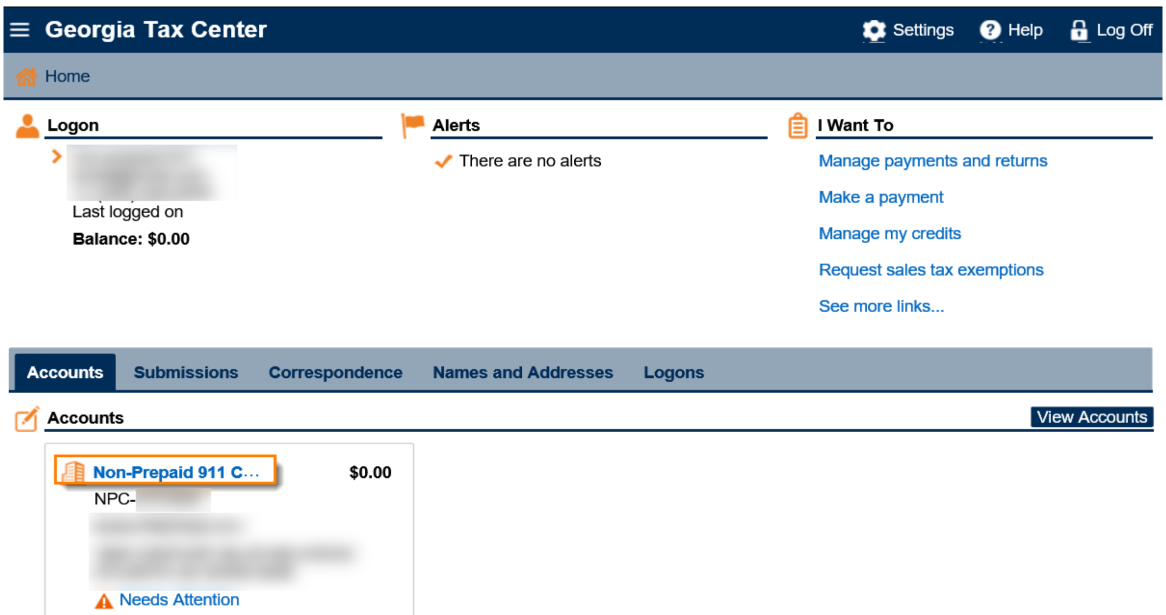
How to Import a Non-prepaid 911 Charge Account Return (Excel Template)

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.

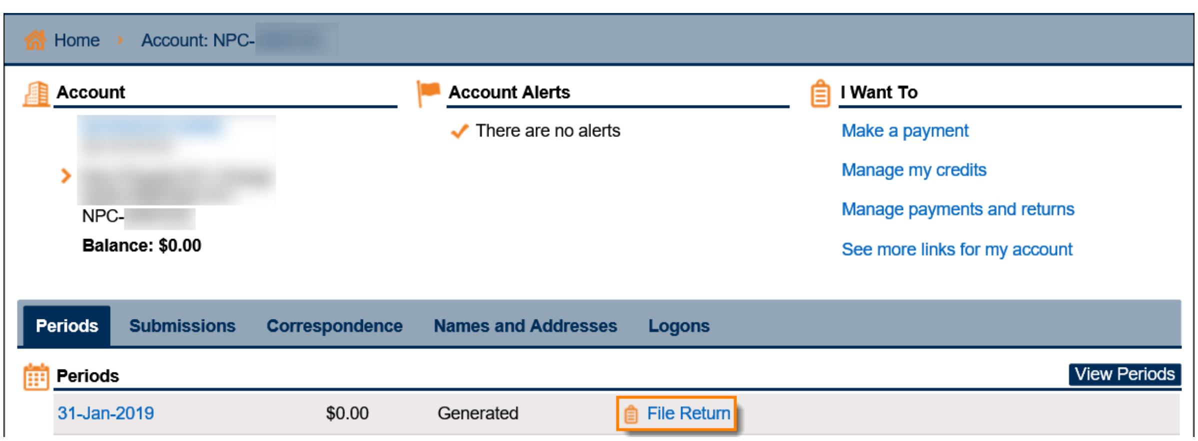
The Excel return template for the Non-prepaid 911 Charge can be found on the Georgia Department of Revenue's website: Tax Templates.

1. Navigate to the GTC website (https://gtc.dor.ga.gov), and log into your account.

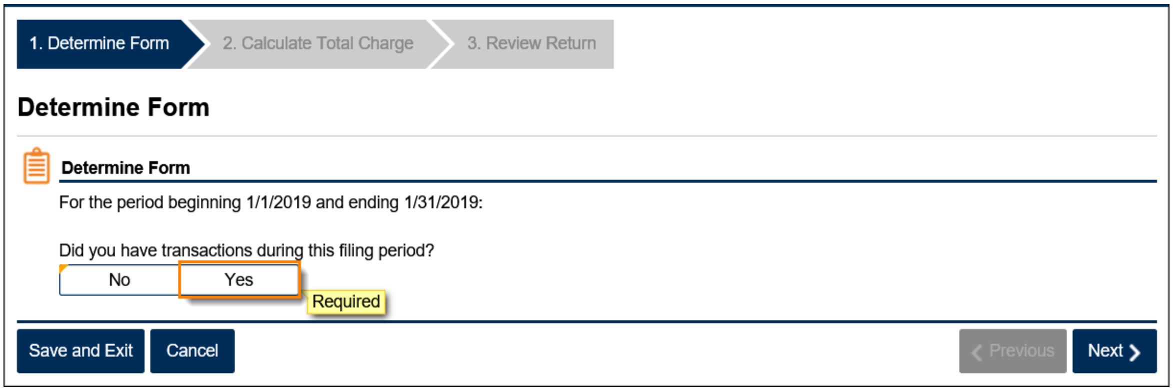
2. Under the **Accounts** tab, click the **Non-prepaid 911 Charge** hyperlink.



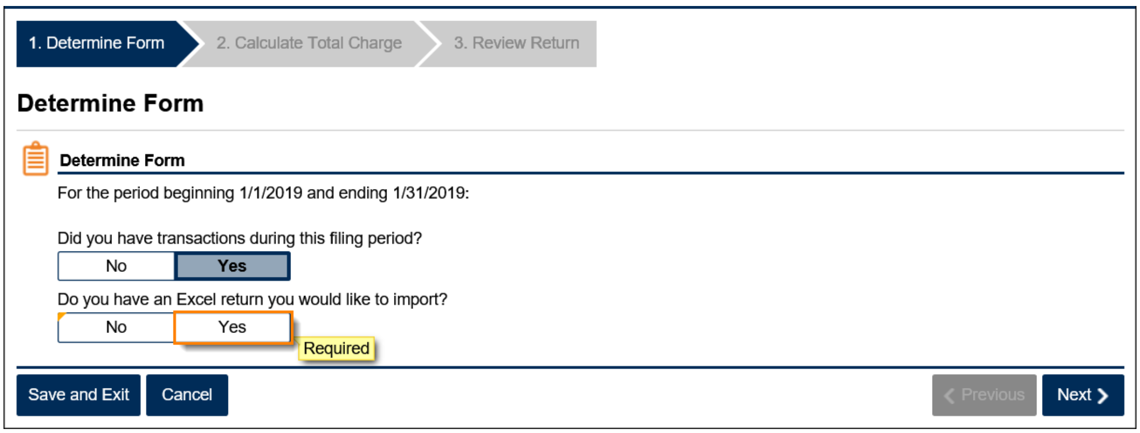
3. Locate and click the **File Return** hyperlink for the applicable tax period.



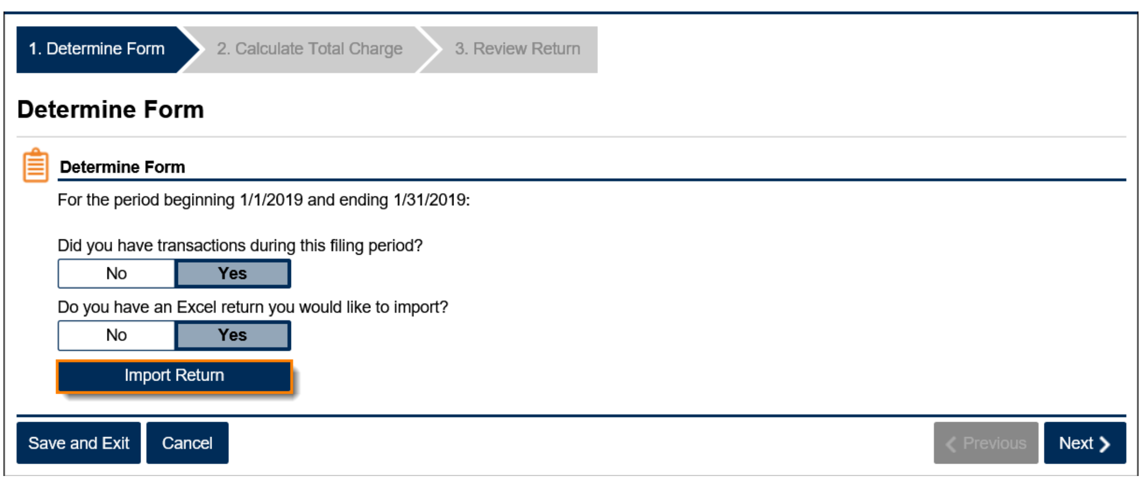
4. Click *Yes* to “Did you have transactions during this filing period?”



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

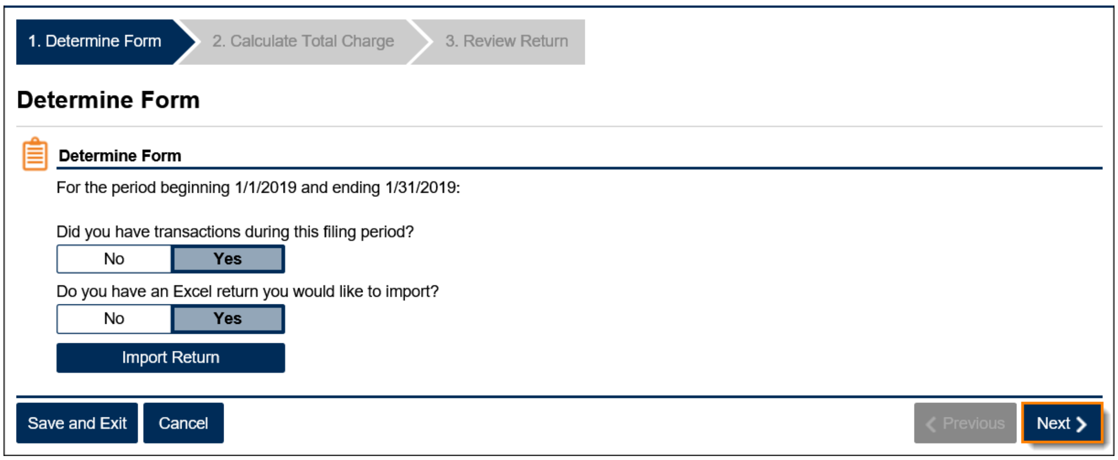


6. Click the **Import Return** button.

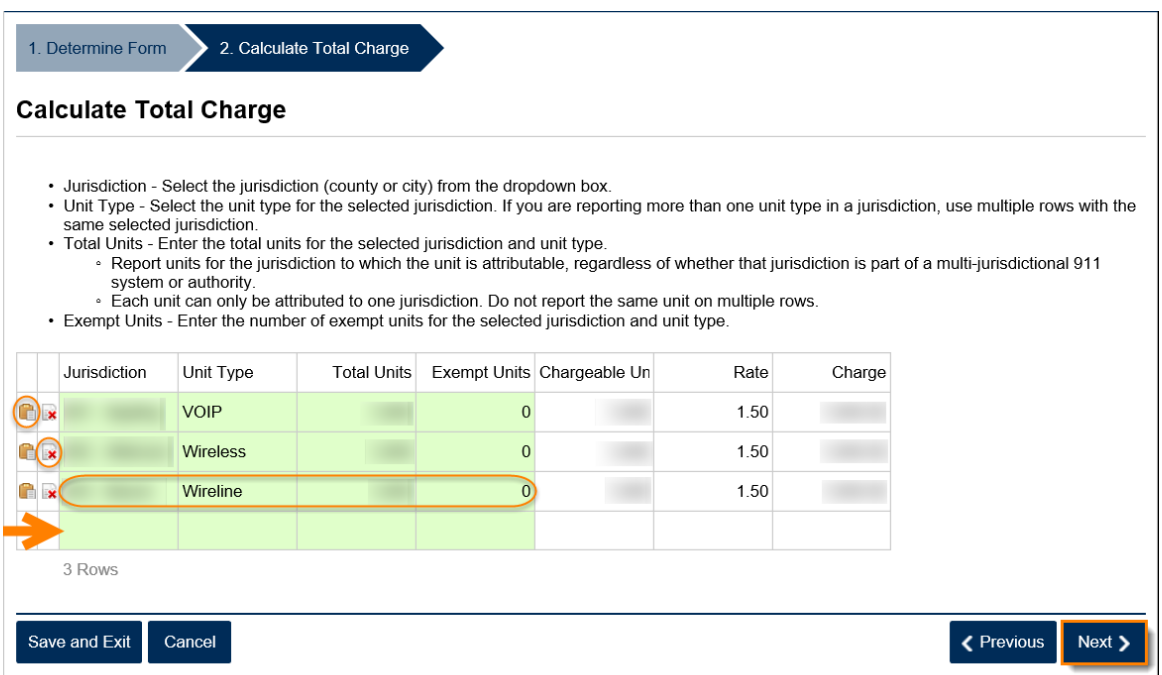


7. Click the **Browse** button to locate the template on your computer. Click the **Import** button.

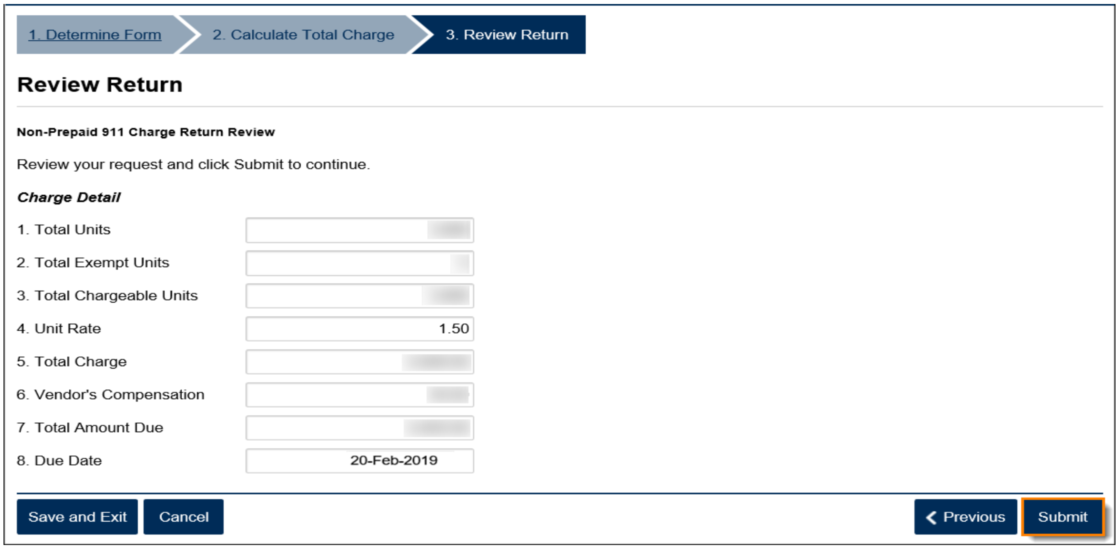
8. Click the **Next** button.



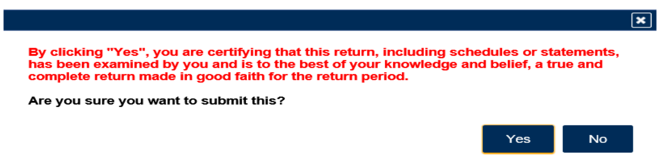
9. The figures on the template will populate on the table on the Calculate Total Charge screen. Existing entries can be copied, deleted, or edited. A new entry can be added in a blank row. Click the **Next** button.



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

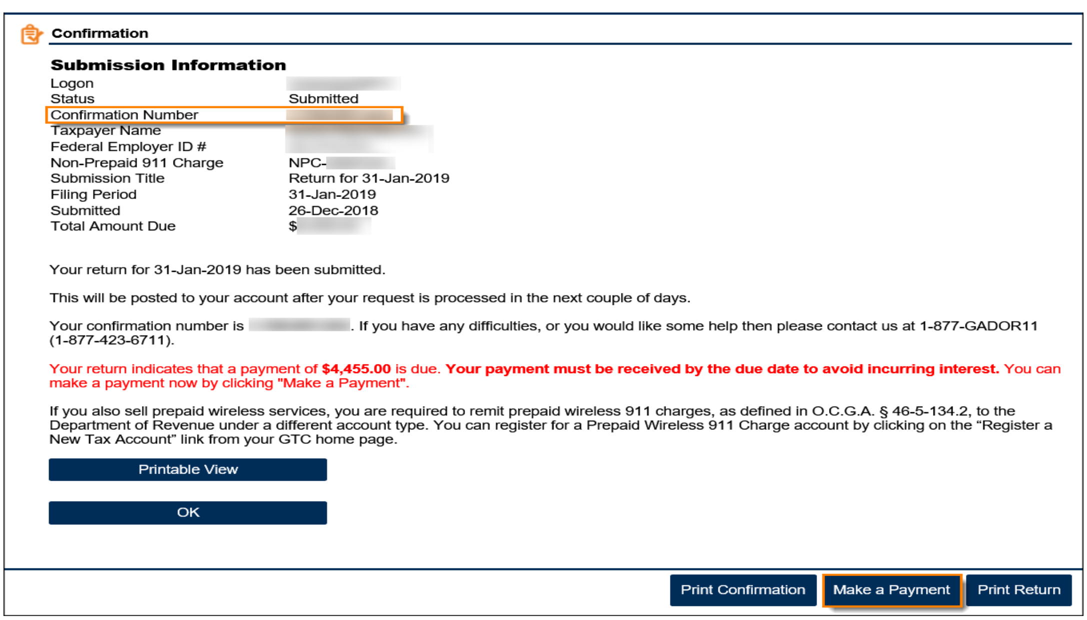


11. Click **Yes** to confirm the return is true, complete, and ready to be submitted.

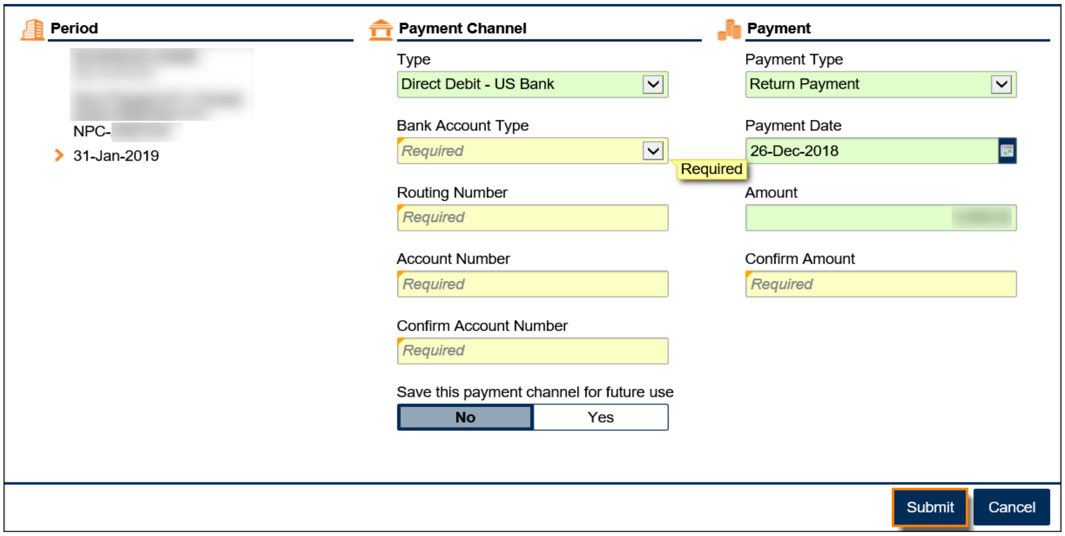


A confirmation page will appear with a confirmation number for the return. If a payment is due, it can be made from this screen.

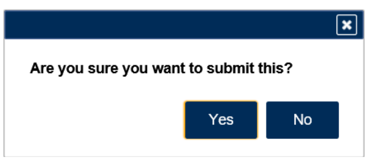
1. Click the **Make a Payment** button at the bottom of the confirmation page.



2. 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.



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



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