

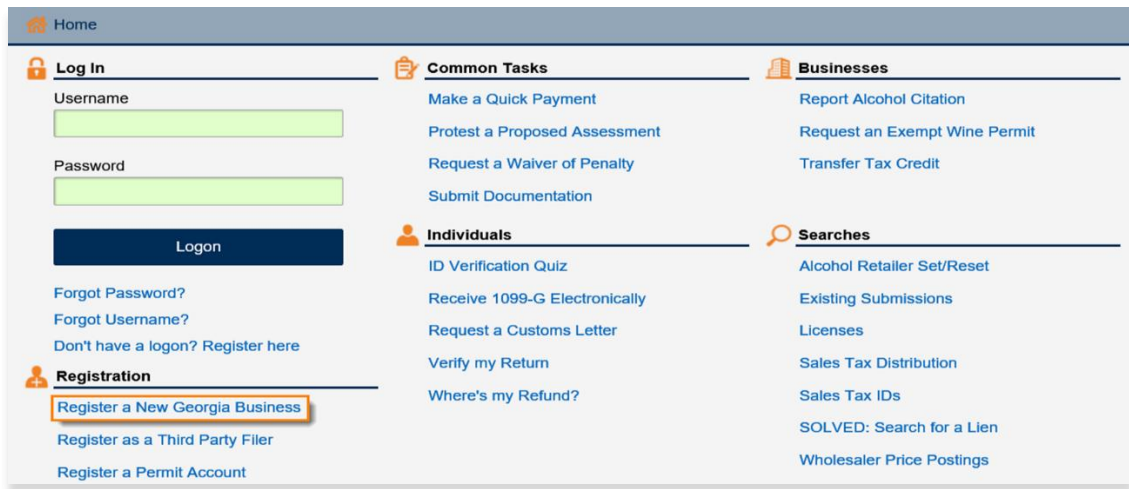
The following documentation provides information on how to register for a State Hotel-Motel Fee account on Georgia Tax Center (GTC).

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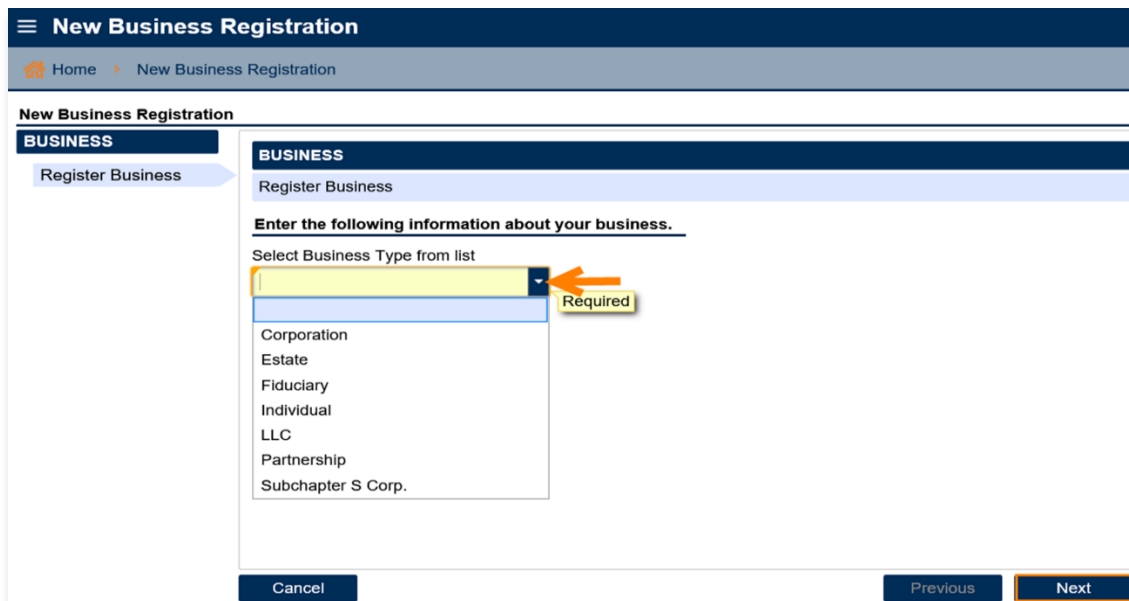
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Register an Existing Business for a State Hotel-Motel Fee Account	10

Register a New Business for a State Hotel-Motel Fee Account:

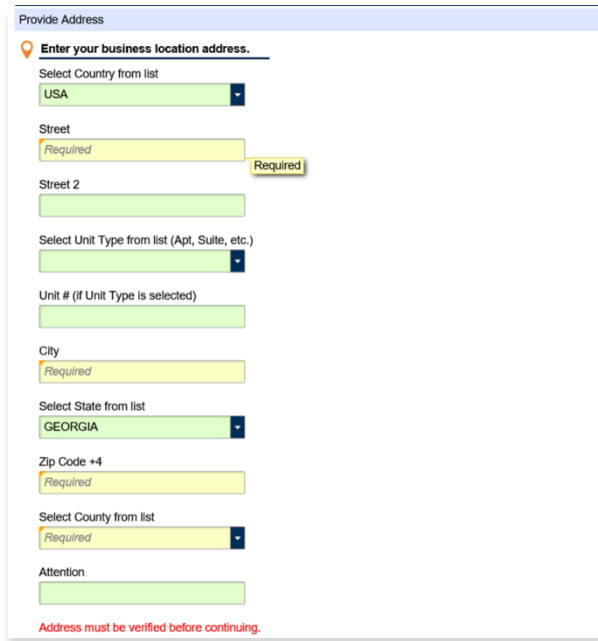
1. Navigate to the GTC website (<https://gtc.dor.ga.gov>), and click **Register a New Georgia Business**.



2. 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.



3. Provide the **business location address**.



Provide Address

Enter your business location address.

Select Country from list
USA

Street
Required

Street 2
Required

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

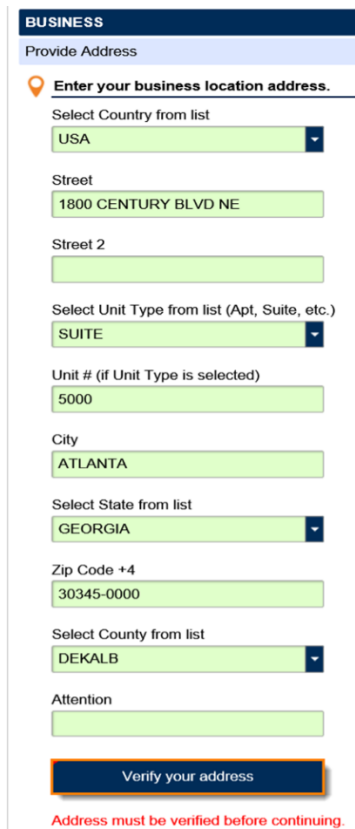
Zip Code +4
Required

Select County from list
Required

Attention

Address must be verified before continuing.

4. Click the **Verify your address** button to validate the address.



BUSINESS

Provide Address

Enter your business location address.

Select Country from list
USA

Street
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)
SUITE

Unit # (if Unit Type is selected)
5000

City
ATLANTA

Select State from list
GEORGIA

Zip Code +4
30345-0000

Select County from list
DEKALB

Attention

Verify your address

Address must be verified before continuing.

- Click the red **Unverified** hyperlink on the Address Search pop-up window.

Address Search ? x

Please note: After clicking unverified, select a verified address if available.

Country USA Multi-Line ? Unverified

Street 1800 CENTURY BLVD NE

Street

Unit Type SUITE Unit # 5000 City ATLANTA

State GEORGIA Zip 30345-0000 County DEKALB

Attention

Save
Cancel

- 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**.

Select Verified Address ? x

Verified 1800 CENTURY BLVD NE ATLANTA GA 30345-3202	Select this address
Verified 1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	Select this address
Verified 1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	Select this address
Verified 1800 CENTURY PL NE ATLANTA GA 30345-4301	Select this address

OK
Cancel

- Enter a different mailing address, if applicable. Click the **Next** button.

Is your mailing address the same as your business address?

Yes
No

Cancel

< Previous
Next >

8. Select the account(s) to register. Click the **Next** button.

- To register for a State Hotel-Motel Fee account, you must also register for a Sales & Use Tax account.

ACCOUNTS

Select Accounts

Select the account(s) you are registering.	Additional Information
<input type="checkbox"/> Adult Entertainment Tax <input type="checkbox"/> Alcohol License <input type="checkbox"/> Composite Tax <input type="checkbox"/> Corporate Income Tax <input type="checkbox"/> Fireworks Excise Tax <input type="checkbox"/> International Fuel Tax <input type="checkbox"/> Motor Fuel Distributor Tax <input type="checkbox"/> Non-Prepaid 911 Charge <input type="checkbox"/> Prepaid Wireless 911 Charge <input type="checkbox"/> Sales & Use Tax <input type="checkbox"/> State Hotel-Motel Fee <input type="checkbox"/> Tobacco License <input type="checkbox"/> Withholding Tax <input type="checkbox"/> Withholding Misc Film	<p>You must register a Sales & Use Tax account if you are registering one of the following account types:</p> <ul style="list-style-type: none"> Adult Entertainment Tax Fireworks Excise Tax Motor Fuel Retailer Motor Fuel Distributor Motor Fuel Non-Highway Non-Prepaid 911 Charge Prepaid Wireless 911 Charge State Hotel-Motel Fee <p>These accounts will share the account start date of the Sales & Use Tax account.</p> <p>Payments made for the following account types must be paid through ACH Debit:</p> <ul style="list-style-type: none"> Composite Tax Corporate Income Tax Fiduciary Income Tax Individual Income Tax International Fuel Tax Non-Prepaid 911 Charge

Cancel
< Previous
Next >

9. Answer the questions pertaining to the Sales & Use Tax account. Click the **Next** button.

ACCOUNTS

Sales & Use Tax

Enter your Sales & Use Tax information.	Answer the following questions about your account.
<p>Date of first Georgia sales Required</p> <p>Select Fiscal Year End from list Required</p> <p>Select Accounting Method from list Accrual</p> <p>Are you registering as a result of a notice from the Georgia Department of Revenue? <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>Are you a Motor Fuel Retailer? <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>Are you a Motor Fuel Wholesaler? <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>Does your business have 4 or more locations in Georgia? • If you select "Yes" your sales account will be registered as a Master Account. Master Accounts are required by law to file their sales tax reports under a consolidated number. <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>Are you a contractor? • Only select "Yes" if you are a contractor who constructs buildings or makes improvements for real estate owners/developers. <input type="checkbox"/> Yes <input type="checkbox"/> No </p>

Cancel
Previous
Next

10. Complete the Additional Business Information section. Type your **NAICS** code. Click the **Next** button.

- If you do not know your NAICS code, click [Enter or Click to Select Primary NAICS Code](#) to search by keyword (e.g., hotel or motel).

ADDITIONAL INFO

Additional Info

Additional Business Information	NAICS Codes
Enter your Incorporation Date <input style="width: 100%;" type="text"/>	Enter or Click to Select Primary NAICS Code <input style="width: 100%; background-color: #fff9c4;" type="text"/> Required
Select Country of Incorporation from list <input style="width: 100%; background-color: #e6f2ff;" type="text" value="USA"/>	Enter or Click to Select Secondary NAICS Code <input style="width: 100%;" type="text"/>
Select State of Incorporation from list <input style="width: 100%; background-color: #e6f2ff;" type="text" value="GEORGIA"/>	

Cancel
Previous
Next

11. Click [Add a Record](#) to add officers and/or responsible parties.

- You must have at least one officer registered.

ADDITIONAL INFO

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0

Number of active Responsible Parties entered: 0

Officer & Responsible Party Info

Add Officer/Responsible Party

	Owner Name	Officer Type	Effective Date
+ Add a Record			

12. Enter the **Officer/Responsible Party** information. To enter additional officers, click **Add Officer/Responsible Party**. Click the **Next** button after all officers/responsible parties have been entered.

ADDITIONAL INFO

Officers

Minimum number of active Officers required: 1

Number of active Officers entered: 0

Number of active Responsible Parties entered: 0

Officer & Responsible Party Info
New Officer

Record 1
Delete Officer/Responsible Party
Add Officer/Responsible Party

Officer & Responsible Party Info	Officer Address & Phone Number
<p>Is this an Officer, Responsible Party, or both?</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Required ▼ </div> <p style="margin-left: 20px;">Required</p> <p>Effective Date</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Required 📅 </div> <p>Cease Date</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> 📅 </div>	<p>Street</p> <div style="border: 1px solid #ccc; padding: 2px; height: 20px;"></div> <p>City</p> <div style="border: 1px solid #ccc; padding: 2px; height: 20px;"></div> <p>State</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> GEORGIA ▼ </div> <p>Country</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> USA ▼ </div> <p>Zip Code</p> <div style="border: 1px solid #ccc; padding: 2px; height: 20px;"></div> <p>County</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> ▼ </div> <p>Phone Number</p> <div style="border: 1px solid #ccc; padding: 2px; height: 20px;"></div>
<p>Officer Name & Id Information</p> <p>Does this officer have a foreign Id #?</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <p>Select Id Type from list</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Required ▼ </div> <p>First Name</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Required </div> <p>Middle Initial</p> <div style="border: 1px solid #ccc; padding: 2px; height: 20px;"></div> <p>Last Name</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Required </div>	


Delete Officer/Responsible Party
Add Officer/Responsible Party

Cancel
Previous
Next

13. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button

LOGIN


Create Login

 **Enter login information**

Login
 Required

Password


Confirm Password

 **In case you forget your password**

Select Secret Question from list
 ▼

Secret Answer

Confirm Answer

 **Password requirements for a GTC login**

Passwords cannot be reused


Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

 **Enter contact information**

User's Name

E-mail

Confirm E-mail

Country
 ▼

Select Phone Type from list
 ▼

Phone Number

Cancel

Previous

Next

14. Select the preferred **Two-Factor Authentication** method. Click the **Next** button.

LOGIN

Two-Factor Authentication

Authentication Options

Choose your authentication method

Email

Country

Mobile Carrier
 Required

Mobile Phone

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

15. Review the summary of the request. Click the **Submit** button.

New Business Registration

- BUSINESS
- ACCOUNTS
- ADDITIONAL INFO
- LOGIN
- New Business Registra**

NEW BUSINESS REGISTRATION

Business Type : [blurred]

Corporation Name : [blurred]

Federal Employer ID # : [blurred]

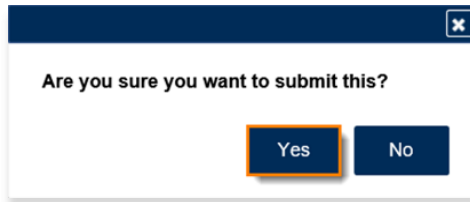
Account Type : Sales & Use Tax

Account Type : State Hotel-Motel Fee

Officer Name : [blurred]

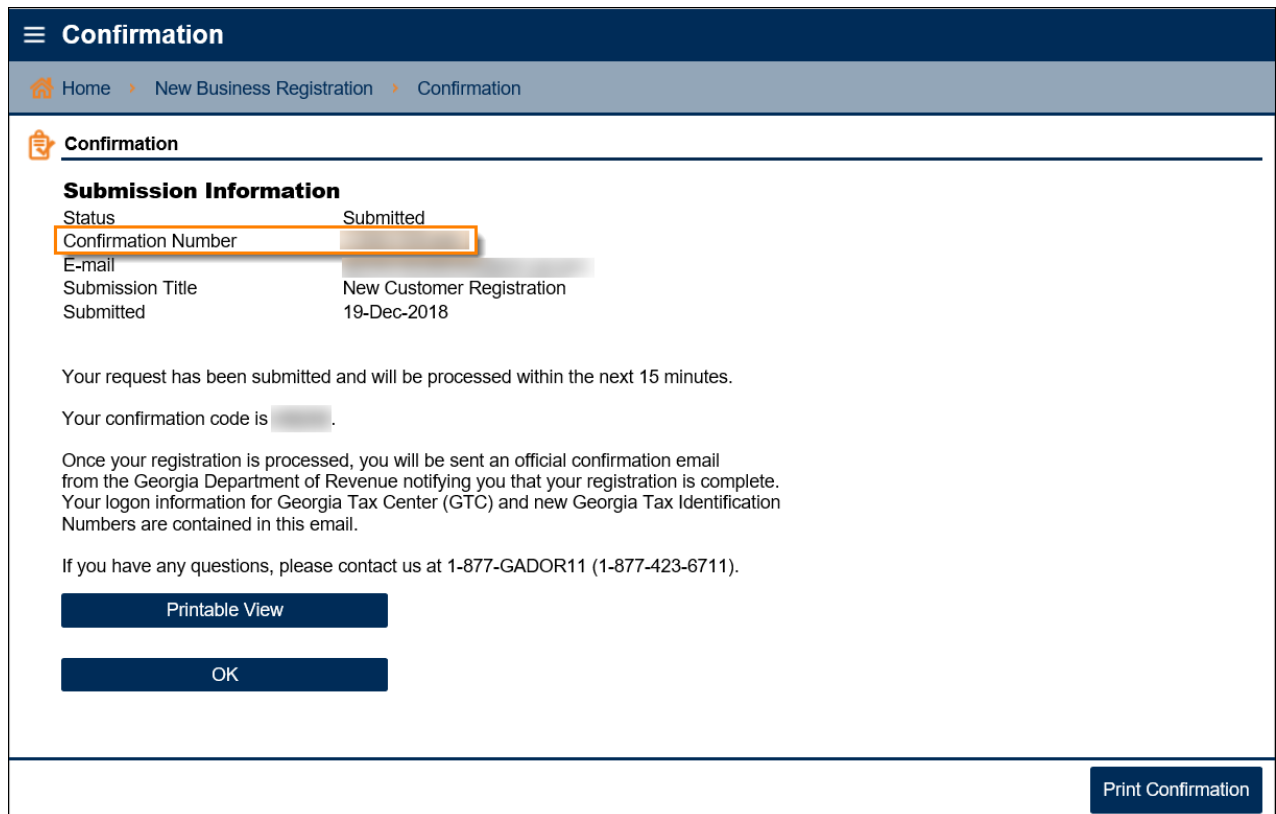
Login : [blurred]

16. Click **Yes** to confirm you want to submit the request.



A confirmation dialog box with a dark blue header containing a close button (X). The main text asks "Are you sure you want to submit this?". Below the text are two buttons: "Yes" (highlighted with an orange border) and "No".

A confirmation page will appear with your confirmation number.



The screenshot shows a web page titled "Confirmation". The breadcrumb trail is "Home > New Business Registration > Confirmation". The main heading is "Confirmation".

Submission Information

Status	Submitted
Confirmation Number	[Redacted]
E-mail	[Redacted]
Submission Title	New Customer Registration
Submitted	19-Dec-2018

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is [Redacted].

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

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

Buttons: Printable View, OK, Print Confirmation

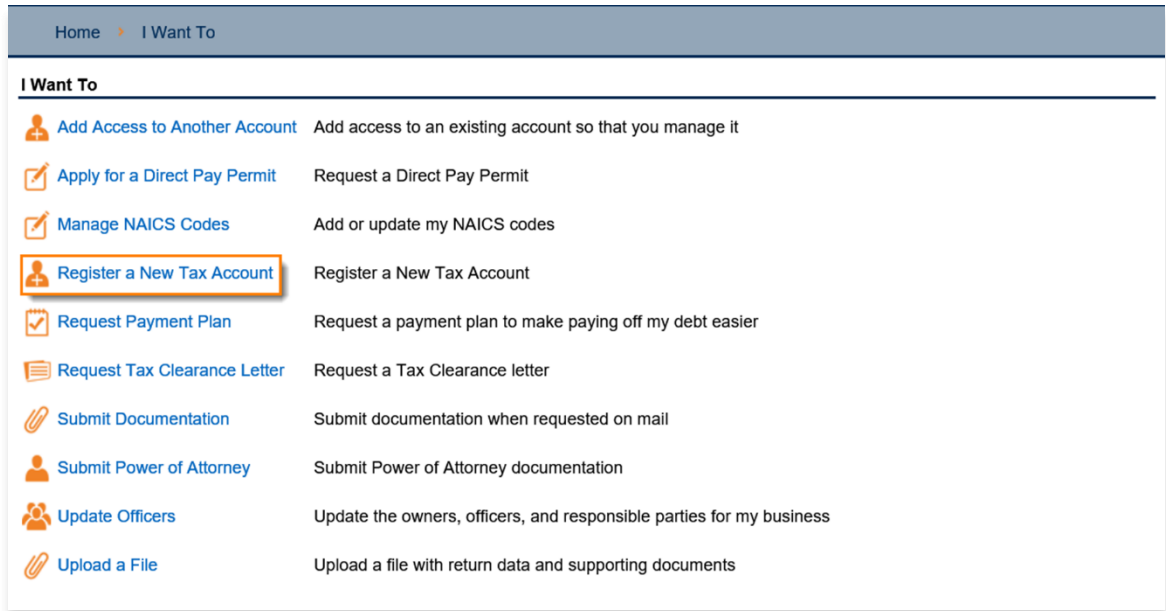
Register an Existing Business for a State Hotel-Motel Fee Account

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](#).

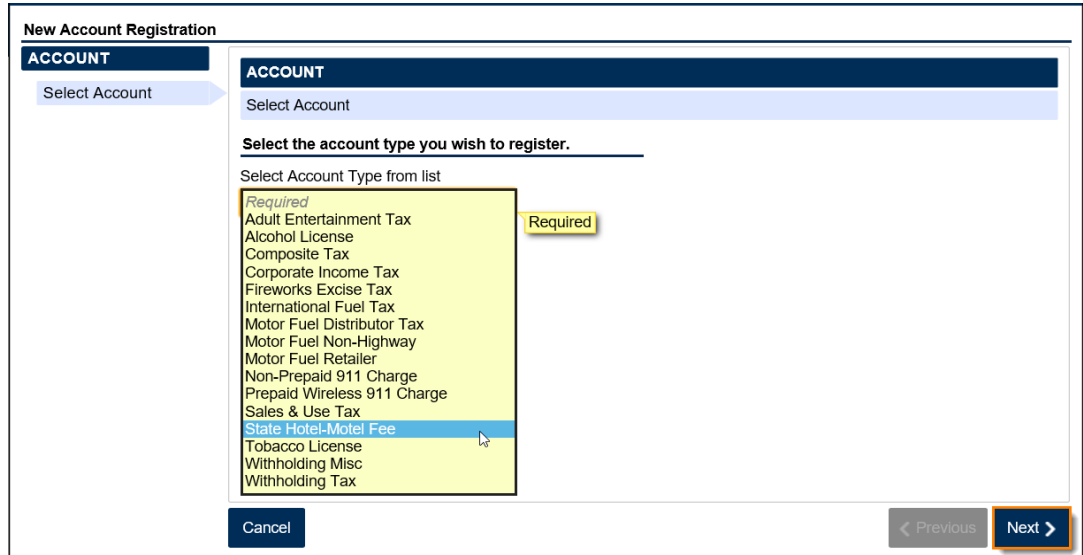
1. Navigate to the GTC website (<https://gtc.dor.ga.gov>), and log into your account.
2. On the Home screen, under the **I Want To** section, click [See more links....](#)



3. Click [Register a New Tax Account](#).



4. Select **State Hotel-Motel Fee** from the drop-down list. Click the **Next** button
 - You **must** have a registered Sales & Use Tax account before registering for this tax type.



New Account Registration

ACCOUNT

Select Account

Select Account

Select the account type you wish to register.

Select Account Type from list

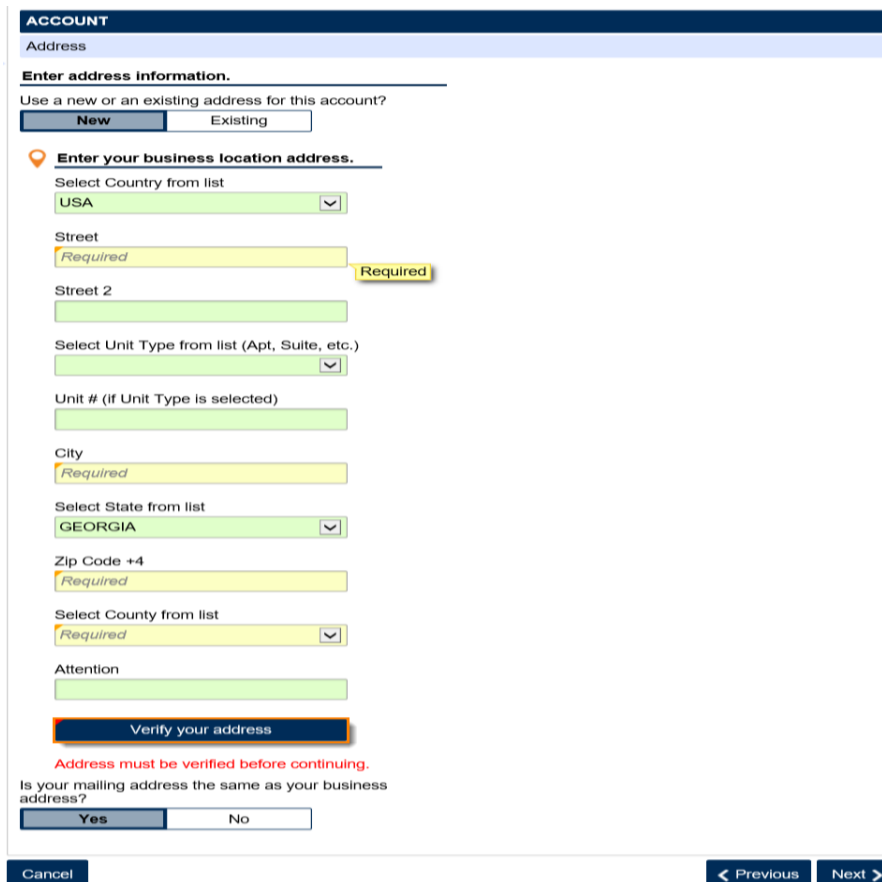
- Required
- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Motor Fuel Non-Highway
- Motor Fuel Retailer
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Sales & Use Tax
- State Hotel-Motel Fee**
- Tobacco License
- Withholding Misc
- Withholding Tax

Required

Cancel

Previous Next

5. Provide a new **business location address** or select an existing address. Click the **Verify your address** button for new addresses.



ACCOUNT

Address

Enter address information.

Use a new or an existing address for this account?

New Existing

Enter your business location address.

Select Country from list

USA

Street

Required

Required

Street 2

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City

Required

Select State from list

GEORGIA

Zip Code +4

Required

Select County from list

Required

Attention

Verify your address

Address must be verified before continuing.

Is your mailing address the same as your business address?

Yes No

Cancel

Previous Next

- Click the red **Unverified** hyperlink on the Address Search pop-up window.

Address Search ? x

Please note: After clicking unverified, select a verified address if available.

Country USA Multi-Line ? Unverified

Street 1800 CENTURY BLVD NE

Street

Unit Type SUITE Unit # 5000 City ATLANTA

State GEORGIA Zip 30345-0000 County DEKALB

Attention

Save
Cancel

- 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**.

Select Verified Address ? x

<p>Verified</p> <p>1800 CENTURY BLVD NE ATLANTA GA 30345-3202</p>	Select this address
<p>Verified</p> <p>1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345</p>	Select this address
<p>Verified</p> <p>1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345</p>	Select this address
<p>Verified</p> <p>1800 CENTURY PL NE ATLANTA GA 30345-4301</p>	Select this address

OK
Cancel

- Enter a different mailing address, if applicable. Click the **Next** button.

Is your mailing address the same as your business address?

Yes
No

Cancel
< Previous
Next >

9. Enter the **Account Start Date**. Click the **Next** button.

- The start date for the State Hotel-Motel Fee account cannot be before July 1, 2015 or before the Sales & Use Tax account start date.

New Account Registration

ACCOUNT

Select Account

Address

State Hotel-Motel Fee

ACCOUNT

State Hotel-Motel Fee

Enter your State Hotel-Motel Fee information.

Account Start Date

Required

Required

Cancel

< Previous
Next >

10. Review the officer(s) information. Click the **Next** button.

New Account Registration

ACCOUNT

ADDITIONAL INFO

Officers

ADDITIONAL INFO

Officers

Minimum number of active Officers required: 2

Number of active Officers entered: 2

Number of active Responsible Parties entered: 1

Officer & Responsible Party Info

Add Officer/Responsible Party

	Owner Name	Officer Type	Effective Date
+	[Blurred Name]	[Blurred Type]	[Blurred Date]

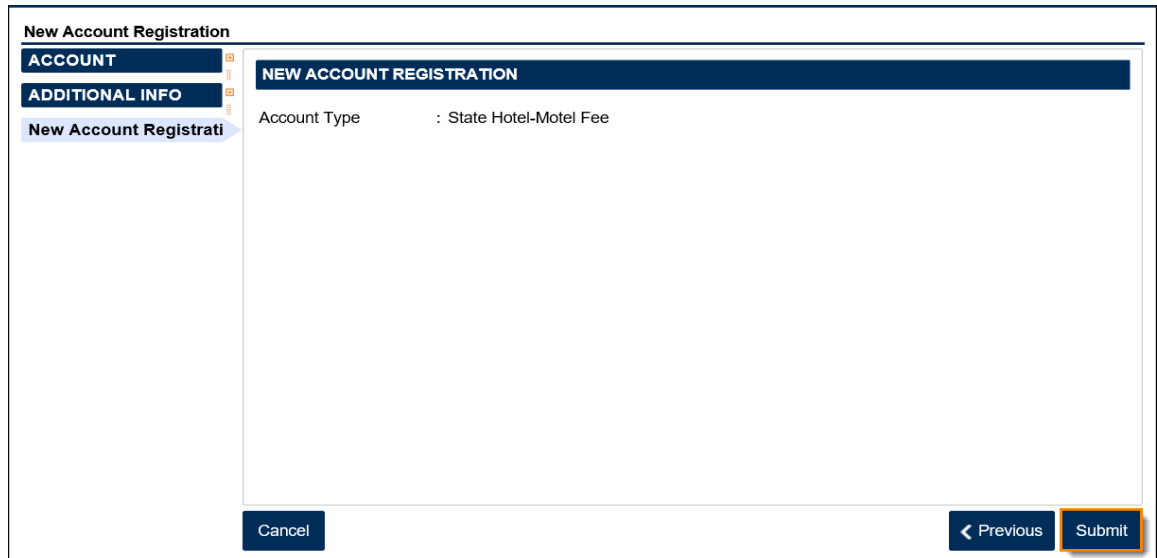
Add a Record

2 Rows

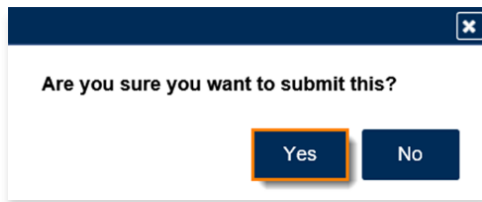
Cancel

< Previous
Next >

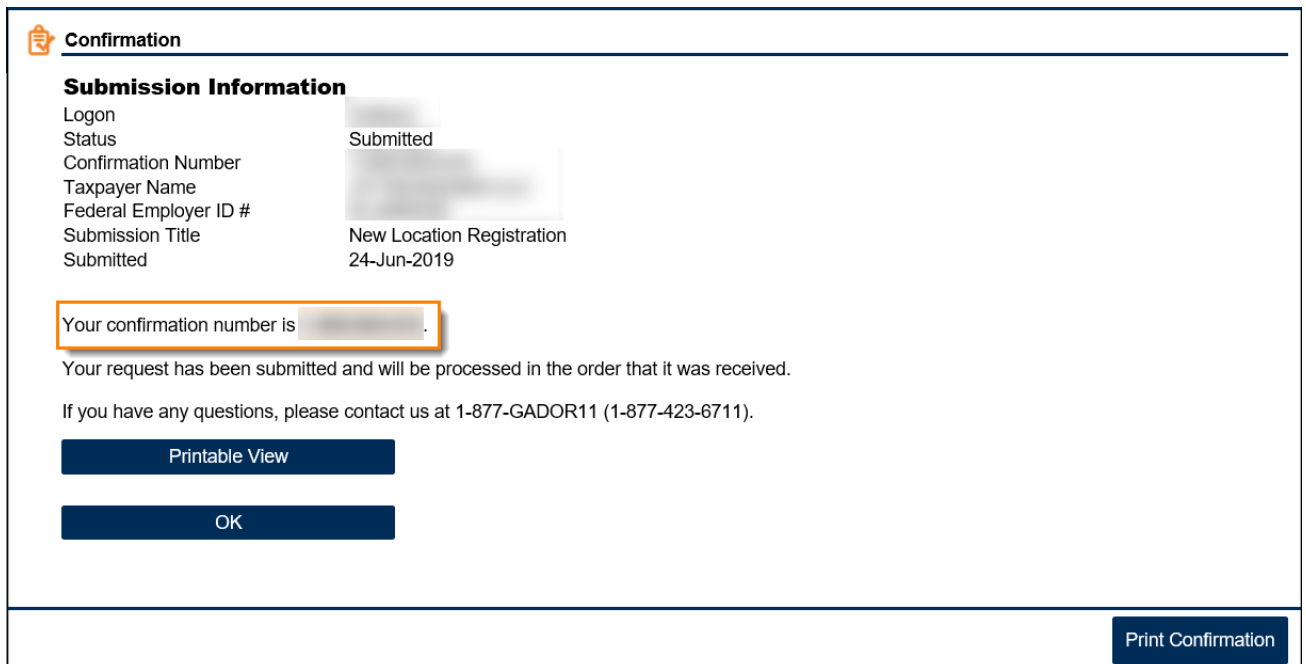
11. Review the summary of the request. Click the **Submit** button.



12. Click **Yes** to confirm you want to submit the request.



A confirmation page will appear with your confirmation number.



Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Submission Title	New Location Registration
Submitted	24-Jun-2019

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](#)