

The purpose of this documentation is to provide instructions on Brand Registration through Georgia Tax Center (GTC).

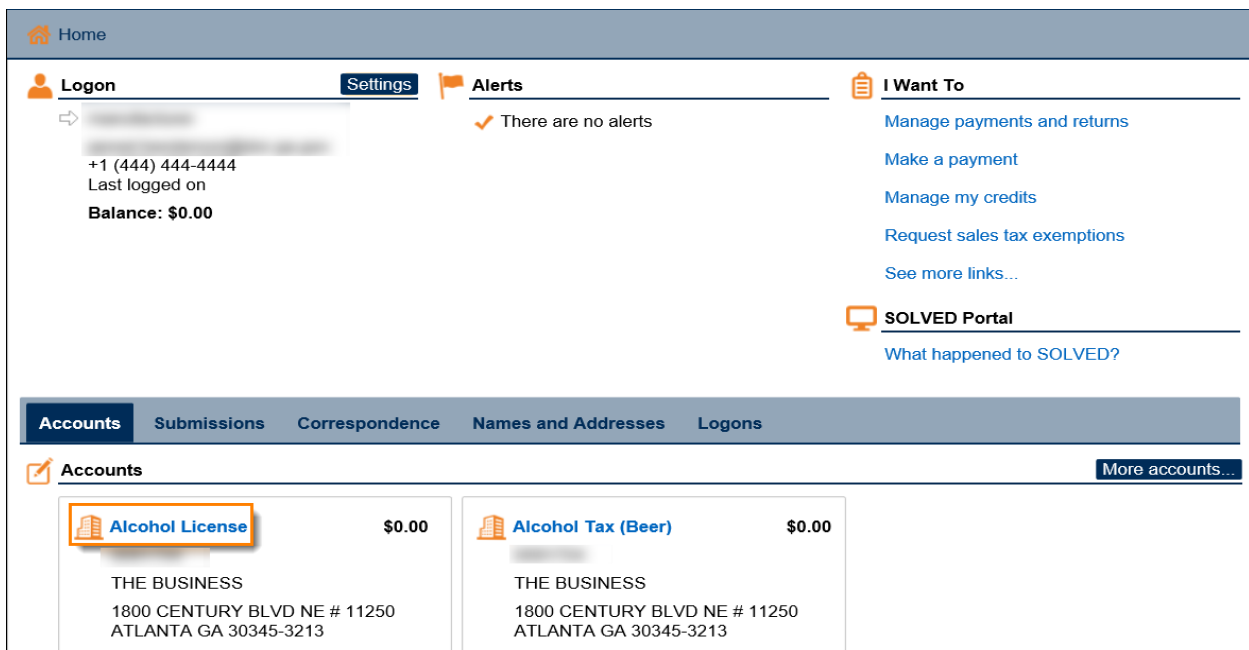
NOTE: A wholesaler’s license number is needed to complete a brand registration.

Contents

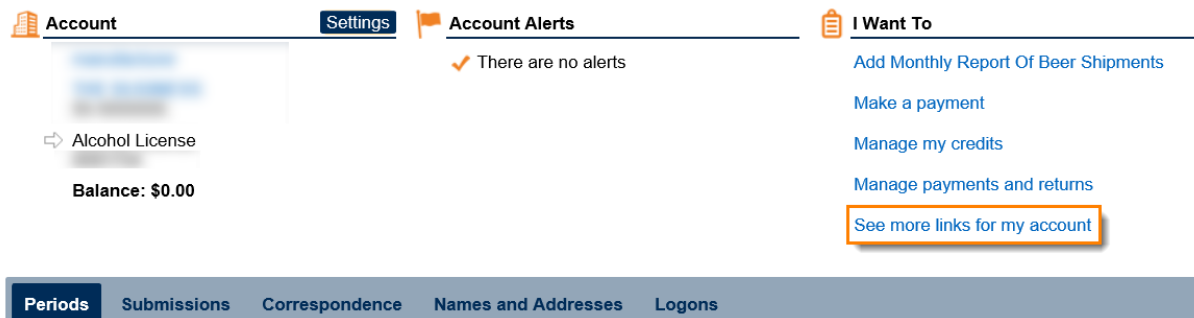
Submitting a Brand Registration.....	1
Submitting a Brand Registration – Broker License	8
Searching for Approved Brand Registrations.....	8

Submitting a Brand Registration

1. Go to the GTC website (<https://gtc.dor.ga.gov>) and log into your account.
2. Under the **Accounts** tab, click the applicable **Alcohol License** hyperlink.














3. Under the **I Want To** section, click the **See more links for my account** hyperlink.



4. Click the **Submit Brand Registration(s)** hyperlink.


I Want To

 Alcohol Report	Submit an Alcohol Report
 File Renewal	Renew my alcohol or tobacco license
 Manage NAICS Codes	Add or update my NAICS codes
 Manage Wholesaler Profiles	Manage Brand Registration wholesaler profiles
 Protest Notice for Payment	Protest a notice for payment
 Report Alcohol Citation	Report my alcohol citations
 Request Payment Statement	Request a payment statement
 Request to Close Account	Close my account that is no longer in business
 Request Waiver of Penalty	Submit documentation to have penalties waived
 Submit Bond	Submit bond information
 Submit Brand Registration(s)	Submit Brand Registration(s)

5. Select the reason for the application. Click the **Next** button.

1. Brand Registration

Brand Registration

 **Why Are You Submitting This Application?**

Required To register brand(s) with original license application

To register additional brand(s) and designate sales territory

To designate additional territories for brand(s) previously registered

To register brand(s) for special order shipping

To designate a new wholesaler: requires a letter of release from present wholesaler. Absent a release, a notice of intent to change wholesalers must be included.

To re-designate sales territory for brand(s) previously registered to existing wholesaler

To register brands where the applicant is not the producer: requires letter from producer granting exclusive and sole authority to register the brand

Cancel
< Previous
Next >

6. Enter the wholesaler’s license number. Click the **Next** button.

1. Brand Registration
2. Wholesaler License Number

Wholesaler License Number

Please Provide the Wholesaler License Number

Wholesaler License Number

Required

Required

Cancel
< Previous
Next >

NOTE: If the license number entered is not valid, you cannot continue.

✖ The wholesaler license number could not be validated. Please re-enter.

OK

7. The wholesaler’s information will auto-populate. Answer the additional questions (“Is this product sold outside of Georgia?” and “Would you like to import a wholesaler profile?”). Click the **Next** button.

1. Brand Registration
2. Wholesaler License Number
3. Wholesaler Information

Wholesaler Information

Wholesaler Information

Name Of Designated Georgia Wholesaler (If Applicable)

THE BUSINESS

Georgia Distributor License Number

[REDACTED]

Street

1800 CENTURY BLVD NE

City

ATLANTA

State

GA

Zip Code

30345-3201

Is this product sold outside of Georgia?

Yes

No

Import Wholesaler Profile


Would you like to import a wholesaler profile?

Yes

No

Cancel
< Previous
Next >

NOTE: You can only import a wholesaler profile if you set one up previously.

 **Import Wholesaler Profile**

Would you like to import a wholesaler profile?

Yes No

Which wholesaler profile would you like to import?

Required v


Required

You currently have no wholesaler profiles setup, please use the Manage Wholesaler Profile functionality to setup a wholesaler profile.

8. Enter the information for at least one brand label. For all license types **except** Special Order Shipping, complete the “Counties/Territories” table if you did not import a profile. Click the **Next** button.




Brand Registration List

 **Brand Label Information**

Please enter at least one brand

	Full Brand/ Brand Label Name (List In Alphabetical Order)	% of Alcohol Content by Volume

 **Counties/Territories**

Please select at least one county


	Assigned Counties/Territories (List In Alphabetical Order)	Counties\Territories Description

Cancel

< Previous

Next >

NOTE: If you are registering a Distilled Spirits brand, an additional section at the bottom of the screen will be displayed to show the total the number of brands and the payment amount due.

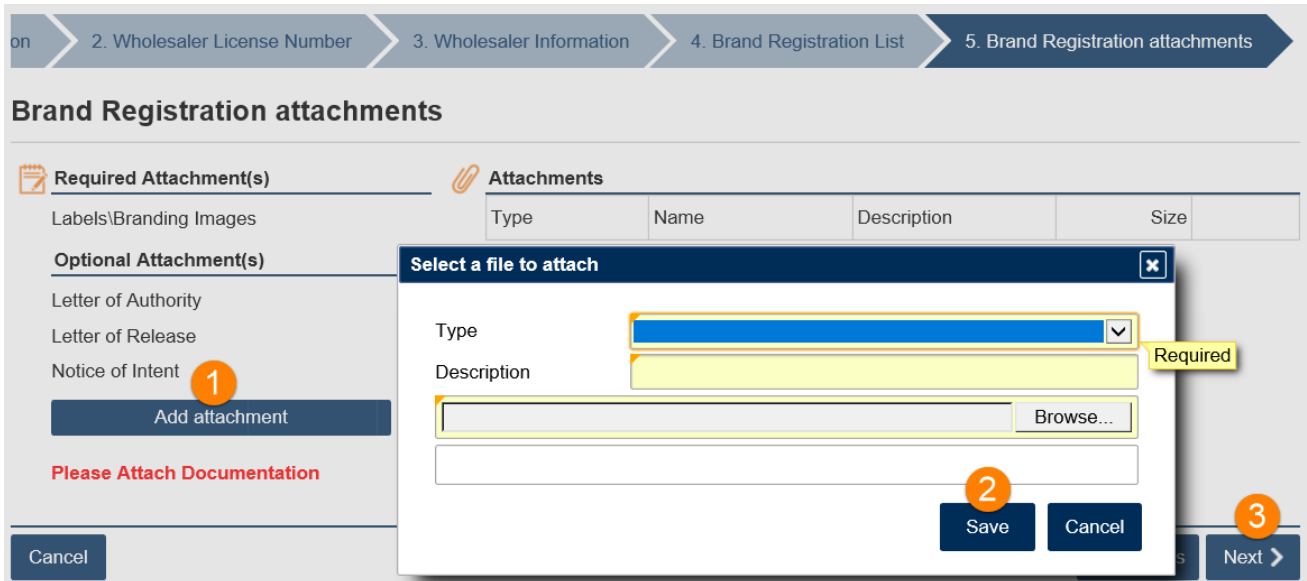
 **Brand Registration**

****After submitting this brand registration, you will need to make a payment in the amount of \$10**

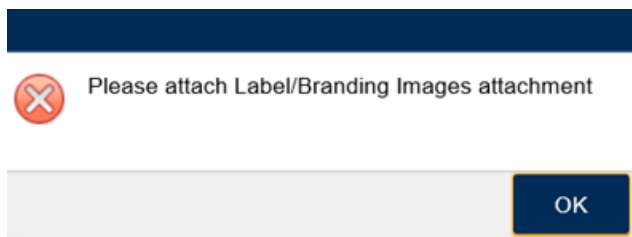
Number of Additional Liquor Brands

x \$10 = \$10

- Click the **Add attachment** button to locate and attach any required and/or optional files based on the information provided earlier. Continue following this step until all attachments have been added. Click the **Next** button.




NOTE: If required documentation is not attached, you will not be able to continue.




10. Review the Summary Page. Click the **Submit** button.

Wholesaler License Number
3. Wholesaler Information
4. Brand Registration List
5. Brand Registration attachments
6. Summary

Summary

 **Why Are You Submitting This Application?**

- To register brand(s) with original license application
- To register additional brand(s) and designate sales territory
- To designate additional territories for brand(s) previously registered
- To register brand(s) for special order shipping
- To designate a new wholesaler: requires a letter of release from present wholesaler. Absent a release, a notice of intent to change wholesalers must be included.
- To re-designate sales territory for brand(s) previously registered to existing wholesaler
- To register brands where the applicant is not the producer: requires letter from producer granting exclusive and sole authority to register the brand

 **Wholesaler Information**

Name Of Designated Georgia Wholesaler (If Applicable)


Georgia Distributor License Number

Street


City


State

Zip Code

 **Attachments**


Type	Name	Description	Size
	Labels\Branding In	ATD_BRAND_AND_LA TEST	1,376 Remove

 **Is this product sold outside of Georgia?**

 **Import Wholesaler Profile**


Would you like to import a wholesaler profile?

Which wholesaler profile would you like to import?

 **Brand Label Information**

Full Brand/ Brand Label Name (List In Alphabetical Order)	% of Alcohol Content by Volume
TEST1A	14
TEST1B	14
TEST1C	14

3 Rows

 **Counties/Territories**

Assigned Counties/Territories (List In Alphabetical Order)	Counties\Territories Description
000 - State	Entire State

Cancel
< Previous
Submit

6 Georgia Department of Revenue | August 27, 2018

11. Click **Yes** to confirm you want to submit the request.


x

Are you sure you want to submit this?

Yes

No

A confirmation page will be displayed. Write down your **Confirmation Number** or **Print** the confirmation for your records. A **Make a Payment** button will also be available for those who have an amount due.

 **Confirmation**

Submission Information

Ligon	
Status	Submitted
Confirmation Number	
Taxpayer Name	THE BUSINESS
Federal Employer ID #	
Alcohol License	
Submission Title	Your Brand Registration has been submitted
Submitted	28-Aug-2018
Amount Due	\$10.00

Your confirmation number is

Your request has been submitted and will be processed in the order that it was received.

If you need to make a payment please click the Make a Payment link.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation

Make a Payment

Once the brand is approved or rejected, a notification will be sent to the email address associated with the GTC logon used to submit the brand registration. This notification can also be found under the **Correspondence** tab on GTC.

N


Tue 8/28/2018 12:39 PM

NoReply@dor.ga.gov

Brand Registration Notification

To: [redacted]

If there are problems with how this message is displayed, click here to view it in a web browser.



This is an official communication sent to you by the Georgia Department of Revenue regarding your Georgia Tax Center account.

Your brand registration application, confirmation number 2-093-457-160, has been approved for assignment on 8/28/2018. This approval is subject to any prior registrations previously approved. A copy of your approved brand registration(s) are available online should you need an approved copy. Please contact Jamario Bell at if you have any questions.

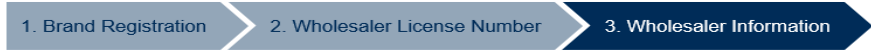
Please do not respond to this email directly, as any response to this email will not be received.

To ensure delivery of future email, please add NoReply@dor.ga.gov to your address book or approved senders list.

This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission. If you receive this message in error, please immediately delete it.

Submitting a Brand Registration – Broker License

Manufacturers with a broker license must specify which alcohol type they are registering for on Step 3. Only one alcohol type can be chosen for each brand registration submission.



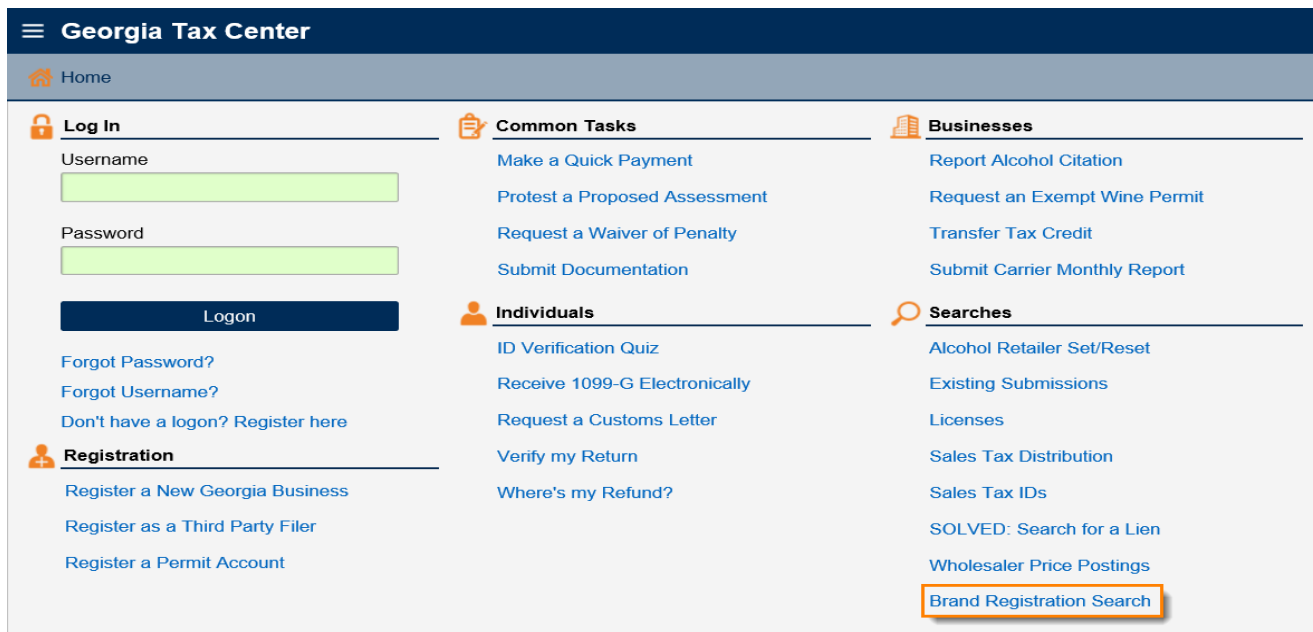
Wholesaler Information

<p>Wholesaler Information</p> <p>Name Of Designated Georgia Wholesaler (If Applicable) <input type="text"/></p> <p>Georgia Distributor License Number <input type="text"/></p> <p>Street <input type="text" value="1800 CENTURY BLVD NE"/></p> <p>City <input type="text" value="ATLANTA"/></p> <p>State <input type="text" value="GA"/></p> <p>Zip Code <input type="text" value="30345-3201"/></p>	<p>Is this product sold outside of Georgia?</p> <p><input type="button" value="Yes"/> <input type="button" value="No"/> Required</p> <p>Import Wholesaler Profile</p> <p>Would you like to import a wholesaler profile? <input type="button" value="Yes"/> <input type="button" value="No"/></p> <p>Which alcohol type are you registering?</p> <p><input type="checkbox"/> Beer</p> <p><input type="checkbox"/> Liquor</p> <p><input type="checkbox"/> Wine</p>
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Searching for Approved Brand Registrations

Once your brand is approved, you may view the ATT-104 online.

- Go to the GTC website (<https://gtc.dor.ga.gov>) and click the Brand Registration Search hyperlink.



Georgia Tax Center

Home

<p>Log In</p> <p>Username <input type="text"/></p> <p>Password <input type="text"/></p> <p><input type="button" value="Logon"/></p> <p>Forgot Password? Forgot Username? Don't have a logon? Register here</p> <p>Registration</p> <p>Register a New Georgia Business Register as a Third Party Filer Register a Permit Account</p>	<p>Common Tasks</p> <p>Make a Quick Payment Protest a Proposed Assessment Request a Waiver of Penalty Submit Documentation</p> <p>Individuals</p> <p>ID Verification Quiz Receive 1099-G Electronically Request a Customs Letter Verify my Return Where's my Refund?</p>	<p>Businesses</p> <p>Report Alcohol Citation Request an Exempt Wine Permit Transfer Tax Credit Submit Carrier Monthly Report</p> <p>Searches</p> <p>Alcohol Retailer Set/Reset Existing Submissions Licenses Sales Tax Distribution Sales Tax IDs SOLVED: Search for a Lien Wholesaler Price Postings Brand Registration Search</p>
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- Enter an alcohol license number. The alcohol brand name is optional. Click the **Search** button.

☰ Brand Registration Search

Home > Brand Registration Search

License Number Required
Required

Alcohol Brand Name

Search

NOTE: For brand registrations submitted before September 1, 2018, you can only search by the manufacturer’s license number.

- Click the [View ATT-104](#) hyperlink for the brand registration you want to view.

☰ Brand Registration Search

Home > Brand Registration Search

Brand Registration List Filter

Business Name	Address	License Number	Brand Name	Approved Date	Ceased Date	View
WHOLESALE	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206		test123	14-Jun-2018		View ATT104
WHOLESALE	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206		TEST1A	12-Jun-2018		View ATT104
WHOLESALE	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206		TEST1C	12-Jun-2018		View ATT104
WHOLESALE	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206		TEST1B	12-Jun-2018		View ATT104
WHOLESALE	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206		wine 3	06-Jun-2018		View ATT104
WHOLESALE	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206		wine 2	06-Jun-2018		View ATT104
WHOLESALE	1800 CENTURY BLVD NE STE 2301 ATLANTA GA 30345-3206		wine 1	06-Jun-2018	06-Jun-2018	View ATT104

7 Rows