



Business Occupational Tax Submittal System

BOTSS

Department of Revenue - Instructional Guide

Version 3.5 - January, 2015

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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

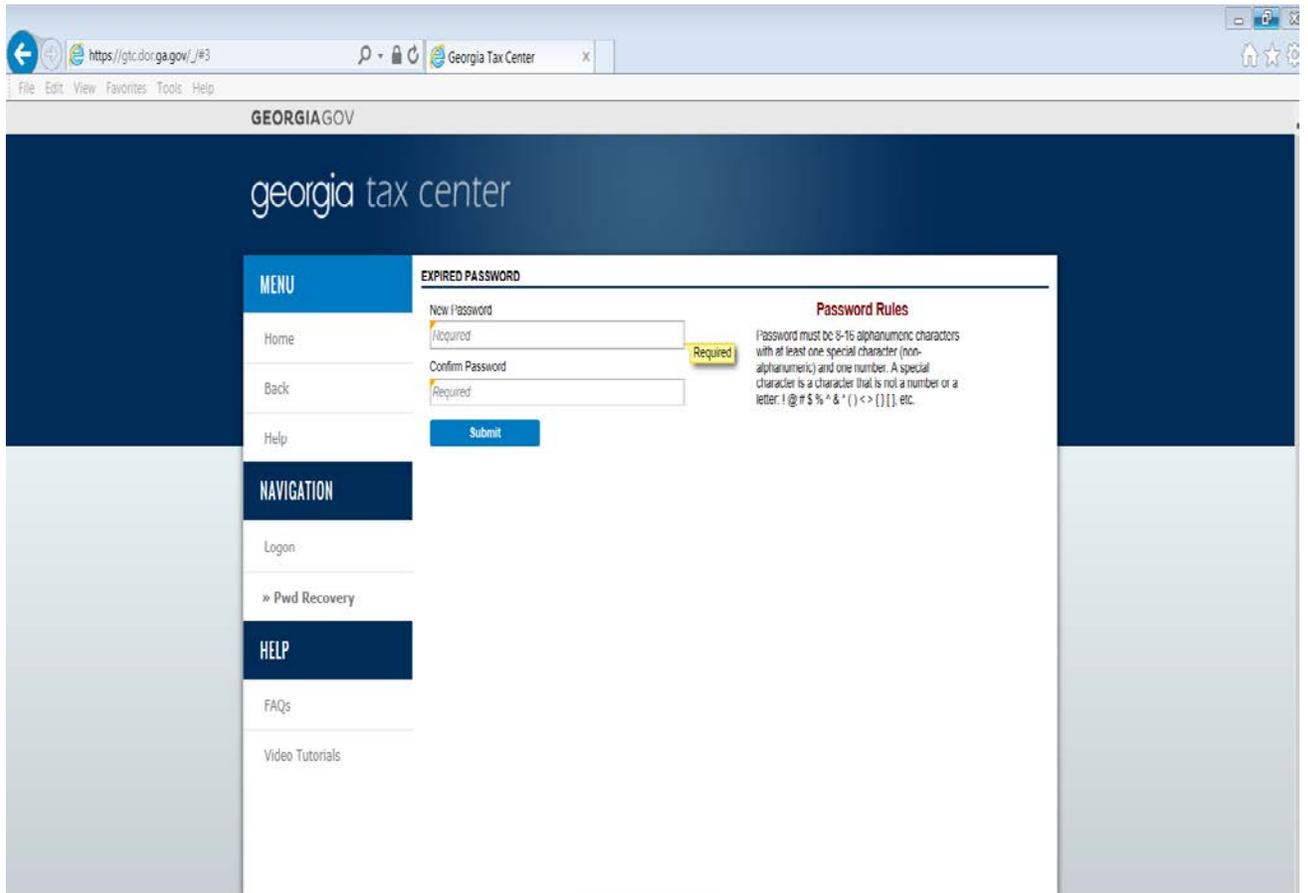
Initial Login

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

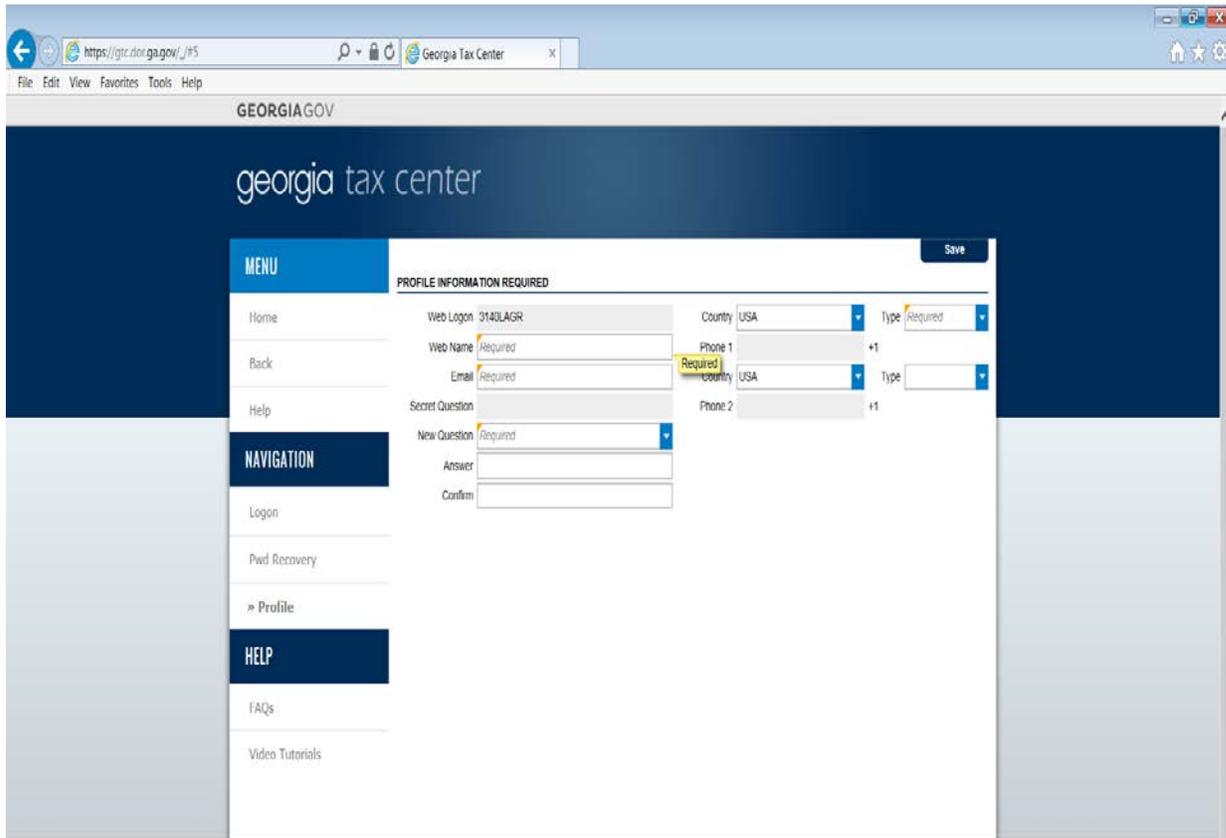


The screenshot shows the Georgia Tax Center website interface. At the top, there is a navigation bar with links for "Department of Revenue", "Trucking Portal", "Frequently Asked Questions", and "Instructions/Videos". Below this is a blue header with the "georgia tax center" logo. A central banner image shows a city skyline with a lake. To the right of the banner is a "LOGIN" form with fields for "Username", "Password", and "Authorization Code". The "Username" and "Password" fields are marked as "Required". Below the "Authorization Code" field is a "Login" button and links for "Forgot my username" and "Forgot my password". Below the login form is a "SIGN UP" section with a pencil icon and the text "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 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



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:

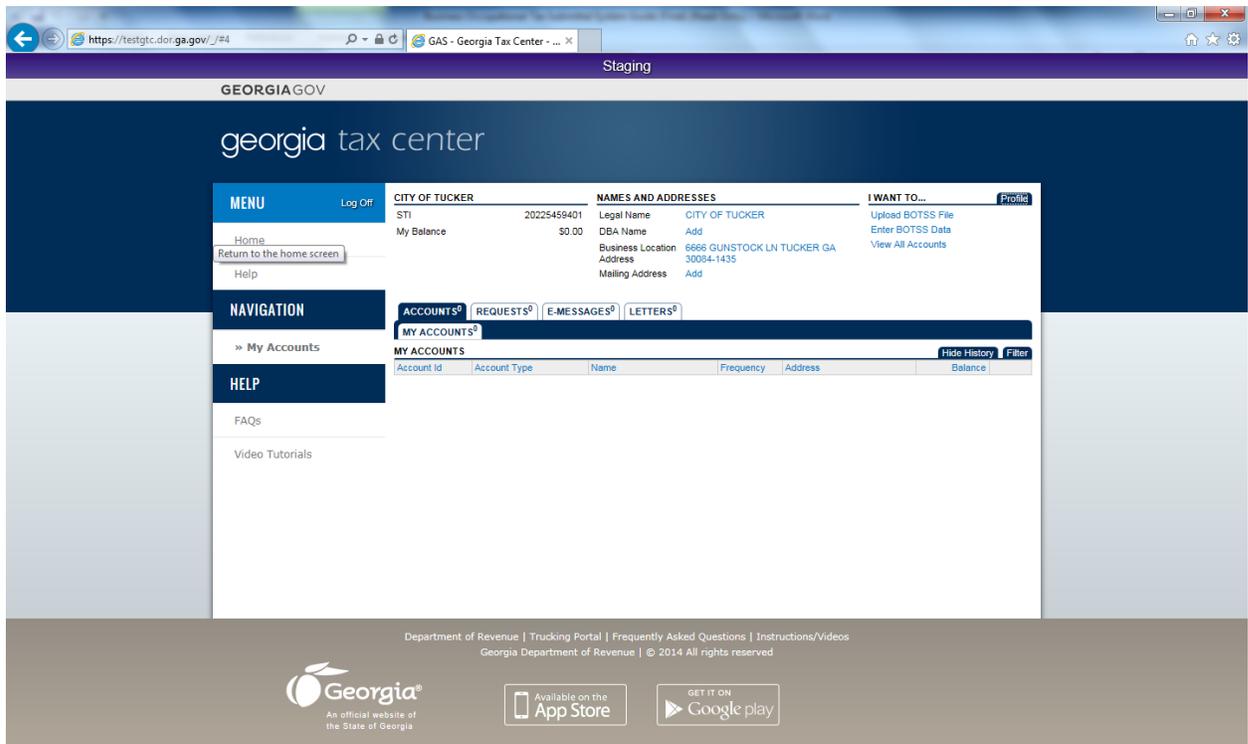
- ◆ Upload BOTSS File
- ◆ Submit / Data Enter BOTSS Request

Upload BOTSS File

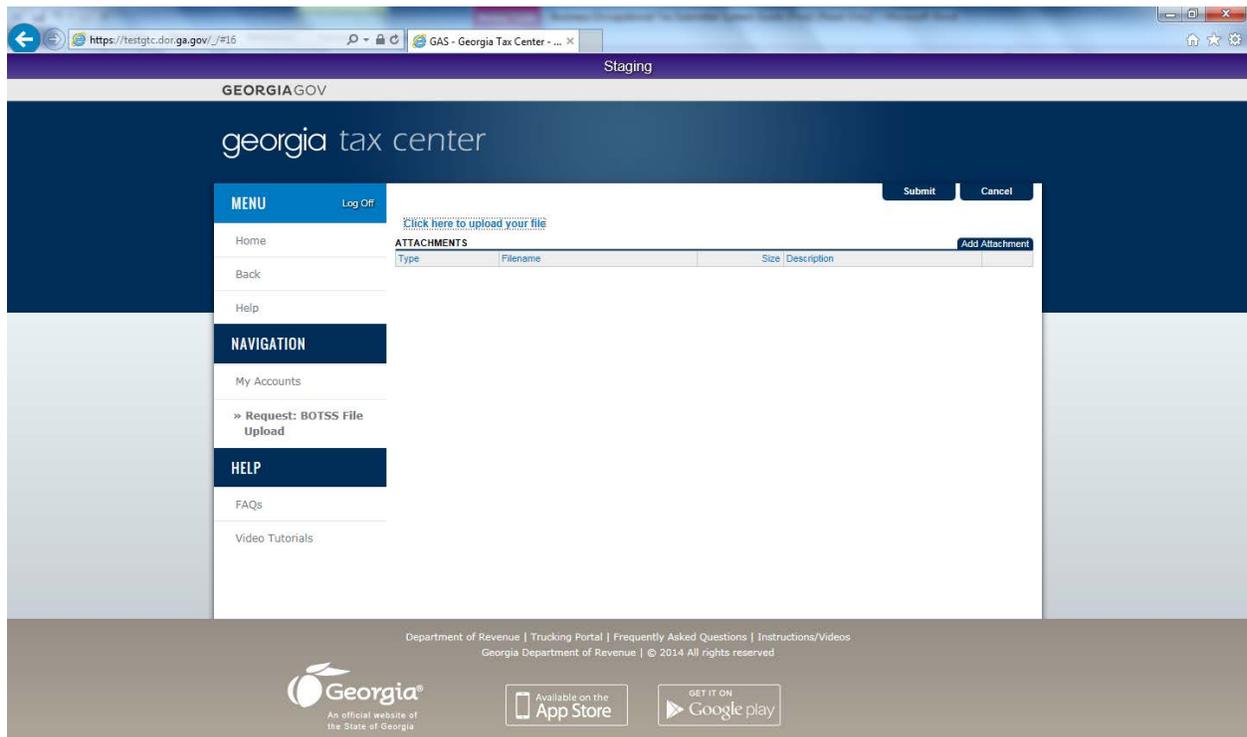
BOTSS submitters have access to submit one file type, "BOTSS Submission." This file structure matches the layout defined on Page 16 – BOTSS File Record Layout. The file naming convention is the Submitter ID. When the file is attached to the request, validations are executed to check the file for correct 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 BOTSS 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”

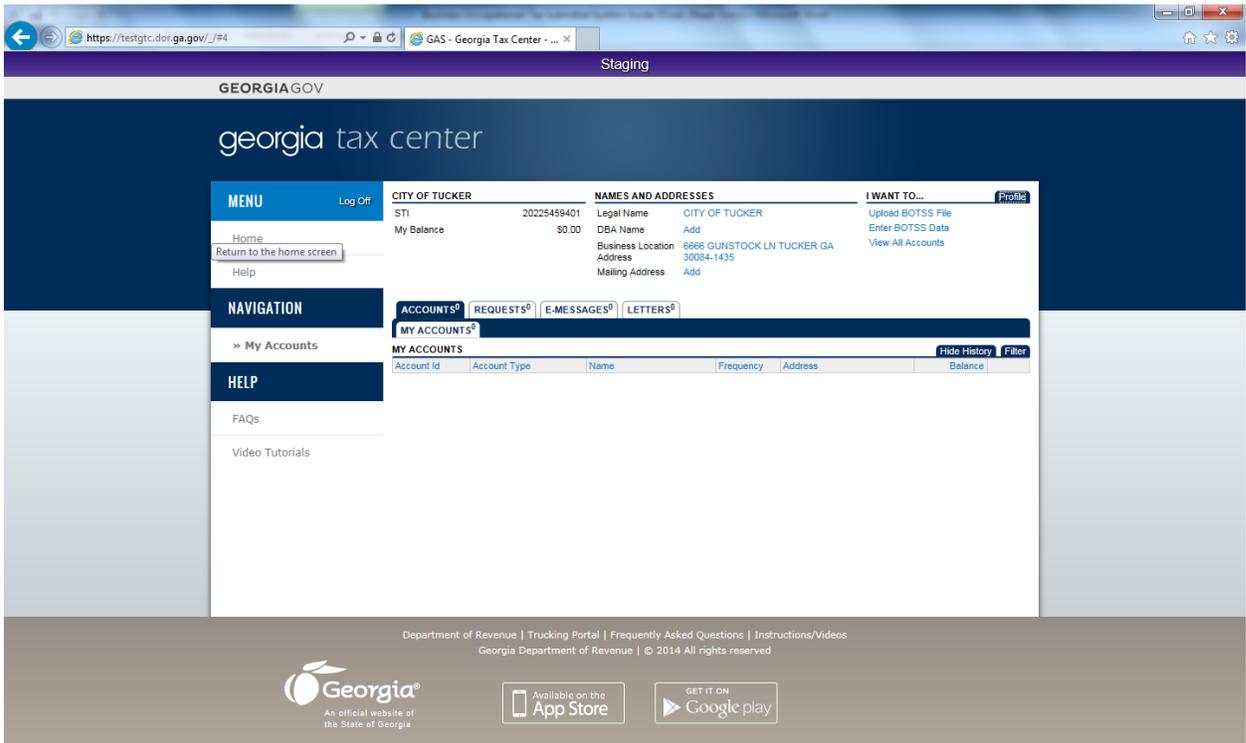
Submit/ Data Enter BOTSS Request

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.

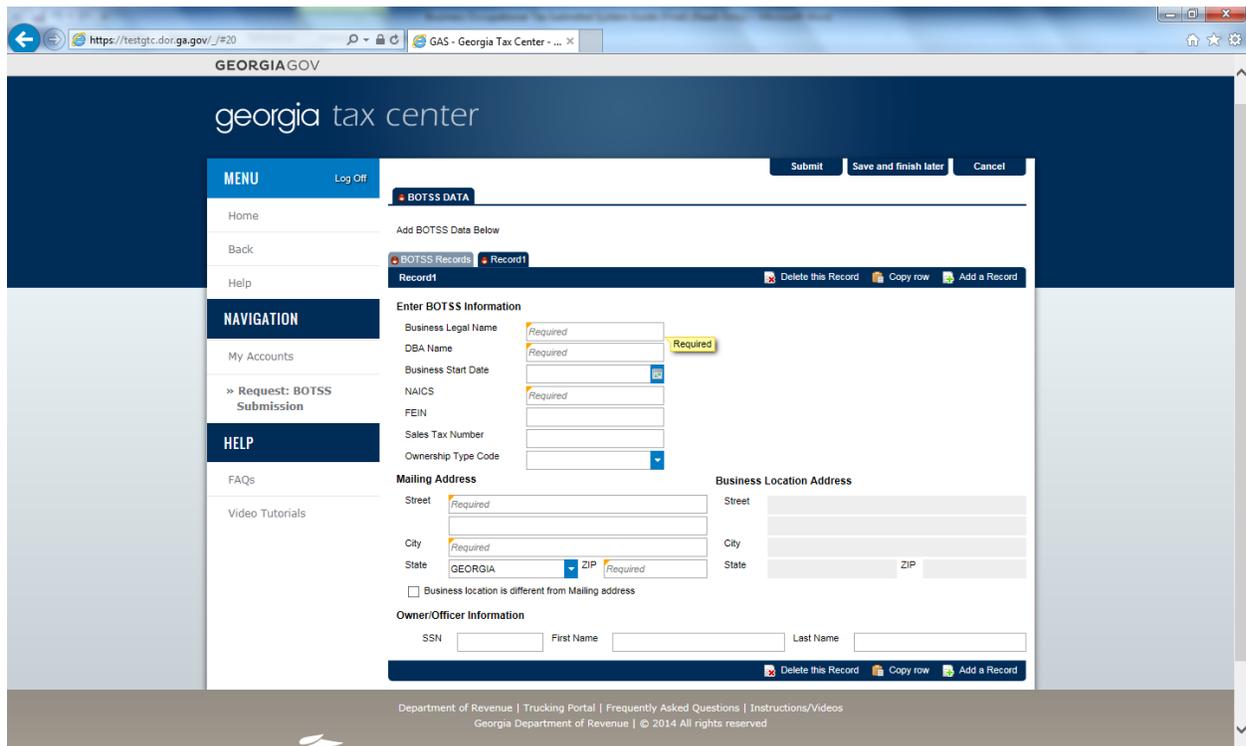


The screenshot shows the Georgia Tax Center website interface. The browser address bar displays <https://gtc.dor.ga.gov/>. The page header includes the Georgia Tax Center logo and navigation links: Department of Revenue, Trucking Portal, Frequently Asked Questions, and Instructions/Videos. A notification banner 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, Password, and Authorization Code. The Username and Password fields are marked as "Required". Below the input 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 of the page, there are quick links: "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



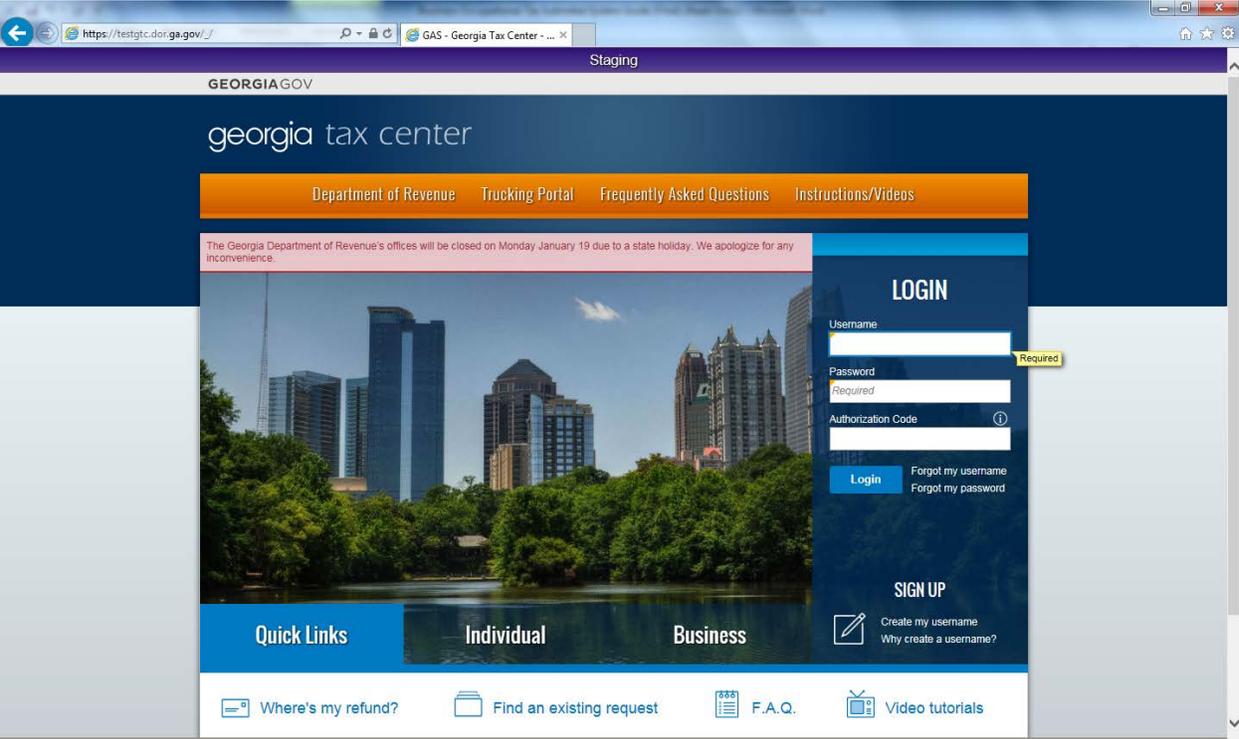
1. Select **Add a record**
2. Data-enter each line of **BOTSS Information** for the required fields
3. Select **SUBMIT** once data entry is complete

GTC Password Requirements / Reset Instructions

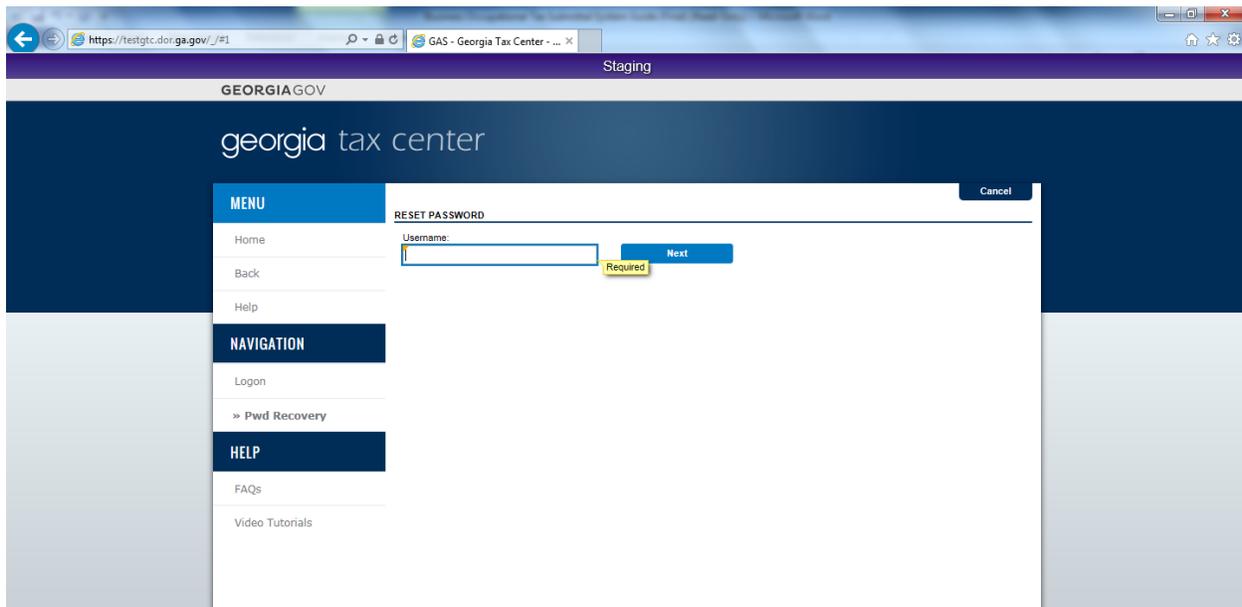
The requirements for passwords and password reset are as follows:

- 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?

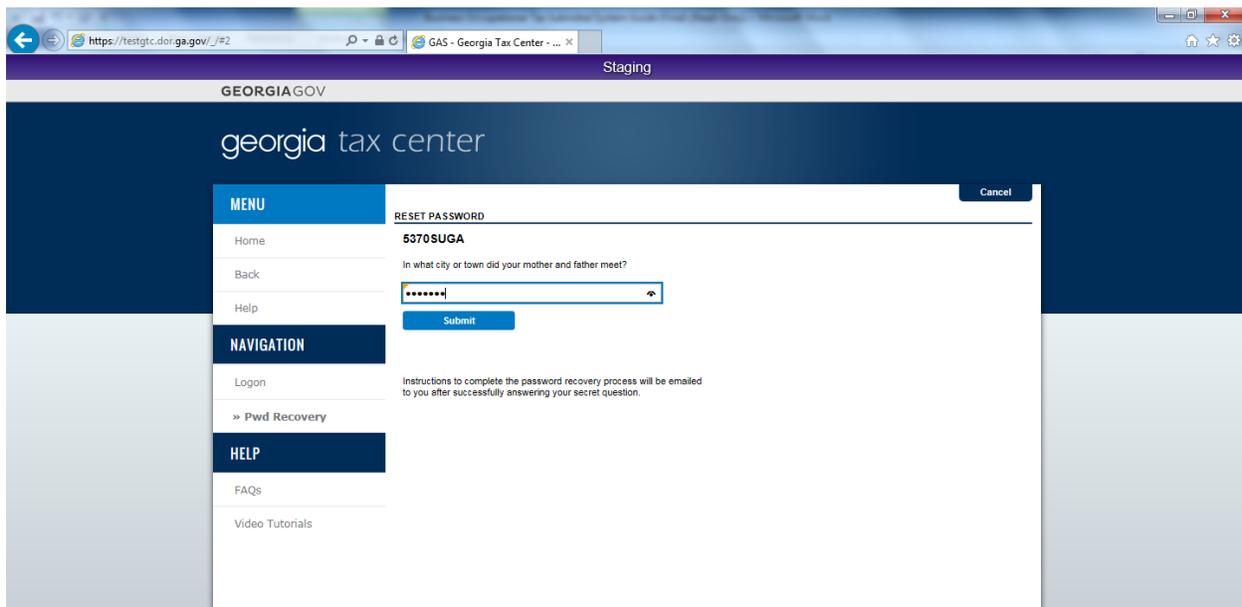
Updating or changing passwords and/or Security Questions



1. Select the Forgot your password Link



1. Enter your Username and select the next button



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 (Doing Business As) 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 (<i>Federal Employer Identification Number</i>)																	
21	372 - 374	3	N	Ownership Type Code	Ownership Type Codes <table border="0"> <thead> <tr> <th><u>Code</u></th> <th><u>Description</u></th> </tr> </thead> <tbody> <tr> <td>000</td> <td>Default</td> </tr> <tr> <td>003</td> <td>Corporation</td> </tr> <tr> <td>012</td> <td>Partnership of Unknown Type</td> </tr> <tr> <td>013</td> <td>Proprietorship</td> </tr> <tr> <td>154</td> <td>Sole Proprietor</td> </tr> <tr> <td>014</td> <td>Limited Liability Corporation</td> </tr> <tr> <td>010</td> <td>General Partnership</td> </tr> </tbody> </table>	<u>Code</u>	<u>Description</u>	000	Default	003	Corporation	012	Partnership of Unknown Type	013	Proprietorship	154	Sole Proprietor	014	Limited Liability Corporation	010	General Partnership
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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