

The following documentation provides information on how to file a simple sales tax return via the Georgia Tax Center.

### How to File a Simple Sales Tax Return:

1. Go to the GTC website at <https://gtc.dor.ga.gov/>.
2. Type in your **Username** and **Password** then click **Log in**.
3. If you get the screen for two-step verification, please complete the verification setup by choosing either **Authentication App, Text Message, or Email**.
4. Input the security code into the required field and click the **Confirm** button.
5. Under **Summary**, locate your Sales & Use Tax account and click on the **View Returns** hyperlink.
6. Locate the Sales & Use period you would like to file for and then click on **File Return** hyperlink.
7. If you do not have sales and use to report, click **No** for both sales tax activity and use tax activity. Click the **Next** button.

If you do have either sales or use to report, answer either **Yes** or **No** to the question “Do you have an XML or Excel spreadsheet you would like to import?”

If **No**, select the box(es) that apply to your return and then click **Next**.

8. Enter your **Sales Information** then click **Next**.
9. Complete the **Total Sales Tax** form then click **Next**.
10. Review the Return then click **Submit**.
11. Click **OK** that you would like to certify the return and submit it.

If there is a payment due, it will be shown in the red text. On this page you can **Make a Payment, Print Return, or Print Confirmation**. Then click **OK**