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INTRODUCTION

The Georgia Department of Revenue provides a secure file upload process for taxpayers to send withholding files through the Georgia Tax Center (GTC). These files will be processed within three business days and available for the taxpayer to retrieve. This instruction manual refers specifically to submitting comma delimited file (<u>CSV</u>) withholding files. A CSV file is a text file where data elements, or fields, are separated by a comma. This document will explain how to use Microsoft Excel to create a CSV file and how to use GTC to submit that file. It is important to note that a CSV UPLOAD links the file to your account as a separate document; an attachment. The preferred method of submission for files with up to 25 employees is to IMPORT your data using a Department of Revenue template. Templates are located on the <u>DOR.GEORGIA</u> website. For instructions on how to import a template, go to the <u>DOR.GEORGIA</u> website and click on Taxes, then Georgia Tax Center Info and then File Import and Upload.

***NEW TO FILING BUSINESS TAXES? NEED TO KNOW WHAT TO FILE? Check out the Employer's Tax Guide for definitions and explanations of all requirements, forms, tables and tips.

GETTING STARTED

Obtain a Business tax number

Businesses required to pay taxes in the State of Georgia must have a Withholding tax number (WTN). Please follow the set of directions under <u>Business Tax Registration</u>. If you already have a WTN but need to add another business tax account, then please follow the directions under "Register New Tax Account".

Business Tax Registration

- Navigate to GTC: <u>https://gtc.dor.ga.gov</u>
- Click "Register a New Georgia Business"
- The system will guide you through entering your business information
- Following review and approval, you will receive an email with your Business Tax Number

Register New Tax Account

- Navigate to <u>GTC</u>: <u>https://gtc.dor.ga.gov</u>
- Enter your Username and Password
- Click "See more links..." under the I Want To section
- Click "Register New Tax Account"
- The system will guide you through identifying and entering the account type information
- Following review and approval, you will receive an email with your appropriate account number and information



Already Have a Business Tax Number

Businesses operating in the State of Georgia with Business or Individual account number can set up a GTC web account for tax payment and easy access to their revenue activity as an existing business.

- Navigate to <u>GTC</u>: <u>https://gtc.dor.ga.gov</u>
- Click "Don't have a logon? Register here"
- Read what the Requirements are for setting up online access
- The system will guide you through entering your business information
- Following review and approval, you will receive an email confirming the setup request

3rd Party Filers

Third party filers must register with the Georgia Department of Revenue. After the 3rd party has registered, the taxpayer will provide selective information to the 3rd party for purposes of allowing access to the taxpayer's account.

- Navigate to GTC: <u>https://gtc.dor.ga.gov</u>
- Click "Register as a Third Party Filer"
- The system will guide you through entering your business information
- Following review and approval, you will receive an email confirming the setup request

HOW TO CREATE A CSV FILE

Instruction Overview

- 1. Open Microsoft Excel
- 2. Fill in the document according to the appropriate file mapping guideline. You can find these beginning on page 4 of this document.
- 3. Save the new document file as 'CSV (Comma Delimited)' file type



Step by Step File Creation

Step 1: Open Excel

Step 2: Populate the document according to the appropriate file mapping guideline

- A. Determine the tax file type you need to prepare
- B. Locate the file mapping guideline needed. These begin on page 7
- C. Begin entering in your data on Column A, Row 1. See example of a W2 entrybelow
- NOTE: If you need to enter a Header Row to help guide you as you enter your data, please remember to delete the header row before you save the file. The file will not process if a header row exists on any row in the file.

2	A	В	С	D			1.9									
1	601000AA	361874695		2014	360457412	Joseph	Q	Smith	JR	41522 Single Street	Apt. 9K	Simpsonville	GA	30105	8456	0 0
2	6010000AA	361874695		2014	372684125	Randall	1	Meers		216 Peacock Lane		Fanville	GA	38506	0	0 0
3	6010000AA	361874695		2014	342854219	Marvin	K	Hunter		630 Flint Court		Creekville	GA	305	One	row per employe
4	601000AA	361874695		2014	360958423	Bryan	L	Simms	SR	525 Rupert Lane		Deepville	GA	30904	2814	0.0
5	6010000AA	361874695		2014	362259426	Russell	В	Landers		847 Daven Plae		Merittville	GA	30475	0	0 0
6	6010000AA	361874695	K	2014	361874562	Cameron	۷	Fletcher		611 Loop Street		Sandville	GA	30847	0	0 0
7	601000AA	361874695	'\	2014	362958745	James	D	Reuben		210 Minster Way		Rittenville	GA	30452	0	0 0
8		361074605		2014	360350045	Cantt	-	Handama		ATE Died Ausseus	- 2	Lashuilla	GA	30712	5251	0.0

D. After you have completed your entries, check to make certain that you have changed any required date column to a custom format (if a date is indicated in the mapping) and that you have deleted all extra sheet tabs. Excel will give you a warning message if you attempt to save the file with more than one active sheet to advise you that only the sheet in view will be saved.



Update the 'date' column

If you are preparing the G7, or any other file that requires a date field, use the YYYY-MM-DD format. View steps below

AB	I ≣ 🌺 - A - - 500 ↔00	
1 16-Jan-14		<u>1: Select the cell and right click.</u>
2 *	Cut	The option box will appear
3	Copy	
4	Paste Options:	
5		
6	Paste Special	
7		
8	Insert	
9	Delete	
10	Clear Co <u>n</u> tents	
11	Filt <u>e</u> r ▶	
12	S <u>o</u> rt ▶	
13	Insert Co <u>m</u> ment	
IA A > > Sheet1 Shee		
Ready	Format Cells	2: Click 'Format Cells'
	Pick From Drop-down List	
	Define N <u>a</u> me	
. 😣	Hyperl <u>i</u> nk	

Updating the 'date' column continued





Delete extra sheet tabs

When you are preparing to save the complete file, delete extra excel tabs. Excel will only save the file as CSV with one active tab. Deleting the extra tabs before you save will help prevent losing the sheet for which you have just entered all data. The example below has two extra tabs: 'Sheet2' and 'Sheet 3'. Do not delete the tab you have just entered data on: 'Sheet 1'. View steps below.

		Α	В	С	D	E	F	G	Н	Т	J	К	L	E
	1	6082156QA	361874695		2014	360457412	Joseph	Q	Smith	JR	41522 Single Street	Apt. 9	Simpsonvill	e 🦳
	2	6082156QA	361874695		2014	372684125	Randall		Meers	0	216 Peacock Lane		0 Fanville	(≡
	3	6082156QA	361874695		2014	242054210	Manuin	v	Huntor	0	620 Elipt Court		0 Creekville	-
	4	6082156QA	361874695		2014	<u>1: Identi</u>	ify extra t	ab	. Right click	on	sheet name.		Deepville	(-)
	5	6082156QA	361874695		2014	362259426	Russell	В	Landers	0	847 Daven Plae		0 Merittville	- C -
	6	6082156QA	361874695		2014	361874562	Cameron	٧	Fletcher	0	611 Loop Street		0 Sandville	- C -
	7	6082156QA	361874695		2014	362958745	James	D	Reuben	0	210 Minster Way		0 Rittenville	()
	8	6082156QA				360259845	Scott	Е	Henderson	0	475 Bird Avenue		0 Lockville	(*
	H -	🕩 🖻 🔂 Shee	et 1 🖉 Sheet	2 / Sheet	:3 /1	2/			L 4				>	• [
Ready 100%														

Delete extra sheet tabs continued



	А	B C	
1 2 3 4 5 6 7 8 9 10		<u>R</u> ename <u>M</u> ove or Copy <u>V</u> iew Code	2: Click 'Delete'. Repeat step 1 & 2 with any Sheets other than your entry sheet
11 12 Id 4 > >I Ready	Sheet1 Sheet	Select All Sheets	3: Ensure that only your entry sheet and this inactive sheet symbol are present when you are ready to save the file.



Step 3: Save the new document file as CSV (Comma Delimited) file type

- A. Click the **File** tab.
- B. Give your document a name then click the dropdown arrow for the **Save as type**, and select **CSV (Comma Delimited)**. Then click **Save**.

Organize 👻 New folder			1	8== - (
Microsoft Excel	Documen Includes: 2 loc		Arrange by:	Folder 🔻
🔆 Favorites	Name	^	Date modified	Type
E Desktop				- JF -
Downloads Excel Workbool Excel Macro-En Excel Binary Wo Excel 97-2003 W	abled Workbook orkbook			
Desktop XML Data Single File Web				
🕞 Libraries Web Page				
Documents Excel Template	abled Template			
Music Excel 97-2003 T				
Pictures Text (Tab delim	ited)			
Videos Unicode Text XML Spreadshe	et 2003			
	5.0/95 Workbook			
CSV (Comma d	elimited)			
	(Space delimited)			
Data (D:) Text (Macintos) Text (MS-DOS)	n)			
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save as type: CSV (Comma c	leinnited)			
Authors	3: Click and select CS	<u>v</u>		
Hide Folders		Tools	* Save	Cancel
Í				

Γ



You are now ready to UPLOAD your file.

UPLOAD YOUR CSV FILE

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

Step 2: Click Upload a File

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
Legister 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
6 Submit Documentation	Submit documentation when requested on mail
Legislation Submit Power of Attorney	Submit Power of Attorney documentation
A Update Officers	Update the owners, officers, and responsible parties for my business
🖉 Upload a File	Upload a file with return data and supporting documents

Step 3: Click the **Add Attachments** hyperlink to locate and upload your documents.

☆ Home → I Want To → File Upload									
1. File Upload									
File Upload	File Upload								
	🖉 Attachments								
Add Attachments	Туре	Name		Size					
No file is Attached									
Cancel				Previous	Submit				



Step 4: Select your file type, enter a description and then click the 'Choose File' button to browse and select your saved file.

1. File Upload	1. Select the CSV file type you		
File Upload	Select a file to attach		
Add Attachments		Rec	2. Type in a description
No file is Attached Cancel	3. Click this button to brows	Browse Save Cancel	Previous Submit
	computer for the saved file		

This is a list of file types for #1.

1. File Upload			
File Upload	Select a file to attach		
Add Attachments	Type Description	01. Filing Frequency CSV 02. CSV Payment File 04. G7 CSV File Upload 05. G1003 CSV File Upload-Jan	Size
No file is Attached		06. G1003 CSV File Upload-Feb 07. 1099 (Pub 1220 Format) 08. 1099 CSV File Upload 09. W2 CSV File Upload 09. W2 CSV File Upload 10. W2 (EFW-2 Format)	✓ Previous Submit
The Georgia Department of Revenue st	e to close the browser window rives to provide taxpayers the r to create confidential and confi	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	ti you close. require taxpayers to change their passwords. between 8 a.m. and 5 p.m.

Step 5: After you have completed the above step, click **Save**.

If the format of your file is incorrect, or if you have selected the wrong file type, you will receive an error message that your file cannot be accepted. Check your file and type selection and make the necessary corrections to continue uploading your file. If your format and file type selection are correct but there is an error within the file such as an invalid cell format, it will identify the errors by row number.

Step 6: Click Submit



Step 7. Confirm your submission by clicking Yes.

Step 8: The confirmation page will display. Write down the confirmation number of click **Print Confirmation** to print this screen, and then click **OK**.

Your upload is complete. Files are usually processed within three business days. A message will be sent to your GTC account under the E-Messages tab after submission (acknowledging receipt of the file) and again after processing the file. This 2nd message will contain any errors found with the processed file which will require further action for the account holder.