The following documentation provides information on how to request a payment statement on Georgia Tax Center (GTC). A payment statement shows all received payments for an account during a specified date range.

How to Request a Payment Statement:

1. Log into the GTC website at https://gtc.dor.ga.gov/.

2. Under the **Summary** tab, go to the Account pane and click the **See more…** hyperlink.

3. In the **Request** pane, click on the link for **Request Payment Statement**.

4. Select a select a date range for the payment statement. Click the **Next** button.

5. Review the request. Click the **Submit** button.

6. Click **Ok** to confirm.

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