



Business Occupational Tax Submittal System

BOTSS

Department of Revenue - Instructional Guide

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Introduction to BOTSS

Purpose

Georgia House Bill 1093,(Act 655, 6/2/10) authorizes the Georgia Department of Revenue (Department) to receive business occupational tax information from Georgia county and municipality governments (“Governments”) to ensure compliance with sales and use tax registration requirements.

The purpose of this Guide is to provide Governments with the technical information necessary to implement the required electronic reporting to submit this information.

Program Overview

The Department has named this project the Business Occupational Tax Submittal System (“BOTSS”). BOTSS is owned and maintained by the department. The methods of transmitting records to the Department must comply with the standards developed by the Department as stated in this Guide. BOTSS applies to all Governments authorized to submit business occupational tax information to the Department. Governments include, but are not limited to:

City Governments
Municipality Governments
County Governments

Authorized Governments that elect to participate are to submit the minimum business information required (see BOTSS File Record Layout, page 16). Once a government submits the minimum business information, the Department will send login information to the Georgia Tax Center (GTC) to the Governments. The Governments may then submit their records on GTC, either individually or by a batch process. BOTSS will process the data and compare it with the records of the Department. For reported businesses registered for a Sales and Use Tax account with the Department, no action will be taken. For businesses not registered for a Sales and Use account with the Department, appropriate action will be taken to determine whether registration is required and to ensure compliance.

Getting Started

1. Pass a resolution authorizing participation in the program
2. Email a copy of the resolution to Sharon.doughty@dor.ga.gov
3. The Department will send you a User Name and initial Password
4. Login to <https://gtc.dor.ga.gov> and create your account

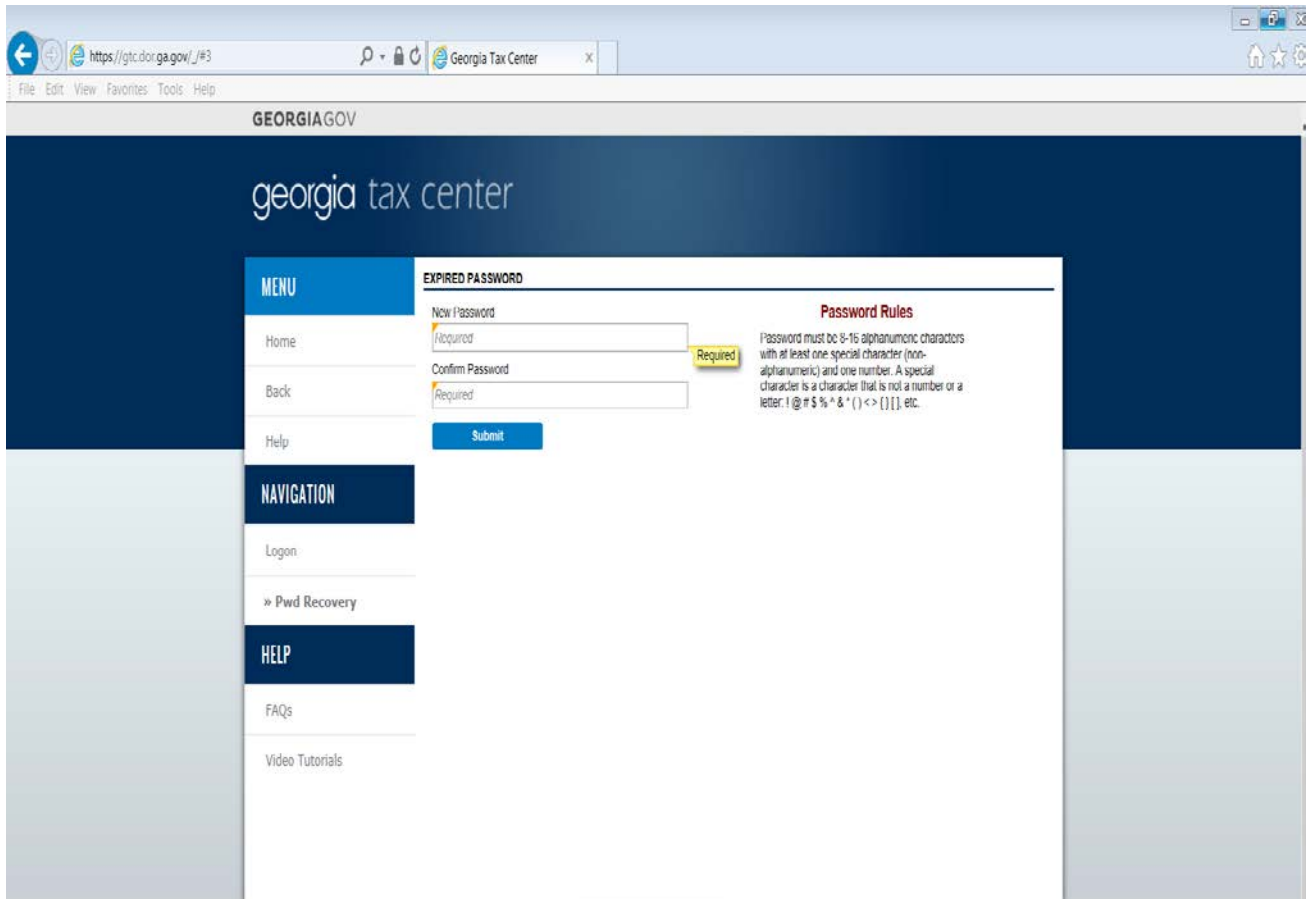
Initial Login

Visit website at: <https://gtc.dor.ga.gov>



The screenshot shows the Georgia Tax Center website in a web browser. The browser's address bar displays <https://gtc.dor.ga.gov/>. The website header includes the "GEORGIA GOV" logo and the "georgia tax center" text. A navigation bar contains links for "Department of Revenue", "Trucking Portal", "Frequently Asked Questions", and "Instructions/Videos". A red banner message states: "The Georgia Department of Revenue's offices will be closed on Monday, January 19th due to a state holiday. We apologize for any inconvenience." The main content area features a large image of a city skyline. On the right side, there is a "LOGIN" section with input fields for "Username" (marked "Required"), "Password" (marked "Required"), and "Authorization Code" (with an information icon). Below these fields are links for "Login", "Forgot my username", and "Forgot my password". A "SIGN UP" section is also present, with links for "Create my username" and "Why create a username?". At the bottom, there is a "Quick Links" section with buttons for "Individual" and "Business", and a footer with links for "Where's my refund?", "Find an existing request", "F.A.Q.", and "Video tutorials".

1. Enter the emailed **Username** and **Password** (**Authorization Code** is not necessary upon initial login)
2. **Login**
3. You will be prompted to change **Password** after **Login**



1. Change initial **Password** by following Password Rules

The screenshot shows a web browser window with the URL <https://gtc.dor.ga.gov/>. The page is titled "GEORGIA GOV" and "georgia tax center". On the left, there is a navigation menu with sections: "MENU" (Home, Back, Help), "NAVIGATION" (Logon, Pwd Recovery, » Profile), and "HELP" (FAQs, Video Tutorials). The main content area is titled "PROFILE INFORMATION REQUIRED" and contains a "Save" button in the top right. The form fields are as follows:

Field	Value	Label	Country	Type
Web Logon	3140LAGR		USA	Required
Web Name		Required		
Email		Required		
Secret Question				
New Question		Required		
Answer				
Confirm				
Phone 1		+1	USA	Type
Phone 2		+1		

1. You will automatically be taken to the Profile Information screen
2. Update **Profile** information (Create a **Web Name** of your choosing)
3. Change **Security Question** and **Save**

**** (You will need to change and remember Security Question to reset the password)**

Georgia Tax Center - Technical Specifications

GTC Process Flow

The following steps describe an overview of how a submitter's records are sent, processed and returned by BOTSS. After the registration process is completed, the authorized Government submitter can log into GTC at <https://gtc.dor.ga.gov>.

There will be two options available to the submitter:

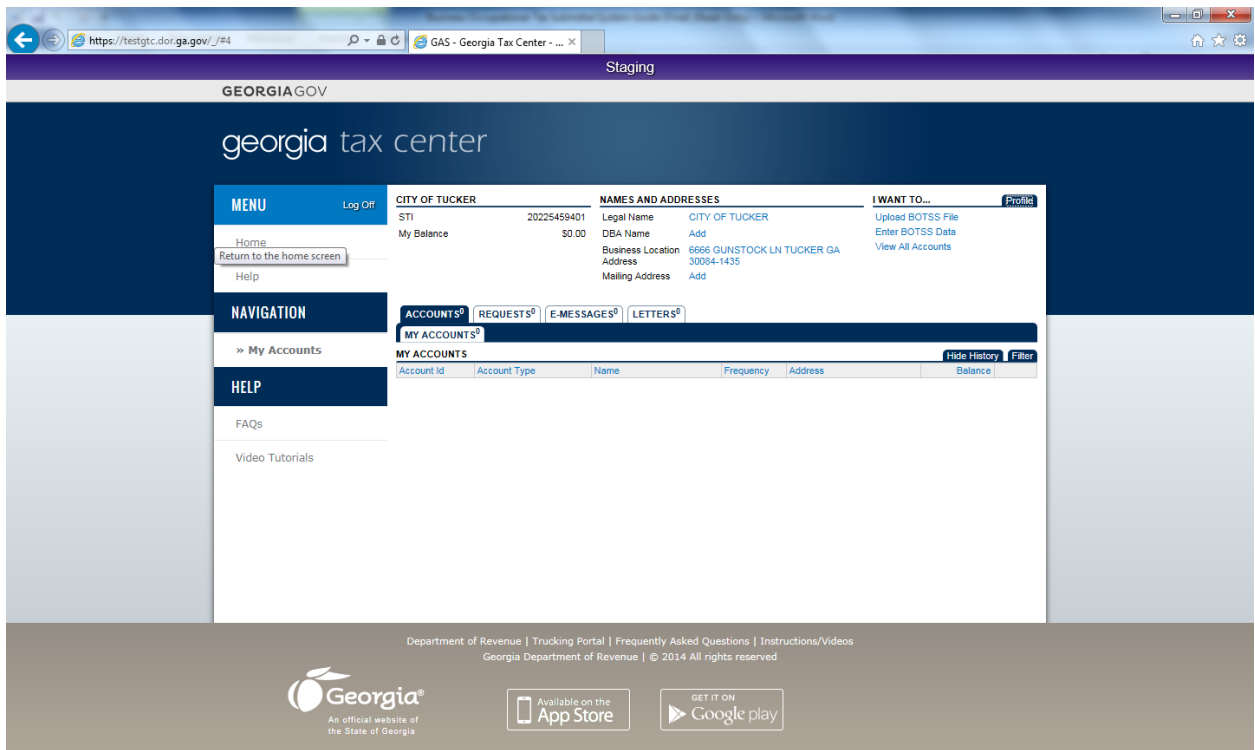
- ◆ Upload BOTSS File
- ◆ Submit / Data Enter BOTSS Request

Upload BOTSS File

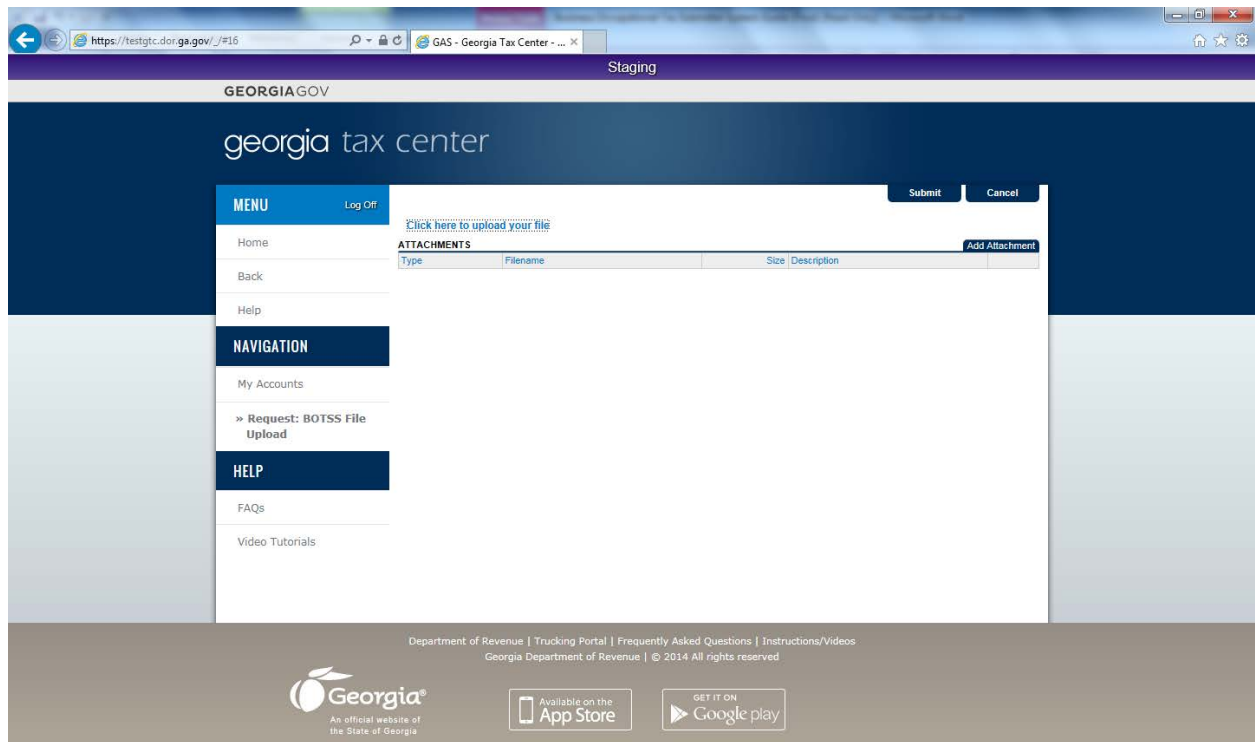
BOTSS submitters have access to submit one file type, "BOTSS Submission." This file structure matches the layout defined on Page 16 – BOTSS File Record Layout. The file naming convention is the Submitter ID. When the file is attached to the request, validations are executed to check the file for correct line lengths, data types, etc. All errors will be presented to the submitter for correction. If there are no errors, an immediate acknowledgement will be presented to the submitter. See next page for screenshots.

Upload BOTTS File Cont.

This request allows submitters to upload BOTSS files following BOTSS record layout format from page 16.



1. From home screen Select **Upload BOTSS File** (from I WANT TO tab on top right)

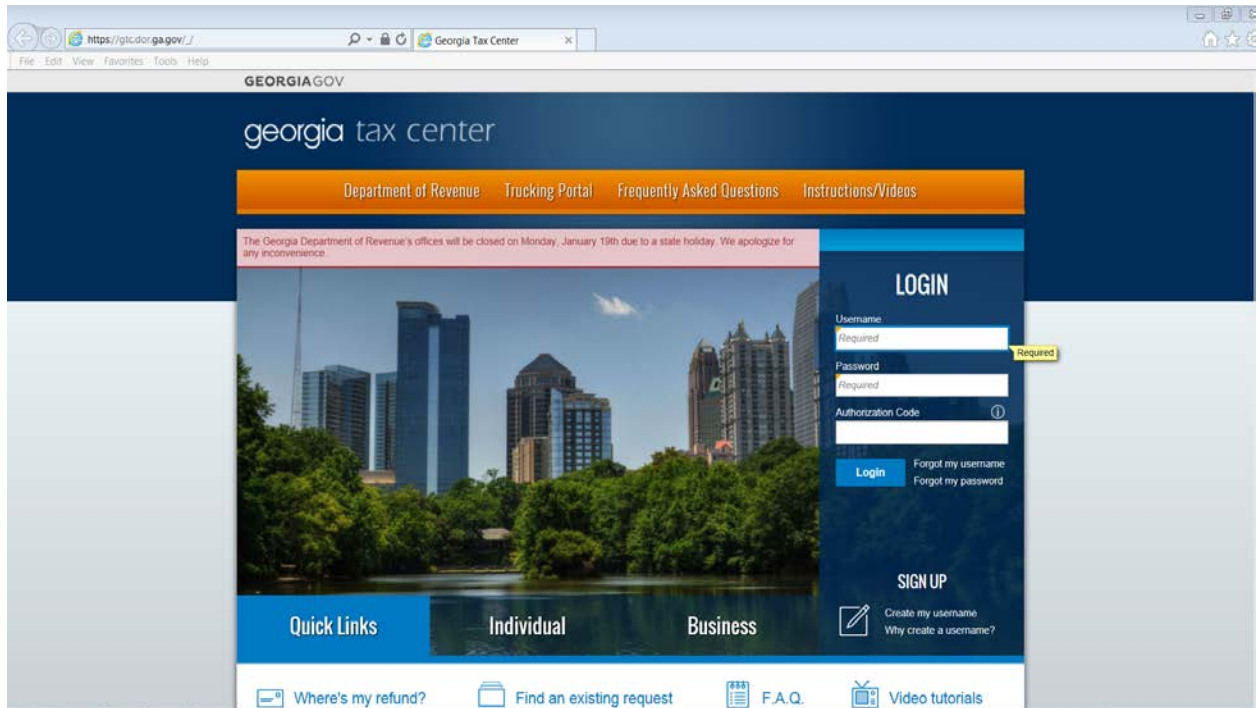


1. Select **Click here to upload your file**
2. Enter **Description – i.e. Cook County**
3. **Attach** file to upload
4. Select **Submit**

For example, for a submitter ID of C037COOK, the upload file name would be “C037COOK.TXT”

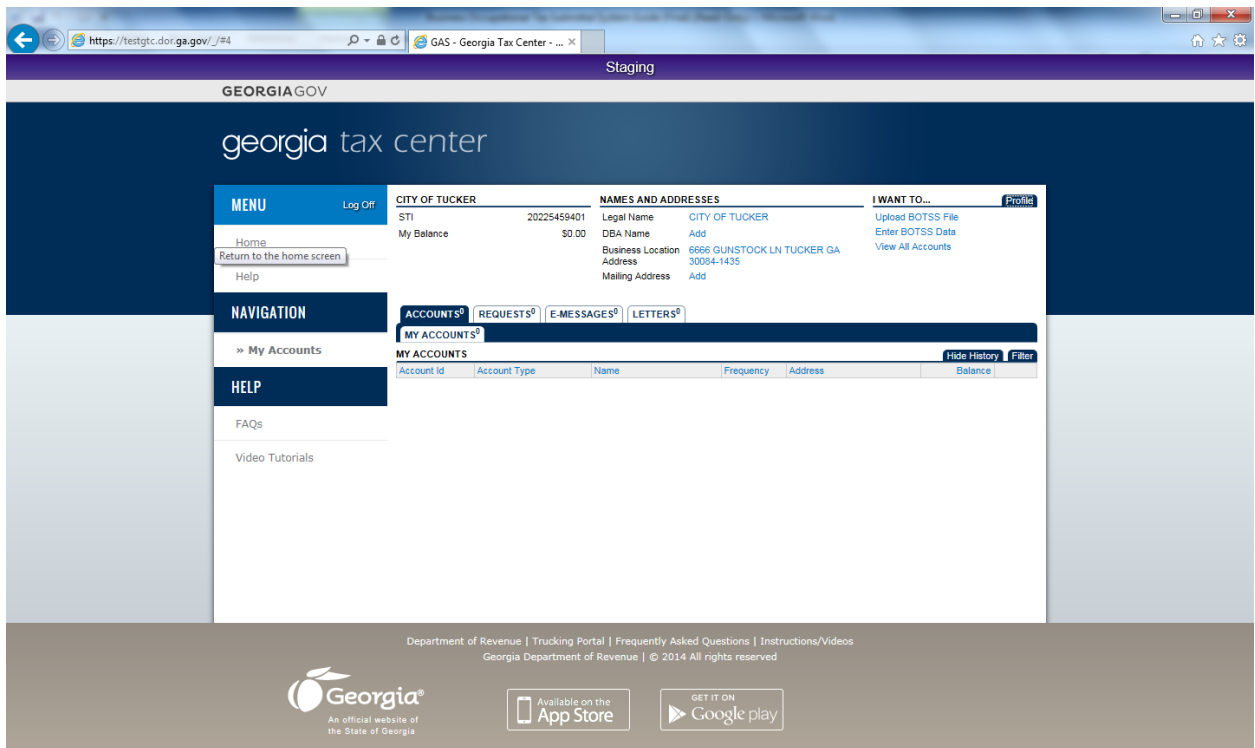
Submit/ Data Enter BOTSS Request

This request allows submitters to data enter BOTSS data individually. Various rules are in place to ensure valid submissions. Once the request is submitted and processed, the data will be formatted appropriately.



The screenshot shows the Georgia Tax Center website in a web browser. The browser's address bar displays <https://gtc.dor.ga.gov/>. The website header includes the "GEORGIA GOV" logo and the "georgia tax center" text. A navigation bar contains links for "Department of Revenue", "Trucking Portal", "Frequently Asked Questions", and "Instructions/Videos". A notice states: "The Georgia Department of Revenue's offices will be closed on Monday, January 19th due to a state holiday. We apologize for any inconvenience." The main content area features a large image of a city skyline. On the right side, there is a "LOGIN" section with input fields for "Username" (marked "Required"), "Password" (marked "Required"), and "Authorization Code" (with an information icon). Below these fields is a "Login" button and links for "Forgot my username" and "Forgot my password". Below the login section is a "SIGN UP" section with a pencil icon and links for "Create my username" and "Why create a username?". At the bottom, there is a "Quick Links" section with buttons for "Where's my refund?", "Find an existing request", "F.A.Q.", and "Video tutorials".

1. Enter the **Username and Password** (**Authorization Code** not needed)
2. Select **Login**



1. Select Enter BOTSS Data

GEORGIA GOV

georgia tax center

MENU Log Off

Home

Back

Help

NAVIGATION

My Accounts

» Request: BOTSS Submission

HELP

FAQs

Video Tutorials

Submit Save and finish later Cancel

BOTSS DATA

Add BOTSS Data Below

BOTSS Records Record1

Record1 Delete this Record Copy row Add a Record

Enter BOTSS Information

Business Legal Name Required

DBA Name Required

Business Start Date Required

NAICS Required

FEIN Required

Sales Tax Number

Ownership Type Code

Mailing Address

Street Required

City Required

State GEORGIA ZIP Required

☐ Business location is different from Mailing address

Business Location Address

Street

City

State ZIP

Owner/Officer Information

SSN First Name Last Name

Delete this Record Copy row Add a Record

Department of Revenue | Trucking Portal | Frequently Asked Questions | Instructions/Videos
Georgia Department of Revenue | © 2014 All rights reserved

1. Select **Add a record**
2. Data-enter each line of **BOTSS Information** for the required fields
3. Select **SUBMIT** once data entry is complete

GTC Password Requirements / Reset Instructions

The requirements for passwords and password reset are as follows:

- Password must be a minimum of 8 characters
- Strong passwords are required. (Uppercase, lowercase, numeric and special characters)
- Secret question(s) must be answered to reset the password.
 - What street did you live on in third grade?
 - What is the middle name of your oldest child?
 - What is the middle name of your oldest sibling?
 - What is your maternal grandmother's maiden name?
 - What school did you attend for sixth grade?
 - In what city or town was your first job?
 - What was the name of your first stuffed animal?
 - What was your childhood nickname?
 - In what city or town did you meet your spouse/significant other?
 - In what city or town did your mother and father meet?

Updating or changing passwords and/or Security Questions

The screenshot shows the Georgia Tax Center website in a staging environment. The browser address bar displays <https://testgtc.dor.ga.gov/>. The page features a dark blue header with the "GEORGIA.GOV" logo and a "Staging" label. Below the header is a navigation bar with links to "Department of Revenue", "Trucking Portal", "Frequently Asked Questions", and "Instructions/Videos". A pink banner message states: "The Georgia Department of Revenue's offices will be closed on Monday January 19 due to a state holiday. We apologize for any inconvenience." The main content area has a background image of a city skyline. On the right, there is a "LOGIN" section with input fields for "Username", "Password" (marked as "Required"), and "Authorization Code". Below these fields are links for "Login", "Forgot my username", and "Forgot my password". A "SIGN UP" section is also present with links for "Create my username" and "Why create a username?". At the bottom, there is a "Quick Links" section with icons and text for "Where's my refund?", "Find an existing request", "F.A.Q.", and "Video tutorials".

1. Select the Forgot your password Link

GEORGIA GOV

Staging

georgia tax center

MENU

- Home
- Back
- Help

NAVIGATION

- Logon
- >> Pwd Recovery

HELP

- FAQs
- Video Tutorials

RESET PASSWORD

Username:

Required

Next

Cancel

1. Enter your Username and select the next button

GEORGIA GOV

Staging

georgia tax center

MENU

- Home
- Back
- Help

NAVIGATION

- Logon
- >> Pwd Recovery

HELP

- FAQs
- Video Tutorials

RESET PASSWORD

53708UGA

In what city or town did your mother and father meet?

Submit

Instructions to complete the password recovery process will be emailed to you after successfully answering your secret question.

Cancel

1. Answer Security Question and select **Submit**

Instructions to complete the password recovery process will be emailed to you after successfully answering your secret question.

BOTSS File Record Layout

BOTSS GEORGIA CITY/ COUNTY FILE RECORD LAYOUT

BOTSS GEORGIA CITY/ COUNTY FILE RECORD LAYOUT					
File Name				Record Size	
[4 CHAR COUNTY/CITY CODE] HB1093EFILE				833	
Record Source				Record Type	
Submitter				TXT	
ITEM NO.	FIELD POSITION	FIELD SIZE	FIELD TYPE A= Alphabetic X = Alphanumeric N=Numeric	FIELD DESCRIPTION [***Fields in Bold Mandatory***]	ADDITIONAL INFORMATION
1	1 – 60	60	X	Business Legal Name	
2	61 – 120	60	X	DBA (<i>Doing Business As</i>) Name	
3	121	1	BLANK FILL	RESERVED	Blank Fill
4	122 – 161	40	X	Mailing Address Line 1	
5	162 - 201	40	X	Mailing Address Line 2	
6	202	1	BLANK FILL	RESERVED	Blank Fill
7	203 - 222	20	A	Mailing City	
8	223 - 224	2	A	Mailing State	
9	225 - 233	9	N	Mailing ZIP	
10	234	1	BLANK FILL	RESERVED	Blank Fill
11	235 - 274	40	X	Business Location Address Line 1	if different from mailing addr
12	275 - 314	40	X	Business Location Address Line 2	
13	315	1	BLANK FILL	RESERVED	Blank Fill
14	316 - 335	20	A	Business Location City	if different from mailing addr

15	336 - 337	2	A	Business Location State	if different from mailing addr	
16	338 - 346	9	N	Business Location ZIP	if different from mailing addr	
17	347	1	BLANK FILL	RESERVED	Blank Fill	
18	348 - 356	9	N	Sales and Use Tax Identification Number (if registered)	If business is, or previously was, registered	
19	357 - 362	6	N	NAICS (North American Industry Classification Code)		
20	363 - 371	9	N	FEIN (Federal Employer Identification Number)		
21	372 - 374	3	N	Ownership Type Code	Ownership Type Codes	
					Code	
					000	Default
					003	Corporation
					012	Partnership of Unknown Type
					013	Proprietorship
					154	Sole Proprietor
					014	Limited Liability Corporation
010	General Partnership					
22	375	1	BLANK FILL	RESERVED	Blank Fill	
23	376 - 384	9	N	Owner/Officer SSN_1		
24	385 - 424	40	A	Owner/Officer First Name_1		
25	425 - 464	40	A	Owner/Officer Last Name_1		
26	465	1	BLANK FILL	RESERVED	Blank Fill	
27	466 - 474	9	N	Owner/Officer SSN_2		
28	475 - 514	40	A	Owner/Officer First Name_2		
29	515 - 554	40	A	Owner/Officer Last Name_2		
30	555	1	BLANK FILL	RESERVED	Blank Fill	
31	556 - 564	9	N	Owner/Officer SSN_3		
32	565 - 604	40	A	Owner/Officer First Name_3		
33	605 - 644	40	A	Owner/Officer Last Name_3		
34	645	1	Blank Fill	RESERVED	Blank Fill	

35	646 - 654	9	N	Owner/Officer SSN_4	
36	655 - 694	40	A	Owner/Officer First Name_4	
37	695 - 734	40	A	Owner/Officer Last Name_4	
38	735	1	BLANK FILL	RESERVED	Blank Fill
39	736 - 744	9	N	Owner/Officer SSN_5	
40	745 - 784	40	A	Owner/Officer First Name_5	
41	785 - 824	40	A	Owner/Officer Last Name_5	
42	825	1	BLANK FILL	RESERVED	Blank Fill
43	826 - 833	8	N	Business Start Date	DDMMYYYY (EX: 10042014) If unknown, zero fill (EX: 00000000)

BOTSS Contact Information

For business related inquiries, please contact Donnie Walton at Donnie.Walton@dor.ga.gov or 404-417-6365 or Rufus Payne at Rufus.Payne@dor.ga.gov or 404-417-6548.

For technical related inquiries, please send an e-mail to DOR-BOTSS-SUPPORT@dor.ga.gov.

Copies of resolutions regarding BOTSS participation should be emailed to Sharon.Doughty@dor.ga.gov