The following documentation provides information on how to file a Non-prepaid 911 Charge account return on Georgia Tax Center (GTC).

How to File a Non-prepaid 911 Charge Account Return:

1. Navigate to the GTC website at https://gtc.dor.ga.gov/ and log into your account.

2. Under the **Summary** tab, click the **View Returns** hyperlink in the Non-prepaid 911 Charge Section.

3. Locate and click the **File Return** hyperlink for the applicable tax period.

4. Click *Yes* to "Did you have transactions during this filing period?"

5. Click *No* to "Do you have an Excel return you would like to import?" Click the **Next** button.

6. Fill out the table to report the charges you are remitting. Click the **Next** button.

7. Review the return. Click the **Submit** button.

8. Click **OK** to confirm the return is true, complete, and ready to be submitted.

A confirmation page will appear with the confirmation number for the return. If a payment is due, it can be made from this screen.

1. Click the **Make a Payment** button at the bottom of the confirmation page.

2. Fill out the banking information under the **Payment Channel** section. Confirm the dollar amount of the payment under the **Payment** section. Click the **Submit** button.

3. Click the **OK** button to submit the payment.

A confirmation page will appear with a confirmation number for the payment. Click the **OK** button.