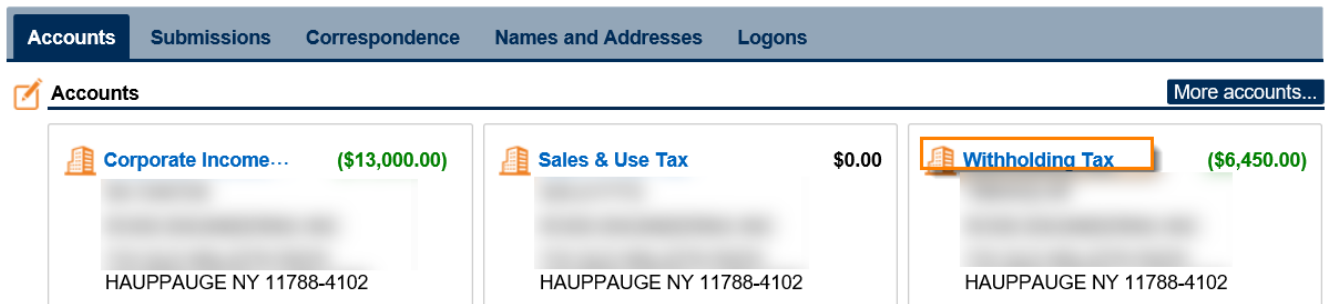


The following documentation provides information on how to request a withholding tax refund via the Georgia Tax Center.

How to Request a Withholding Tax Refund

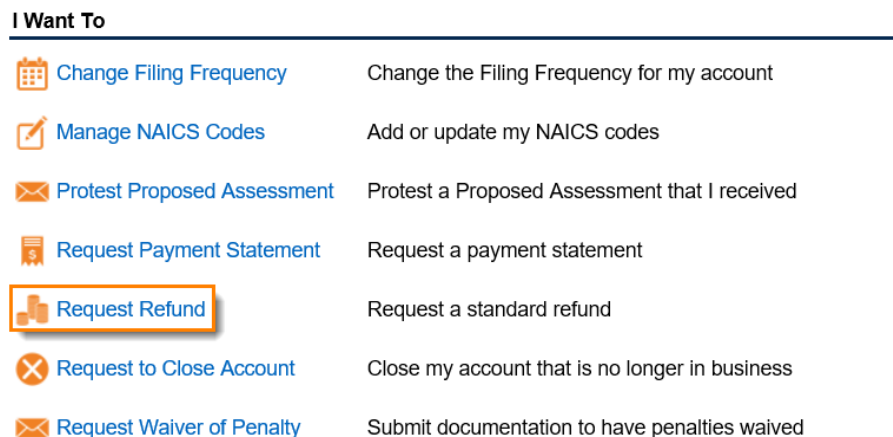
1. Log into GTC (<https://gtc.dor.ga.gov/>).
2. Navigate to the **Withholding Tax** account by clicking the **Account** hyperlink.










3. Under the **I Want To** section, click **See more links for my account**.




4. Click **Request Refund**.



I Want To	
 Change Filing Frequency	Change the Filing Frequency for my account
 Manage NAICS Codes	Add or update my NAICS codes
 Protest Proposed Assessment	Protest a Proposed Assessment that I received
 Request Payment Statement	Request a payment statement
 Request Refund	Request a standard refund
 Request to Close Account	Close my account that is no longer in business
 Request Waiver of Penalty	Submit documentation to have penalties waived

5. **Step 1:** Complete the **Refund Information** form then click **Next**.

Refund Information

 **Please Enter Refund Informaion**

Refund Amount Requested
 Required

Filing Period Begin
 Required

Filing Period End
 Required


Select Reason
 Required

Additional Information
 Required

Do you want your refund to be direct deposit?
 No Yes

6. **Step 2:** ***DIRECT DEPOSIT*** - If you said you would like to get your refund by direct deposit, complete this form with your bank information. Click the **Next** button.

Direct Deposit Information (View)

 **Direct Deposit Information**

Bank Account Type
 Checking Savings Required

Routing Number
 Required

Account Number
 Required

Confirm Account Number
 Required

Click the **Add Attachment** hyperlink to add the Refund documents then click **Next**.

Refund Attachments



Add Attachment

Please attach documentation to support this claim. If the file is too large to attach, submit the request without the attachment. You will be contacted by the reviewing examiner to provide the additional documentation.

To submit an amended return, go to the period and select 'View Return', click on the 'Change' tab at the top of the page, check the 'Amended' box on the form and enter the correct data.

Add Attachment



Attachments

Type	Name	Description	Size

Cancel

< Previous

Next >

Review the **Refund Request Summary** page then click **Submit**.

Refund Request Summary



Claim Request Summary

Refund Amount Requested

4,500.00

Filing Period Begin

01-Jan-2017

Filing Period End

31-Dec-2017

Select Reason

Overpayment



Direct Deposit Information

Routing Number

061000227

Account Number

100000123456

Cancel

< Previous

Submit

If you ***DO NOT want your refund via Direct Deposit***, click the **Add Attachment** hyperlink to add the Refund documents then click **Next**.

Refund Attachments

Add Attachment

Please attach documentation to support this claim. If the file is too large to attach, submit the request without the attachment. You will be contacted by the reviewing examiner to provide the additional documentation.

To submit an amended return, go to the period and select 'View Return', click on the 'Change' tab at the top of the page, check the 'Amended' box on the form and enter the correct data.

Add Attachment

Attachments

Type	Name	Description	Size
------	------	-------------	------

Cancel

< Previous

Next >

Review the **Refund Request Summary** page then click **Submit**.

Refund Request Summary

Claim Request Summary

Refund Amount Requested

4,500.00

Filing Period Begin

01-Jan-2017

Filing Period End

31-Dec-2017

Select Reason

Overpayment

Cancel

< Previous

Submit

7. **Step 3:** Confirm that you want to submit the form by clicking **Yes**.

Are you sure you want to submit this?

Yes

No

8. The **Confirmation Page** will be displayed. Write down the **Confirmation Number** or **Print** the page for your records. This request will be stored on your GTC account and can be viewed under **Submissions** tab.

 **Confirmation****Submission Information**

Ligon	[REDACTED]
Status	Submitted
Confirmation Number	0-388-475-408
Taxpayer Name	[REDACTED]
Federal Employer ID #	[REDACTED]
Withholding Tax	[REDACTED]
Submission Title	Refund Request
Submitted	22-Mar-2018

Your confirmation number is **0-388-475-408**.

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