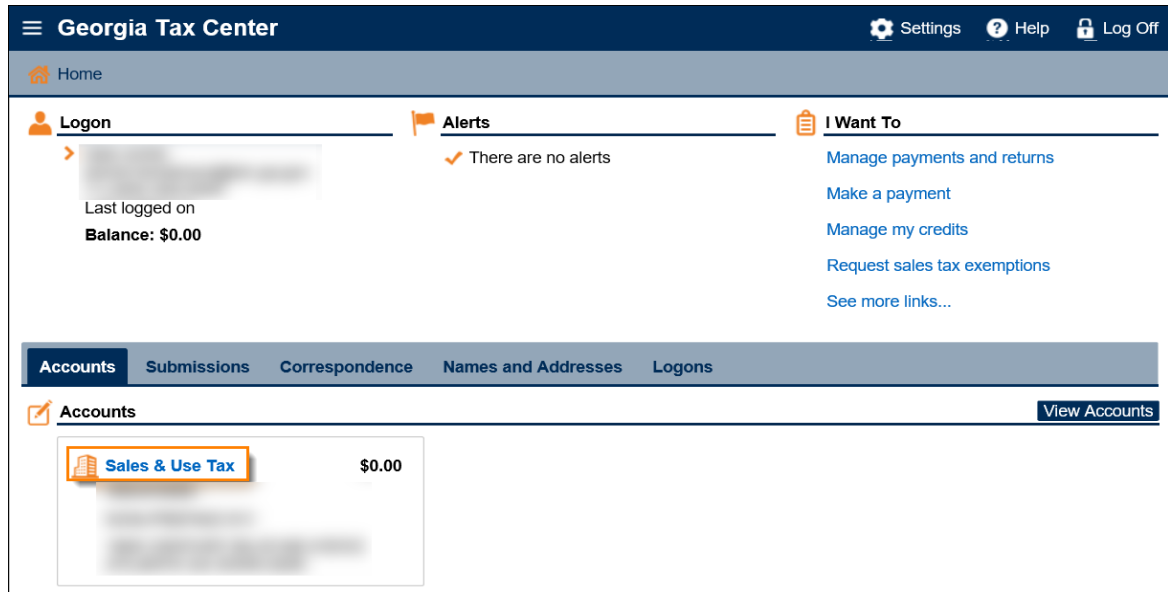


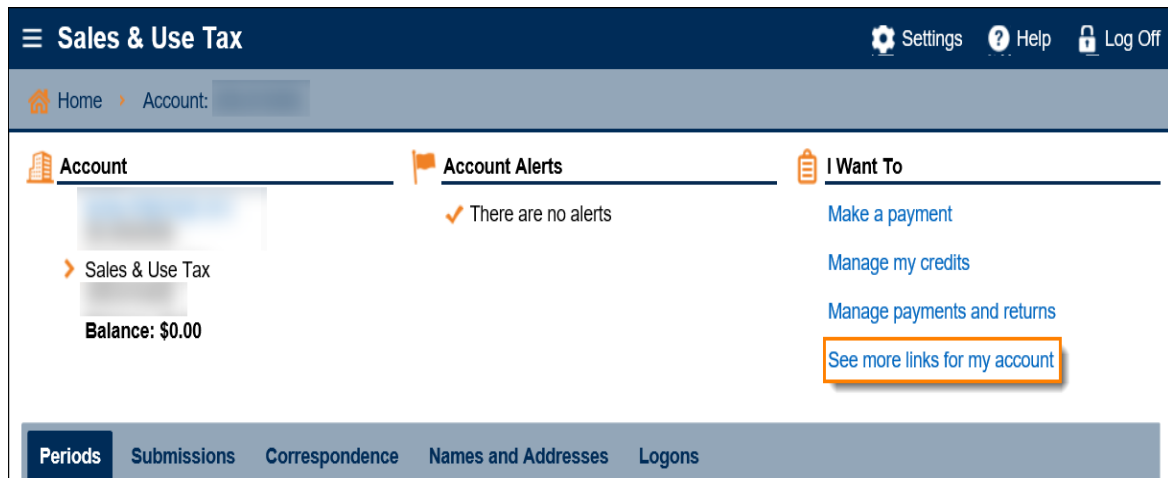
The following documentation provides information on how to submit a Data Center Annual Report on the Georgia Tax Center (GTC).

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Under the **Accounts** tab, click the applicable **Sales and Use Tax** hyperlink.



The screenshot shows the Georgia Tax Center home page. The header includes the logo, navigation icons for Settings, Help, and Log Off, and a Home link. The main content area is divided into three sections: Logon, Alerts, and I Want To. The Logon section shows the user is logged in with a balance of \$0.00. The Alerts section shows no alerts. The I Want To section lists several actions: Manage payments and returns, Make a payment, Manage my credits, Request sales tax exemptions, and See more links... Below this is a navigation bar with tabs for Accounts, Submissions, Correspondence, Names and Addresses, and Logons. The Accounts section is active, showing a list of accounts with a 'Sales & Use Tax' account highlighted, showing a balance of \$0.00.








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



The screenshot shows the Georgia Tax Center Sales & Use Tax account page. The header includes the logo, navigation icons for Settings, Help, and Log Off, and a Home link. The main content area is divided into three sections: Account, Account Alerts, and I Want To. The Account section shows the user is logged in with a balance of \$0.00. The Account Alerts section shows no alerts. The I Want To section lists several actions: Make a payment, Manage my credits, Manage payments and returns, and See more links for my account. The 'See more links for my account' link is highlighted with a red box. Below this is a navigation bar with tabs for Periods, Submissions, Correspondence, Names and Addresses, and Logons.

- Click the **Data Center Annual Report** hyperlink.


I Want To

-  [Change Filing Frequency](#) Change the Filing Frequency for my account
-  [Data Center Exemption](#) Apply for data center sales tax exemption certificate
-  [Data Center Annual Report](#) Submit Data Center Annual Report
-  [Manage NAICS Codes](#) Add or update my NAICS codes
-  [Protest Proposed Assessment](#) Protest a Proposed Assessment that I received
-  [Request Payment Statement](#) Request a payment statement
-  [Request Refund](#) Request a refund for the balance on my account
-  [Request to Close Account](#) Close my account that is no longer in business
-  [Request Waiver of Penalty](#) Submit documentation to have penalties waived

- Select the year for which you wish to submit or amend a Data Center Annual Report. Click the **Next** button.

1. Select Year

Select Year

 **Select Year**

Select the year for which you wish to submit or amend a Data Center Annual Report:

2019


Cancel
Next >

- Complete the **Data Center Annual Report** and **Data Center Customers** sections. Click the **Next** button.

1. Select Year

2. Data Center Annual Report


Data Center Annual Report

 **Data Center Annual Report**

Enter the amount of taxes exempted or refunded on purchases made by the Data Center in 2019.

Enter the total dollar amount of the Data Center's employee payroll in 2019.

Enter the total amount of qualifying aggregate expenditures made since the Investment Start Date that the Data Center counts for purposes of satisfying the Minimum Investment Threshold.

 **Data Center Customers**

Enter the amount of taxes exempted or refunded on purchases made by Data Center Customers in 2019.


Customer Name	Sales Tax Number	Tax Exempted or Refunded

Cancel
< Previous
Next >

7. Complete the **New Quality Jobs** section. Click the **Next** button.

1. Select Year
2. Data Center Annual Report
3. New Quality Jobs

New Quality Jobs

 **New Quality Jobs**

Enter the number of New Quality Jobs created or maintained by the Data Center on a monthly basis in 2019.


January	<input style="width: 100%;" type="text" value="0"/>
February	<input style="width: 100%;" type="text" value="0"/>
March	<input style="width: 100%;" type="text" value="0"/>
April	<input style="width: 100%;" type="text" value="0"/>
May	<input style="width: 100%;" type="text" value="0"/>
June	<input style="width: 100%;" type="text" value="0"/>
July	<input style="width: 100%;" type="text" value="0"/>
August	<input style="width: 100%;" type="text" value="0"/>
September	<input style="width: 100%;" type="text" value="0"/>
October	<input style="width: 100%;" type="text" value="0"/>
November	<input style="width: 100%;" type="text" value="0"/>
December	<input style="width: 100%;" type="text" value="0"/>

Cancel
< Previous
Next >

8. Click the **Add Attachment** button to upload the required documentation.

1. Select Year
2. Data Center Annual Report
3. New Quality Jobs
4. Attachments

Attachments


 **Required Attachment(s)**

The Center is required to upload:

- A list of expenditures that count toward the Center's Minimum Investment Threshold. Include the dollar amount of each purchase, the date of purchase, the vendor, and description of the purchase. (This is not required if the Data Center has already submitted its Investment Report.)
- A list of each New Quality Job created and maintained. Include a description of each position, wage, and work hours.
- A list of Data Center Customers and the amount of tax exempted or refunded under this exemption on purchases by each Data Center Customer.

Add Attachment

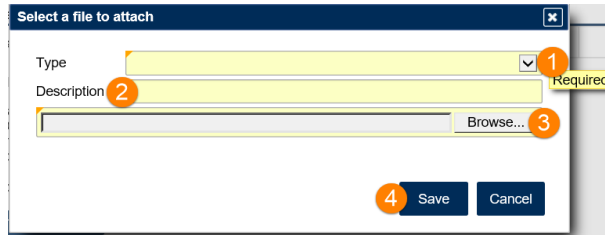
Please attach required documentation

 **Attachments**

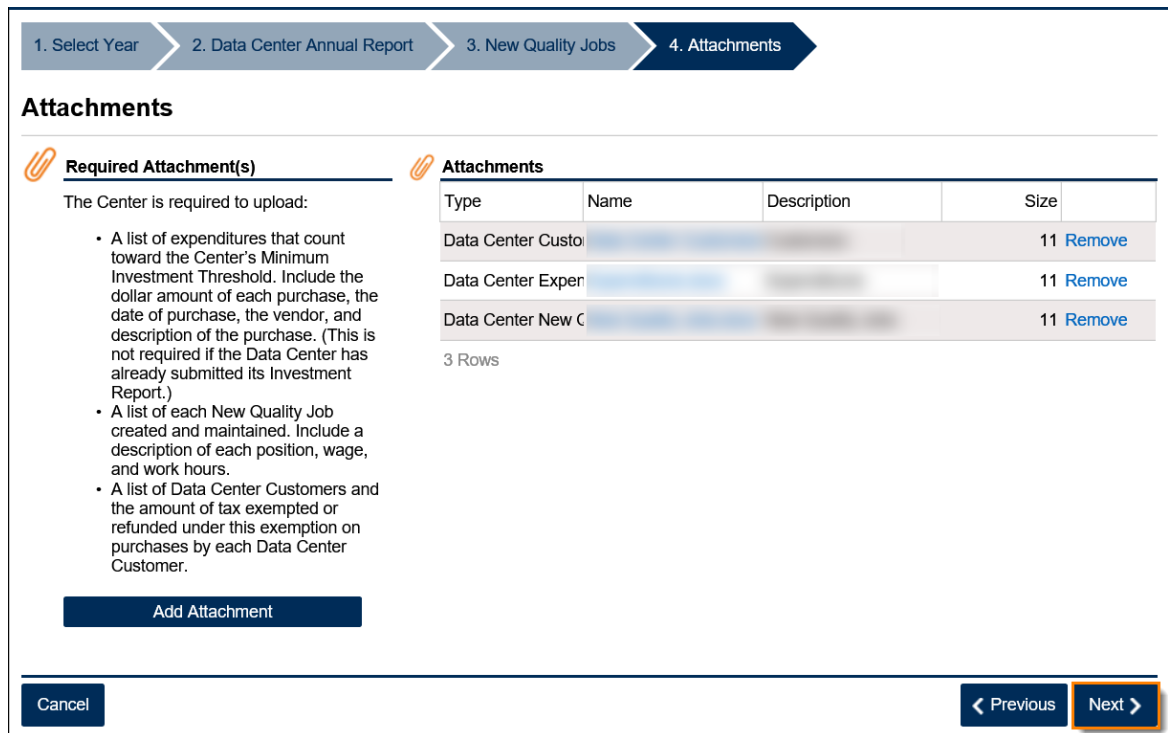
Type	Name	Description	Size

Cancel
< Previous
Next >

9. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button



10. Repeat steps 8 and 9 until all attachments are added. Click the **Next** button.



Attachments

Required Attachment(s)

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Attachments

Type	Name	Description	Size	
Data Center Custo			11	Remove
Data Center Expen			11	Remove
Data Center New C			11	Remove

3 Rows

Buttons: Cancel, Previous, Next

11. Place a checkmark next to the acknowledgement statement. Click the **Next** button.



Acknowledgement

Acknowledgement

I affirm that this annual report has been examined by me and is, to the best of my knowledge and belief, true and correct.

Buttons: Cancel, Previous, Next

12. Review the Summary page. Click the **Submit** button.

ata Center Annual Report
3. New Quality Jobs
4. Attachments
5. Acknowledgement
6. Data Center Annual Report Summary

Data Center Annual Report Summary

Select Year

Select the year for which you wish to submit or amend a Data Center Annual Report:

2019

Data Center Annual Report

Enter the amount of taxes exempted or refunded on purchases made by the Data Center in 2019.

Enter the total dollar amount of the Data Center's employee payroll in 2019.

Enter the total amount of qualifying aggregate expenditures made since the Investment Start Date that the Data Center counts for purposes of satisfying the Minimum Investment Threshold.

Data Center Customers

Enter the amount of taxes exempted or refunded on purchases made by Data Center Customers in 2019.

Customer Name	Sales Tax Number	Tax Exempted or Refunded

New Quality Jobs

Enter the number of New Quality Jobs created or maintained by the Data Center on a monthly basis in 2019.

January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Required Attachment(s)

The Center is required to upload:

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Add Attachment

Attachments

Type	Name	Description	Size
Data Center Custor			11 Remove
Data Center Expen			11 Remove
Data Center New C			11 Remove

3 Rows

Acknowledgement

I affirm that this annual report has been examined by me and is, to the best of my knowledge and belief, true and correct.

Cancel
< Previous
Submit


13. Click **Yes** to confirm.

✕

Are you sure you want to submit this?

Yes
No

A confirmation page will appear with the confirmation number for the submission.

 **Confirmation**

Submission Information

Logon	[REDACTED]
Status	Submitted
Confirmation Number	[REDACTED]
Taxpayer Name	[REDACTED]
Federal Employer ID #	[REDACTED]
Sales & Use Tax	[REDACTED]
Submission Title	Data Center Annual Report
Submitted	02-Mar-2020

Your confirmation number is [REDACTED].

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

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

[Printable View](#)

[OK](#)

[Print Confirmation](#)