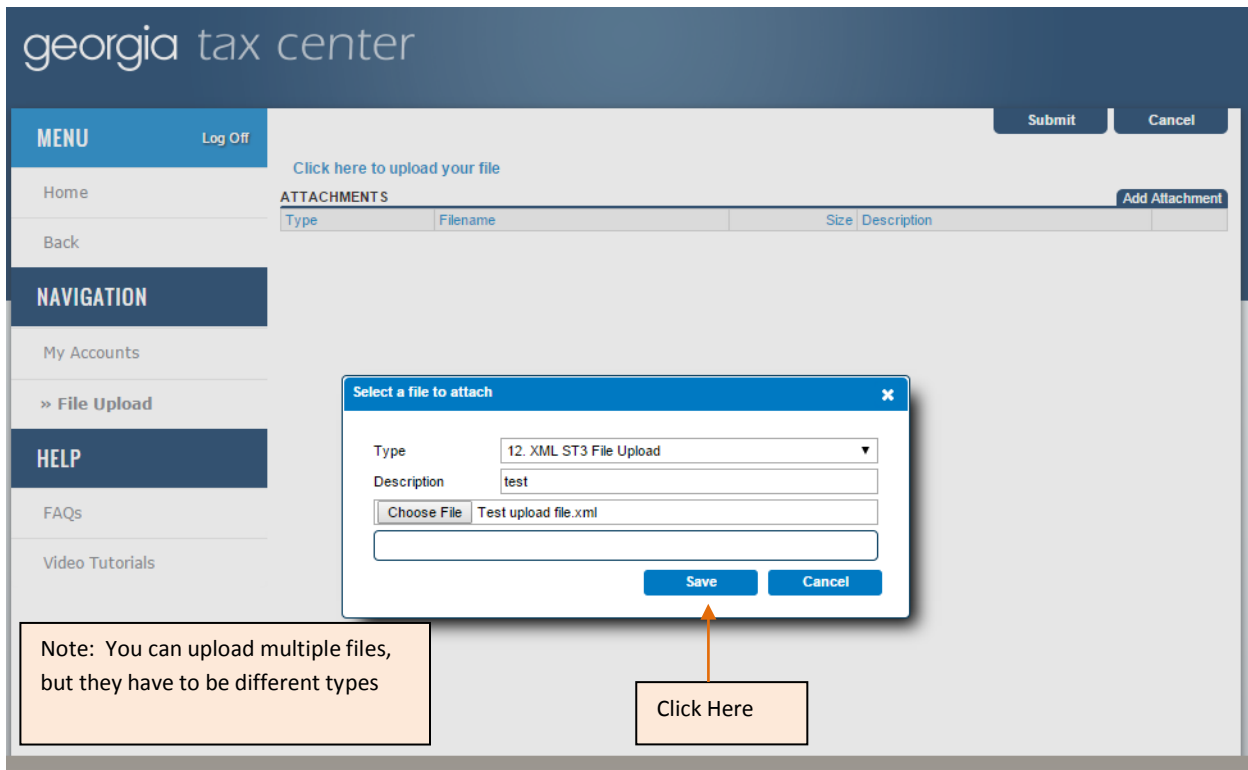
Click here to select your file



The screenshot shows the 'Add Attachment' form with the 'Type' dropdown menu open, displaying a list of file types. The 'Description' field is empty. A yellow 'Required' label is next to the 'Description' field.

01. Filing Frequency CSV
02. CSV Payment File
04. G7 CSV File Upload
05. G1003 CSV File Upload
06. 1099 (Pub 1220 Format)
07. 1099 CSV File Upload
08. W2 CSV File Upload
09. W2 (EFW-2 Format)
10. W2C CSV File Upload
11. W2C (EFW2C Format)
12. XML ST3 File Upload
13. XML MFD-04 File Upload
14. XML MFR-21 File Upload

Step 5: After you have completed this process, click “Save”

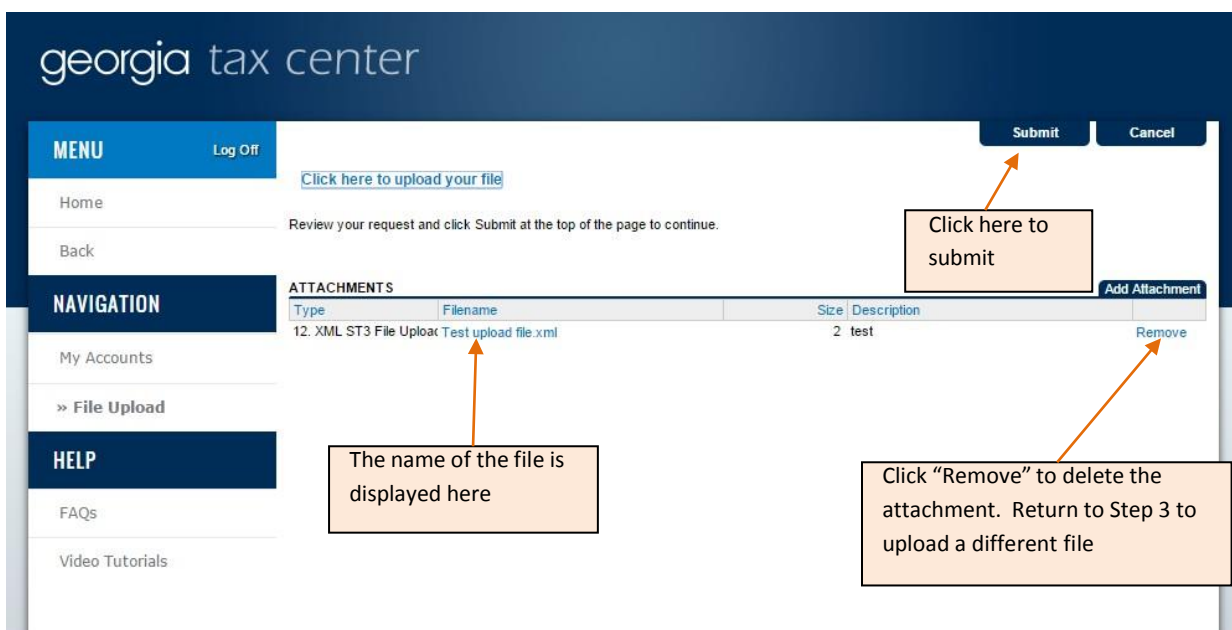


The screenshot shows the Georgia Tax Center interface. On the left is a navigation menu with sections: MENU (Log Off, Home, Back), NAVIGATION (My Accounts, » File Upload), and HELP (FAQs, Video Tutorials). The main area has a header with 'Submit' and 'Cancel' buttons, and a link 'Click here to upload your file'. Below this is an 'ATTACHMENTS' table with columns: Type, Filename, Size, Description, and an 'Add Attachment' button. A modal dialog box titled 'Select a file to attach' is open in the center. It contains a 'Type' dropdown menu set to '12. XML ST3 File Upload', a 'Description' text field with 'test', a 'Choose File' button, and a text field showing 'Test upload file.xml'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. An orange arrow points from a text box labeled 'Click Here' to the 'Save' button. Another orange arrow points from a text box labeled 'Note: You can upload multiple files, but they have to be different types' to the dialog box.

Note: You can upload multiple files, but they have to be different types

Click Here

If the format of your file is incorrect, or if you have selected the wrong file type for the file you are uploading, you will receive an error message that your file can't be accepted. Check your file and type, make the necessary corrections and then click Save. If the format and file type selections are correct but there is an internal error, such as an invalid cell format, we will identify the errors by row number.



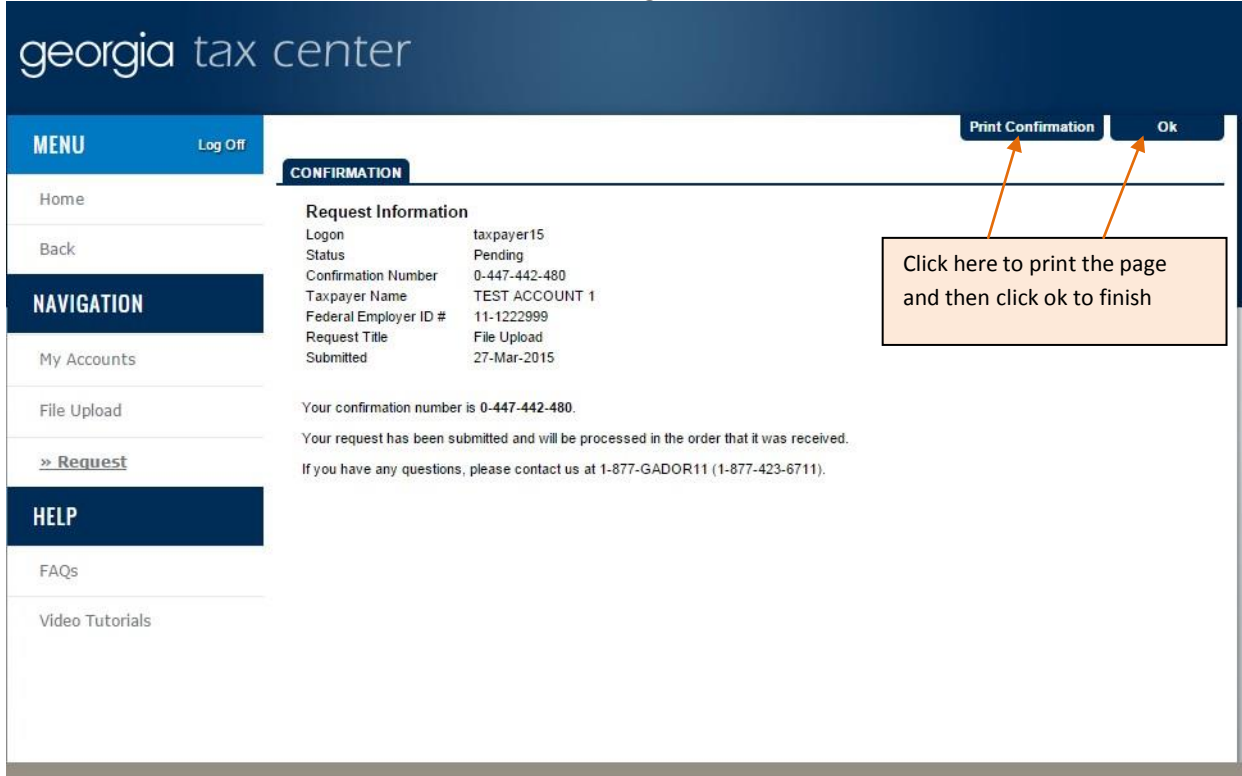
The screenshot shows the Georgia Tax Center interface after a file has been uploaded. The 'ATTACHMENTS' table now contains one row: '12. XML ST3 File Upload' (Type), 'Test upload file.xml' (Filename), '2' (Size), and 'test' (Description). There is a 'Remove' link next to the row. Above the table is a message: 'Review your request and click Submit at the top of the page to continue.' At the top right are 'Submit' and 'Cancel' buttons. Three orange arrows point to specific elements with text boxes: one points to the 'Submit' button with the text 'Click here to submit', one points to the 'Filename' cell with the text 'The name of the file is displayed here', and one points to the 'Remove' link with the text 'Click “Remove” to delete the attachment. Return to Step 3 to upload a different file'.

Click here to submit

The name of the file is displayed here

Click “Remove” to delete the attachment. Return to Step 3 to upload a different file

Step 6: Click to print the confirmation page and then click ok to finish



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MENU [Log Off](#)

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NAVIGATION

[My Accounts](#)

[File Upload](#)

[» Request](#)

HELP

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CONFIRMATION

Request Information

Logon	taxpayer15
Status	Pending
Confirmation Number	0-447-442-480
Taxpayer Name	TEST ACCOUNT 1
Federal Employer ID #	11-1222999
Request Title	File Upload
Submitted	27-Mar-2015

Your confirmation number is **0-447-442-480**.

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).

[Print Confirmation](#) [Ok](#)

Click here to print the page and then click ok to finish