

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

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Register a New Business for a Non-prepaid 911 Charge Account:

1. Go to the GTC website at <https://gtc.dor.ga.gov/> and click the **Register a New Georgia Business** hyperlink.
2. Review the eligible tax types and what is needed to register. Click the **Next** button.
3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.
4. Provide the **Business Location Address**.
5. Click the **Verify your address** button to validate the address.
6. Click the red **Unverified** hyperlink on the Address Search pop-up window.
7. Select a verified address, if available, by clicking the applicable **Select this address** hyperlink. If you don't have a verified address listed, you can select the address you entered. Click **OK**.
8. Enter a different mailing address, if applicable. Click the **Next** button.
9. Select the account(s) to register. Click the **Next** button.
 - To register a Non-prepaid 911 Charge account, you must also register a Sales & Use Tax account.
10. Answer the questions pertaining to the Sales & Use Tax account. Click the **Next** button.
11. Complete the Additional Business Information section. Type your **NAICS** code. Click the **Next** button.
 - If you do not know your NAICS code, click the **Enter or Click to Select Primary NAICS Code** hyperlink to search by keyword (e.g., wireless or communications).

12. Click the **Add a Record** hyperlink to add officers and/or responsible parties.
 - You must have at least one officer registered.
 13. Enter the **Officer/Responsible Party** information. To enter additional officers, click the **Add Officer/Responsible Party** hyperlink. Click the **Next** button after all officers/responsible parties have been entered.
 14. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.
 15. Review the summary of the request. Click the **Submit** button.
 16. Click **OK** to confirm you want to submit the request.
- A confirmation page will appear with the confirmation number for the registration request.

Register an Existing Business for a Non-prepaid 911 Charge Account:

NOTE: You must already have a Sales & Use Tax account and a GTC logon. Instructions for creating a GTC logon can be found on the Department's website: [Sign Up for GTC Access](#).

1. Navigate to the GTC website at <https://gtc.dor.ga.gov> and log into your account.
2. On the Home screen, go to the **More...** tab, and navigate to the **Register** section.
3. Click the **Register A New Tax Account** hyperlink.
4. Select **Non-prepaid 911 Charge** from the drop-down list. Click the **Next** button.
 - You **must** have a registered Sales & Use Tax account before registering for this tax type.
5. Provide a new or select an existing **Business Location Address**. Click the **Verify your address** button for new addresses.
6. Click the red **Unverified** hyperlink on the Address Search pop-up window.
7. Select a verified address, if available, by clicking the applicable **Select this address** hyperlink. If you don't have a verified address listed, you can select the address you entered. Click **OK**.
8. Enter a different mailing address, if applicable. Click the **Next** button.
9. Enter the **Account Start Date**. Click the **Next** button.
 - The start date for the Non-prepaid 911 Charge account cannot be before January 1, 2019 or before the Sales & Use Tax account start date.
10. Verify or Add the Officer/Responsible Party information. Click the **Next** button.
11. Review the summary of the request. Click the **Submit** button.
12. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number for the registration submission. Click the **OK** button.