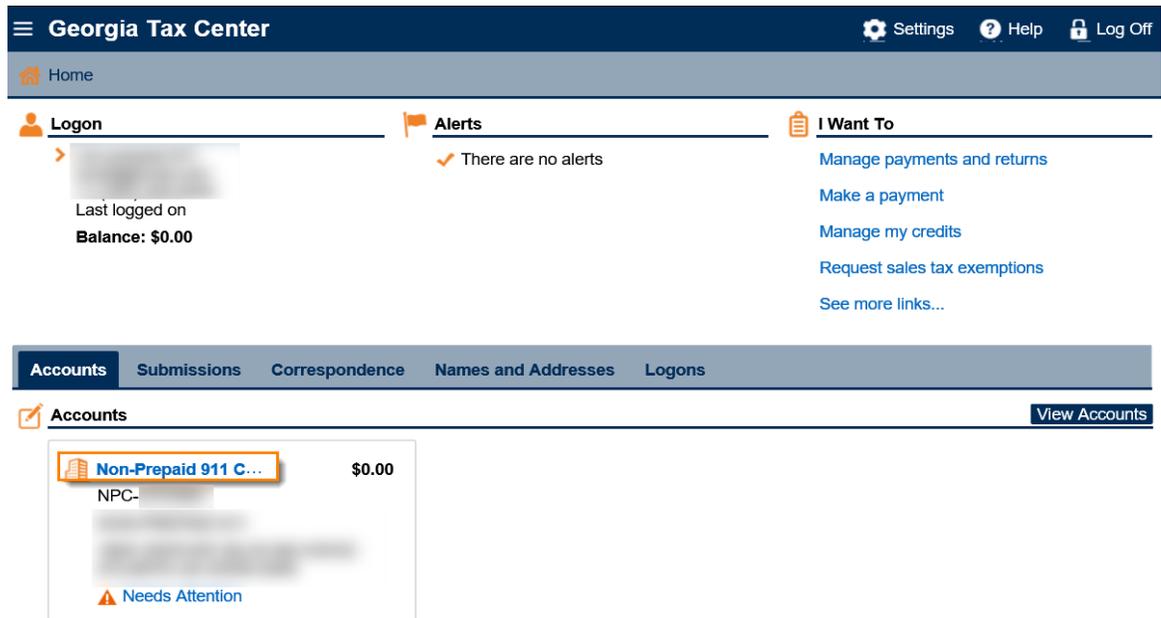


The following documentation provides information on how to import a Non-prepaid 911 Charge account return on Georgia Tax Center (GTC) using an Excel template.

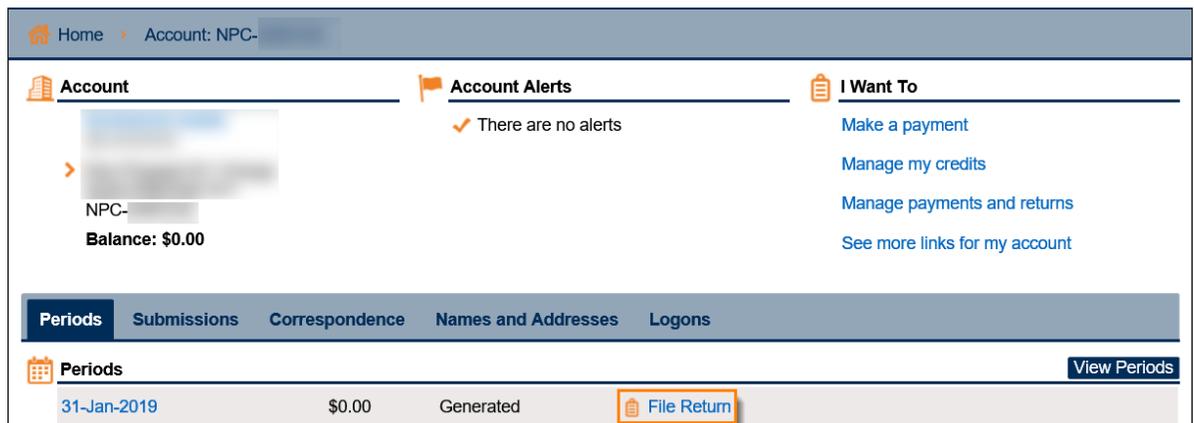
The Excel return template for the Non-prepaid 911 Charge can be found on the Georgia Department of Revenue’s website: [Tax Templates](#).

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>), and log into your account.
2. Under the **Accounts** tab, click the **Non-prepaid 911 Charge** hyperlink.



The screenshot shows the Georgia Tax Center user interface. At the top, there is a navigation bar with 'Settings', 'Help', and 'Log Off' options. Below this is a 'Home' breadcrumb. The main content area is divided into three sections: 'Logon' (showing 'Last logged on' and 'Balance: \$0.00'), 'Alerts' (showing 'There are no alerts'), and 'I Want To' (with links for 'Manage payments and returns', 'Make a payment', 'Manage my credits', 'Request sales tax exemptions', and 'See more links...'). A secondary navigation bar contains 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Accounts' section is active, displaying a list of accounts. One account, 'Non-Prepaid 911 C...', is highlighted with a red box and has a 'Needs Attention' warning icon. A 'View Accounts' button is located at the bottom right of this section.

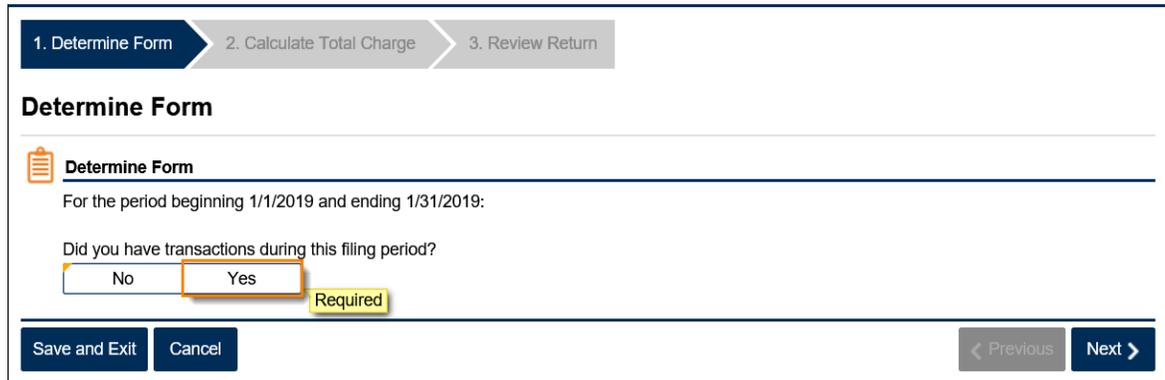
3. Locate and click the **File Return** hyperlink for the applicable tax period.



The screenshot shows the 'Account' page for 'NPC-'. The breadcrumb trail is 'Home > Account: NPC-'. The page has three main sections: 'Account' (showing 'NPC-' and 'Balance: \$0.00'), 'Account Alerts' (showing 'There are no alerts'), and 'I Want To' (with links for 'Make a payment', 'Manage my credits', 'Manage payments and returns', and 'See more links for my account'). A secondary navigation bar contains 'Periods', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Periods' section is active, displaying a table of tax periods. The table has columns for the period, balance, and status. The first row shows '31-Jan-2019' with a balance of '\$0.00' and a status of 'Generated'. A 'File Return' button is highlighted with a red box in the 'Generated' column. A 'View Periods' button is located at the bottom right of the table.

Period	Balance	Status	Action
31-Jan-2019	\$0.00	Generated	File Return

4. Click *Yes* to “Did you have transactions during this filing period?”



1. Determine Form 2. Calculate Total Charge 3. Review Return

Determine Form

Determine Form

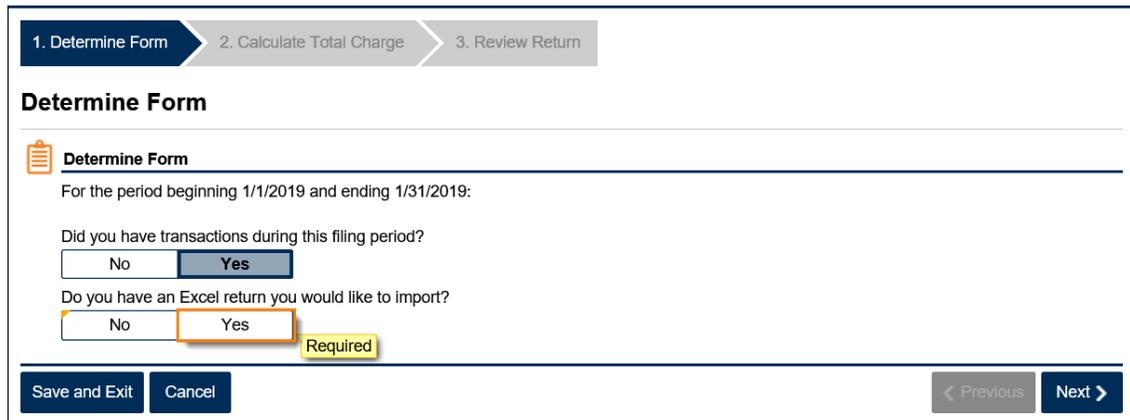
For the period beginning 1/1/2019 and ending 1/31/2019:

Did you have transactions during this filing period?

No Yes Required

Save and Exit Cancel < Previous Next >

5. Click *Yes* to “Do you have an Excel return you would like to import?”



1. Determine Form 2. Calculate Total Charge 3. Review Return

Determine Form

Determine Form

For the period beginning 1/1/2019 and ending 1/31/2019:

Did you have transactions during this filing period?

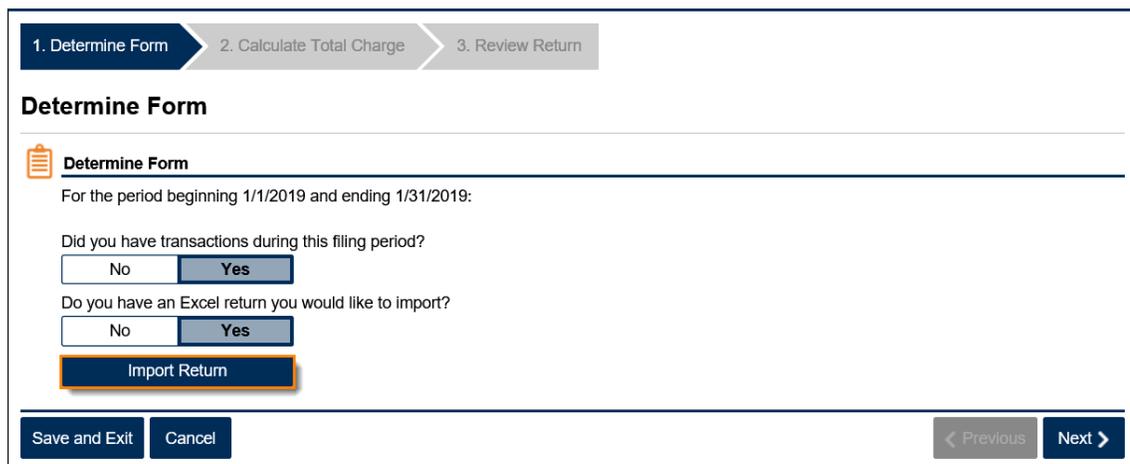
No Yes

Do you have an Excel return you would like to import?

No Yes Required

Save and Exit Cancel < Previous Next >

6. Click the **Import Return** button.



1. Determine Form 2. Calculate Total Charge 3. Review Return

Determine Form

Determine Form

For the period beginning 1/1/2019 and ending 1/31/2019:

Did you have transactions during this filing period?

No Yes

Do you have an Excel return you would like to import?

No Yes

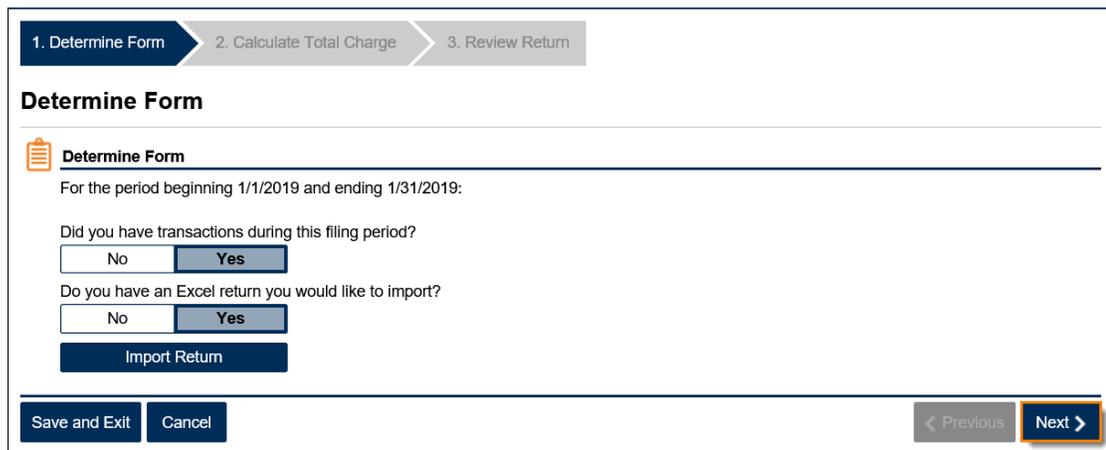
Import Return

Save and Exit Cancel < Previous Next >

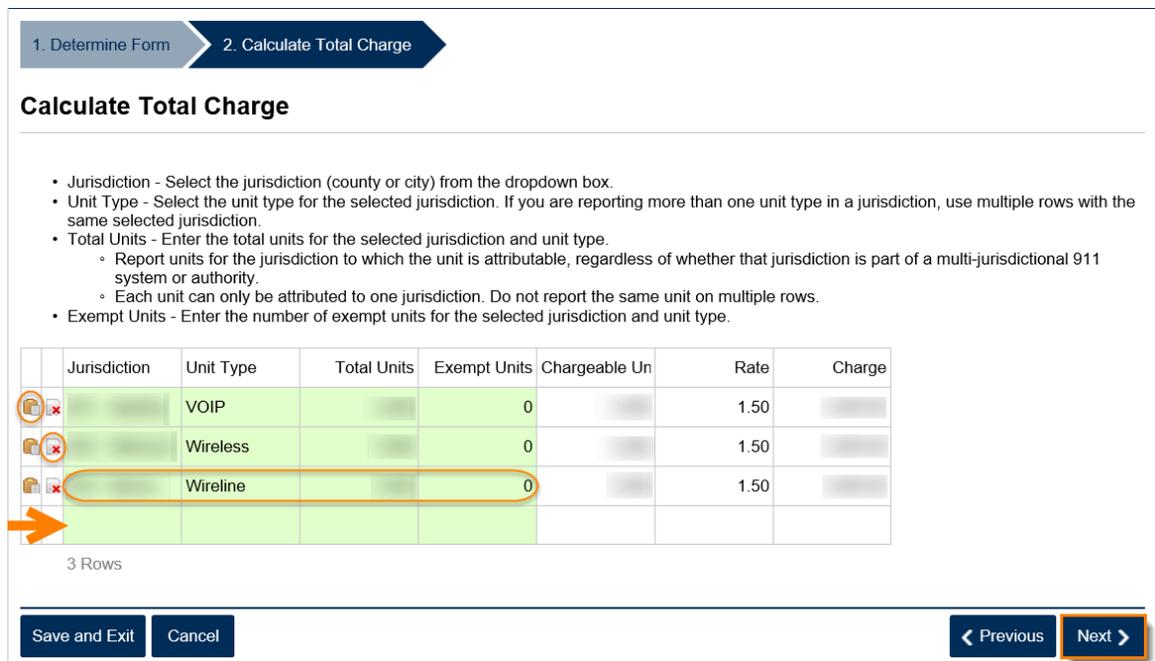
- Click the **Browse** button to locate the template on your computer. Click the **Import** button.



- Click the **Next** button.

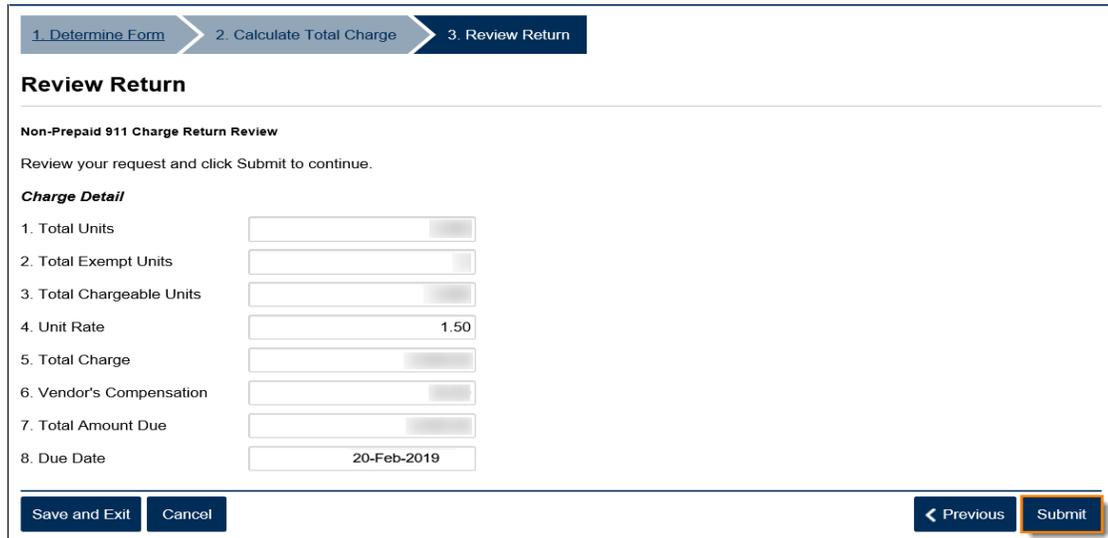


- The figures on the template will populate on the table on the Calculate Total Charge screen. Existing entries can be copied, deleted, or edited. A new entry can be added in a blank row. Click the **Next** button.



	Jurisdiction	Unit Type	Total Units	Exempt Units	Chargeable Un	Rate	Charge
		VOIP		0		1.50	
		Wireless		0		1.50	
		Wireline		0		1.50	

10. Review the return. Click the **Submit** button.

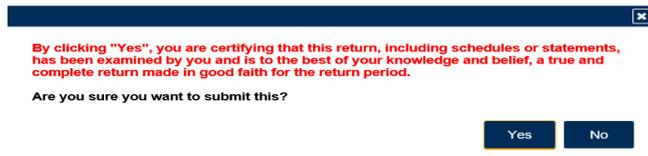


The screenshot shows a progress bar at the top with three steps: 1. Determine Form, 2. Calculate Total Charge, and 3. Review Return. The 'Review Return' step is active. Below the progress bar, the title 'Review Return' is displayed. Underneath, it says 'Non-Prepaid 911 Charge Return Review' and 'Review your request and click Submit to continue.' A section titled 'Charge Detail' contains a list of eight items, each with a corresponding input field:

- 1. Total Units: [input field]
- 2. Total Exempt Units: [input field]
- 3. Total Chargeable Units: [input field]
- 4. Unit Rate: [input field] 1.50
- 5. Total Charge: [input field]
- 6. Vendor's Compensation: [input field]
- 7. Total Amount Due: [input field]
- 8. Due Date: [input field] 20-Feb-2019

At the bottom of the form, there are four buttons: 'Save and Exit', 'Cancel', '< Previous', and 'Submit'.

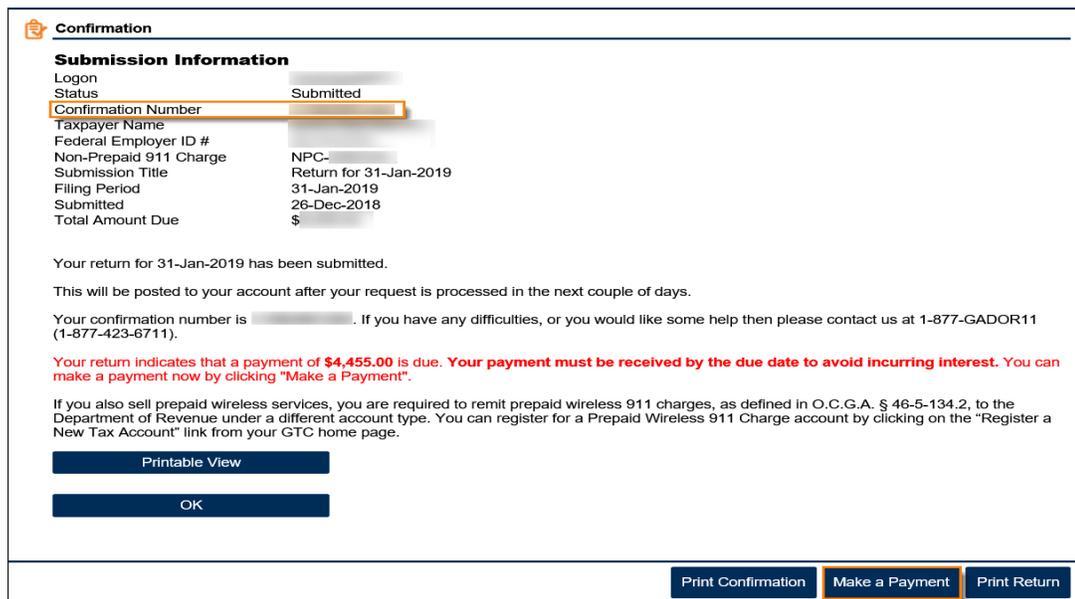
11. Click **Yes** to confirm the return is true, complete, and ready to be submitted.



The screenshot shows a confirmation dialog box with a close button (X) in the top right corner. The text inside reads: 'By clicking "Yes", you are certifying that this return, including schedules or statements, has been examined by you and is to the best of your knowledge and belief, a true and complete return made in good faith for the return period.' Below this, it asks 'Are you sure you want to submit this?' and provides two buttons: 'Yes' and 'No'.

A confirmation page will appear with a confirmation number for the return. If a payment is due, it can be made from this screen.

1. Click the **Make a Payment** button at the bottom of the confirmation page.



The screenshot shows a 'Confirmation' page with a header icon and the title 'Confirmation'. Underneath, there is a section titled 'Submission Information' with a table of details:

Logon	[input field]
Status	Submitted
Confirmation Number	[input field]
Taxpayer Name	[input field]
Federal Employer ID #	[input field]
Non-Prepaid 911 Charge	NPC-
Submission Title	Return for 31-Jan-2019
Filing Period	31-Jan-2019
Submitted	26-Dec-2018
Total Amount Due	\$ [input field]

Below the table, the text reads: 'Your return for 31-Jan-2019 has been submitted. This will be posted to your account after your request is processed in the next couple of days. Your confirmation number is [input field]. If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711). Your return indicates that a payment of \$4,455.00 is due. Your payment must be received by the due date to avoid incurring interest. You can make a payment now by clicking "Make a Payment".' There is also a note about prepaid wireless services. At the bottom, there are three buttons: 'Printable View', 'OK', and a row of three buttons: 'Print Confirmation', 'Make a Payment', and 'Print Return'.

- Fill out the banking information under the **Payment Channel** section. Confirm the dollar amount of the payment under the **Payment** section. Click the **Submit** button.

Period	Payment Channel	Payment
NPC- > 31-Jan-2019	Type Direct Debit - US Bank <input type="text"/> Bank Account Type Required <input type="text"/> Routing Number Required <input type="text"/> Account Number Required <input type="text"/> Confirm Account Number Required <input type="text"/> Save this payment channel for future use <input type="button" value="No"/> <input type="button" value="Yes"/>	Payment Type Return Payment <input type="text"/> Payment Date 26-Dec-2018 <input type="text"/> Amount <input type="text"/> Confirm Amount Required <input type="text"/>
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

- Click the **Yes** button to submit the payment.

Are you sure you want to submit this?

A confirmation page will appear with a confirmation number for the payment. Click the **OK** button.

Confirmation

Submission Information

Logon	Submitted
Status	
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Non-Prepaid 911 Charge	NPC-
Submission Title	Return Payment for \$
Filing Period	31-Jan-2019
Submitted	26-Dec-2018
Payment Amount	\$

Please review the payment request information below for your payment to the Department of Revenue. You may want to print a copy for your records.

Your payment request confirmation number is XXXXXXXXXX

Paid For: XXXXXXXXXX

Paid From:

Payment Amount: XXXXXXXXXX

Payment Date: 26-Dec-2018

Submitted Date: 26-Dec-2018

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

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