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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 (CSV) 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 DOR.GEORGIA website. For instructions on how to import a template, go to the DOR.GEORGIA 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 Business Tax Registration. 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: https://gtc.dor.ga.gov
- 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 GTC: https://gtc.dor.ga.gov
- 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 GTC: https://gtc.dor.ga.gov
- 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: https://gtc.dor.ga.gov
- 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 entry below

❖ 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.

W2 Example- based on W2 File Mapping

Note: If any number string begins with a zero, change the format of the cell from 'general' to 'text'.

One row per employee

If there is no applicable value for a non-numeric or 'Other TIN' field, leave the field blank.

- 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
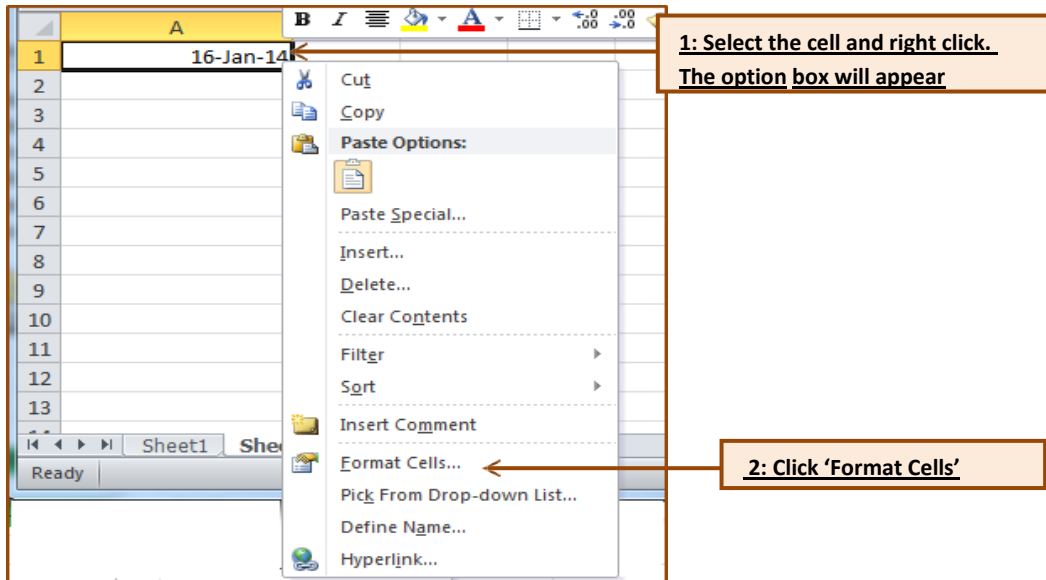
Updating the 'date' column continued

3. Click the 'Number

5: Type the format needed click 'OK'

4: Click 'Custom'
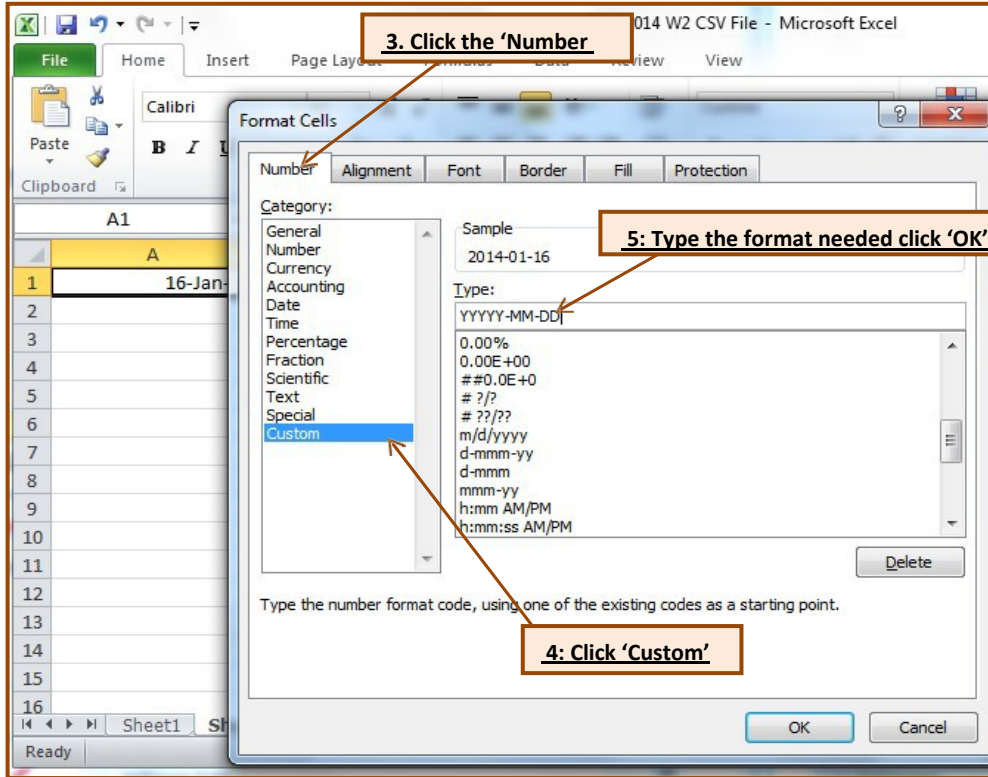
Delete extra sheet tabs

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.

1: Identify extra tab. Right click on sheet name.
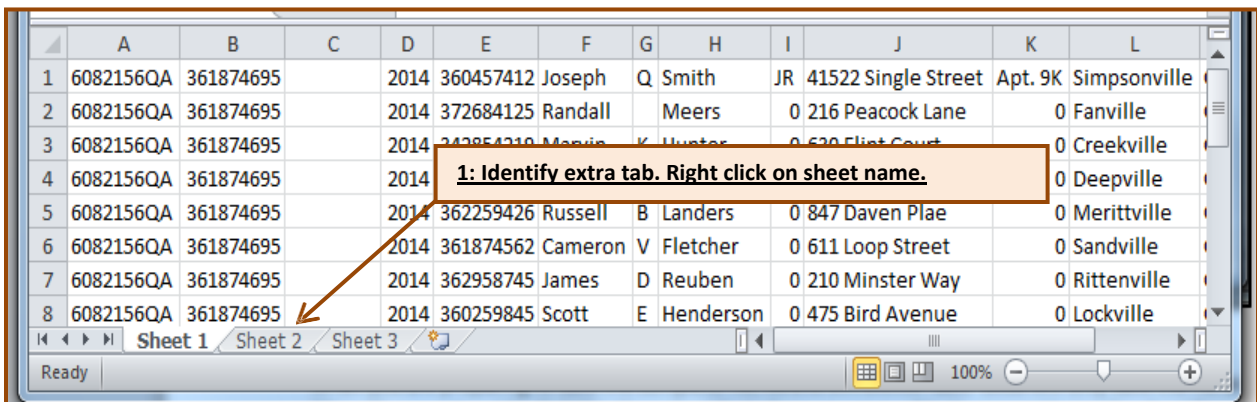
Delete extra sheet tabs continued
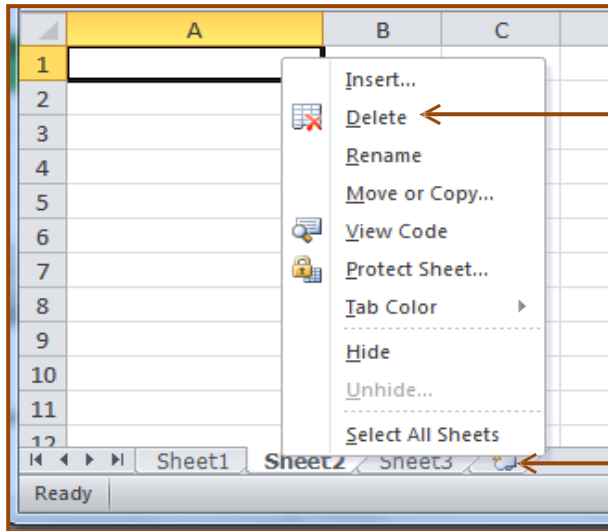
2: Click 'Delete'. Repeat step 1 & 2 with any Sheets other than your entry sheet

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**.
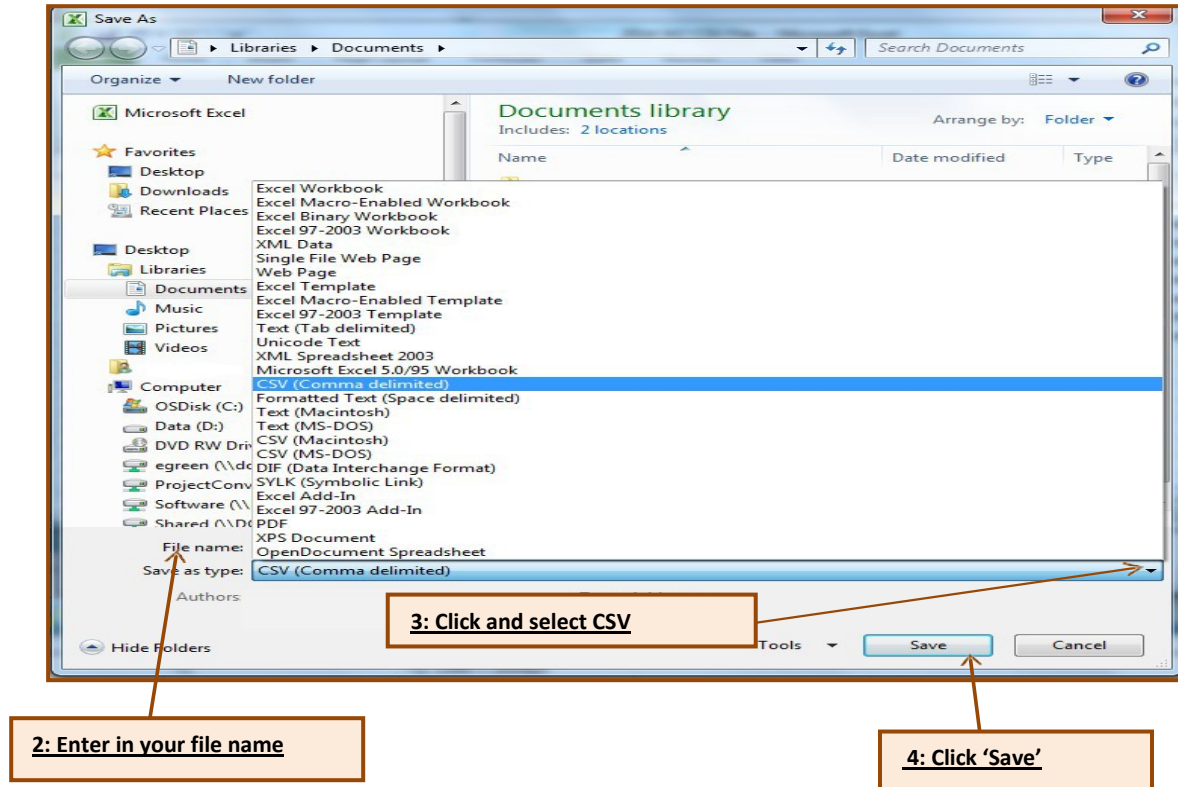
You are now ready to UPLOAD your file.

UPLOAD YOUR CSV FILE

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

Step 2: Click **Upload a File**

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

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

1. Select the CSV file type you are loading

2. Type in a description

3. Click this button to browse your computer for the saved file
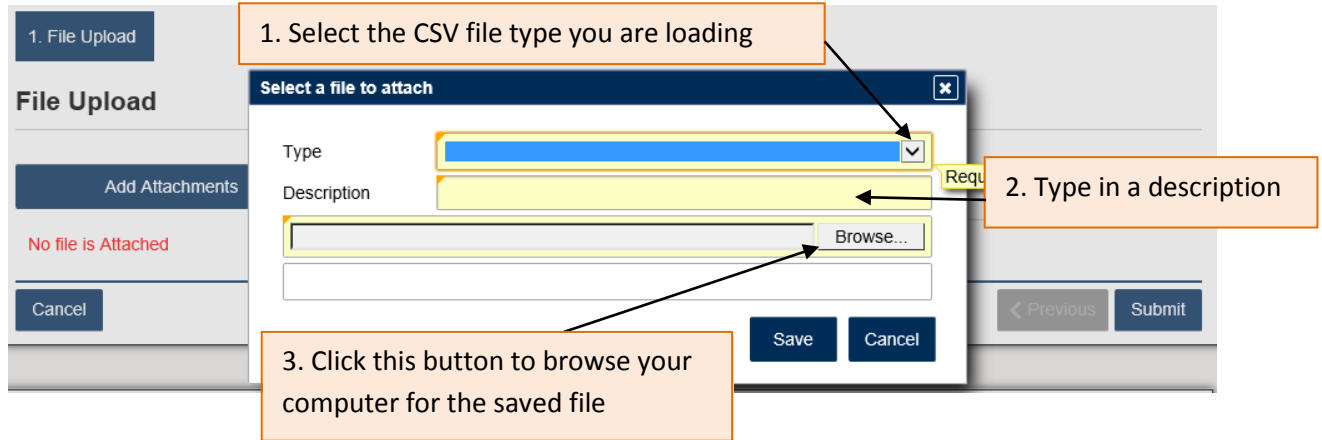
This is a list of file types for #1.

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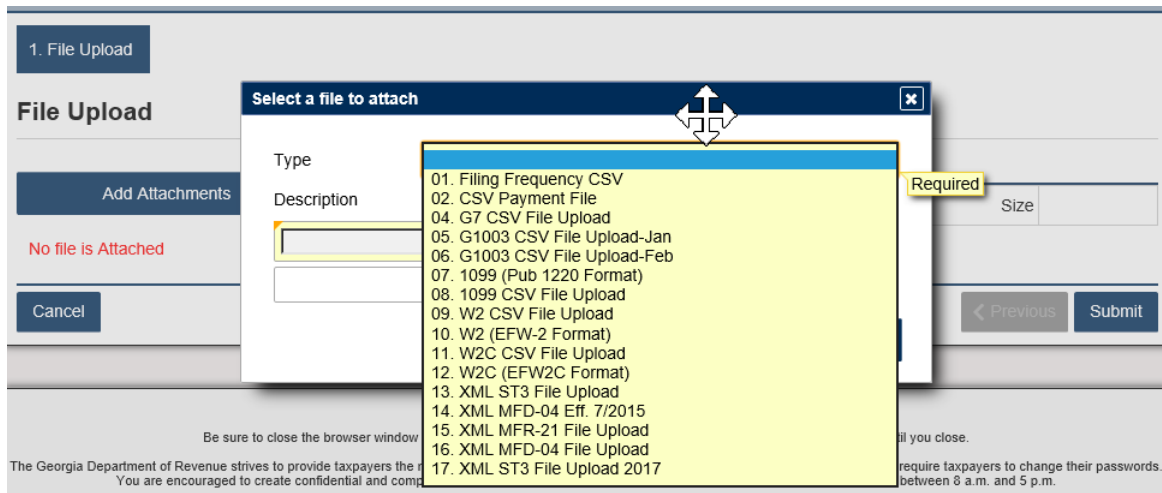
Step 5: After you have completed the above step, click **Save**.

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.