The following documentation provides information on how to sign up to receive notifications via the Georgia Tax Center (GTC) whenever an Individual Income tax return is filed using your Social Security number and/or whenever an Individual Income tax refund is issued with your Social Security number.

How to Sign Up to Receive Notifications:

1. Go to the GTC login page (https://gtc.dor.ga.gov/).

2. Click the **See more…** hyperlink on the **Individual Income Tax** account panel.

3. Under the **Manage My Account** tab, go to the **Management** panel and click the **Sign up for Notifications** hyperlink.

4. Complete the web request and click the **Submit** button.

    - Your authentication Email address and/or Contact Phone Number will populate if on your account. If you want notifications by phone, you must provide the Phone carrier. This can be changed

    - Answer "Yes" or "No" to each question under the "Do you want to receive" section. If you did not provide the contact information at the top of the request, the answer will default to "No"

5. Click **OK** to confirm you want to submit the request.

A confirmation page will appear. Record your confirmation number or print the page for your records.