

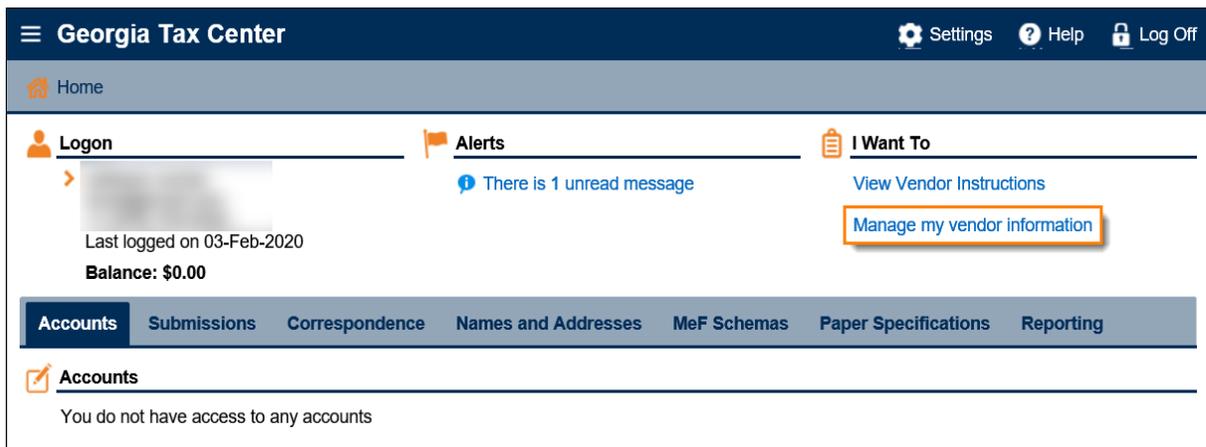
To register for Fed/State MeF Certification with the Georgia Department of Revenue, a Letter of Intent (LOI) must be submitted.

The following documentation provides information on submitting an LOI via the Georgia Tax Center (GTC).

NOTE: Only one LOI is required for each software vendor annually and covers all print and/or electronic tax returns.

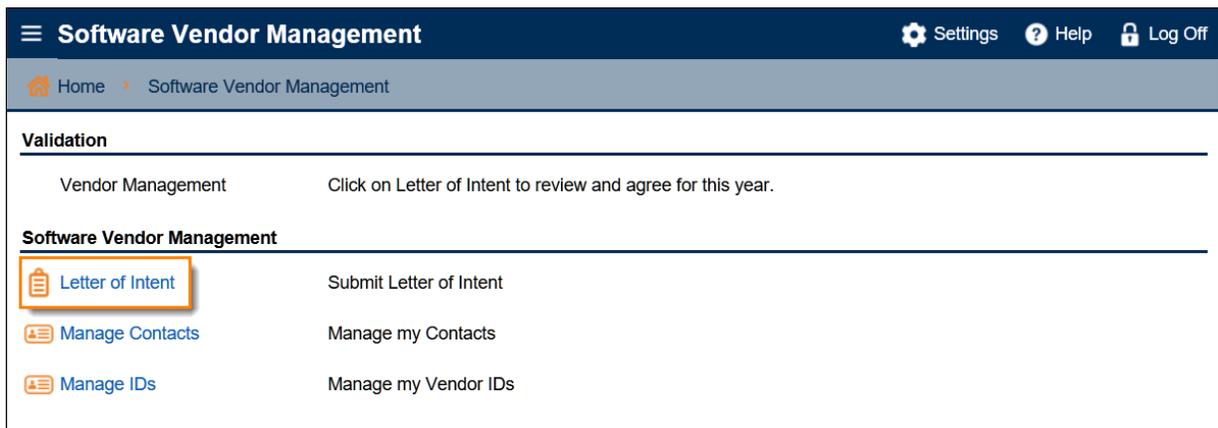
How to Submit Letter of Intent

1. Log into the GTC website (<https://gtc.dor.ga.gov/>).
2. Under the **I Want To** section, click **Manage my vendor information**.



The screenshot shows the Georgia Tax Center user dashboard. At the top, there is a navigation bar with 'Georgia Tax Center' and links for 'Settings', 'Help', and 'Log Off'. Below this is a 'Home' breadcrumb. The main content area is divided into three sections: 'Logon', 'Alerts', and 'I Want To'. The 'Logon' section shows the user's name, a blurred profile picture, and the text 'Last logged on 03-Feb-2020' and 'Balance: \$0.00'. The 'Alerts' section shows a notification: 'There is 1 unread message'. The 'I Want To' section contains two links: 'View Vendor Instructions' and 'Manage my vendor information', which is highlighted with an orange box. Below these sections is a horizontal menu with tabs for 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'MeF Schemas', 'Paper Specifications', and 'Reporting'. The 'Accounts' tab is selected, and the content below it states 'You do not have access to any accounts'.

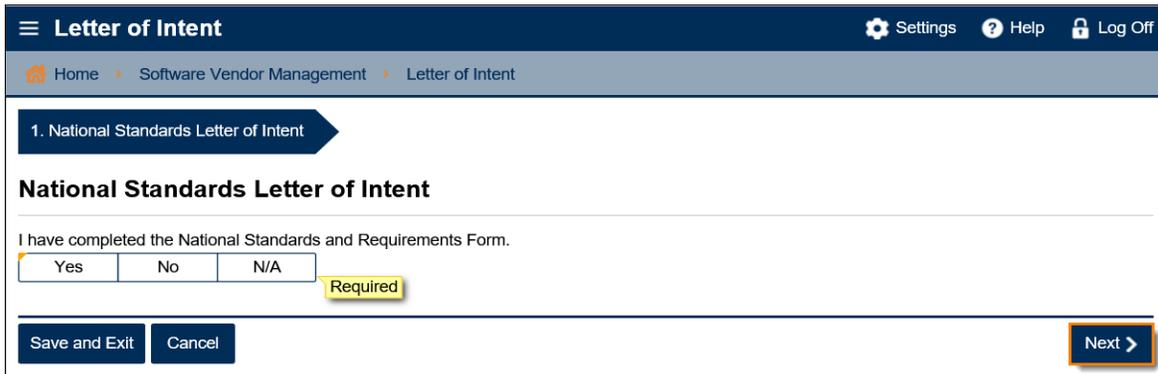
3. Click **Letter of Intent**.



The screenshot shows the 'Software Vendor Management' page. At the top, there is a navigation bar with 'Software Vendor Management' and links for 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb: 'Home > Software Vendor Management'. The main content area is divided into two sections: 'Validation' and 'Software Vendor Management'. The 'Validation' section contains a table with two columns: 'Vendor Management' and 'Click on Letter of Intent to review and agree for this year.'. The 'Software Vendor Management' section contains a table with three rows: 'Letter of Intent' (highlighted with an orange box), 'Manage Contacts', and 'Manage IDs'. Each row has a corresponding icon and a description of the action.

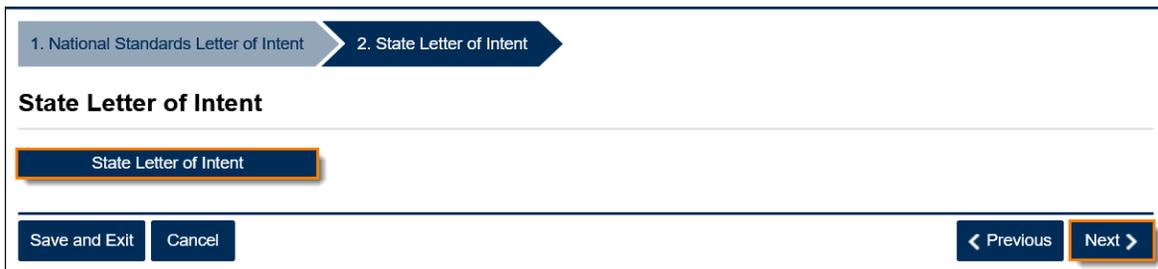
Software Vendor Management	
 Letter of Intent	Submit Letter of Intent
 Manage Contacts	Manage my Contacts
 Manage IDs	Manage my Vendor IDs

- Complete the **National Standards Letter of Intent** step. Click **Next**.



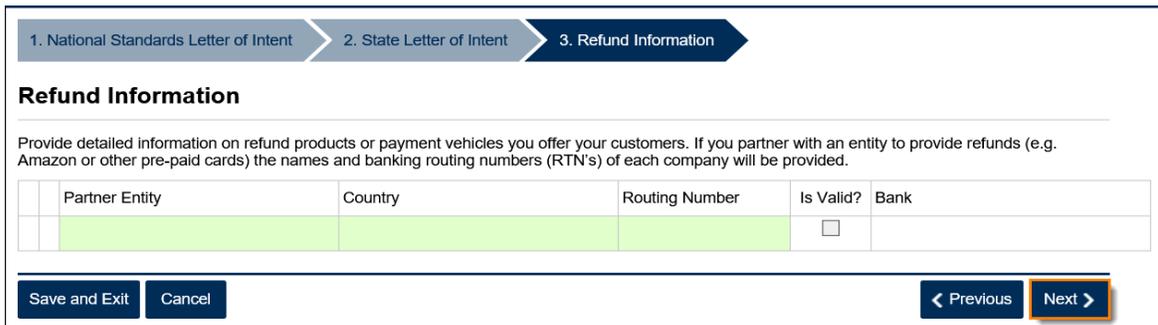
The screenshot shows a web application interface for submitting a Letter of Intent. At the top, there is a navigation bar with 'Letter of Intent' and links for Settings, Help, and Log Off. Below the navigation bar, a breadcrumb trail shows 'Home > Software Vendor Management > Letter of Intent'. A progress indicator shows '1. National Standards Letter of Intent' as the current step. The main heading is 'National Standards Letter of Intent'. Below this, a text prompt reads: 'I have completed the National Standards and Requirements Form.' There are three radio button options: 'Yes', 'No', and 'N/A'. The 'Yes' option is selected and highlighted with a yellow box labeled 'Required'. At the bottom of the form, there are three buttons: 'Save and Exit', 'Cancel', and 'Next >'.

- Click the **State Letter of Intent** button to review additional information and access links to the Trust Tax LOI and the Print and Electronic Income Tax LOI. Click **Next**.



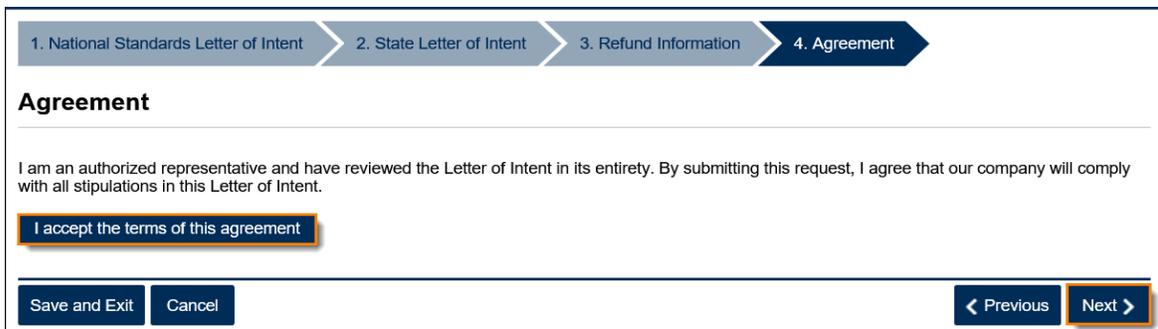
The screenshot shows the 'State Letter of Intent' step. The progress indicator now shows '2. State Letter of Intent' as the current step. The main heading is 'State Letter of Intent'. Below the heading, there is a button labeled 'State Letter of Intent' which is highlighted with an orange border. At the bottom, there are three buttons: 'Save and Exit', 'Cancel', and '< Previous Next >'.

- Complete the **Refund Information** step. Click **Next**.



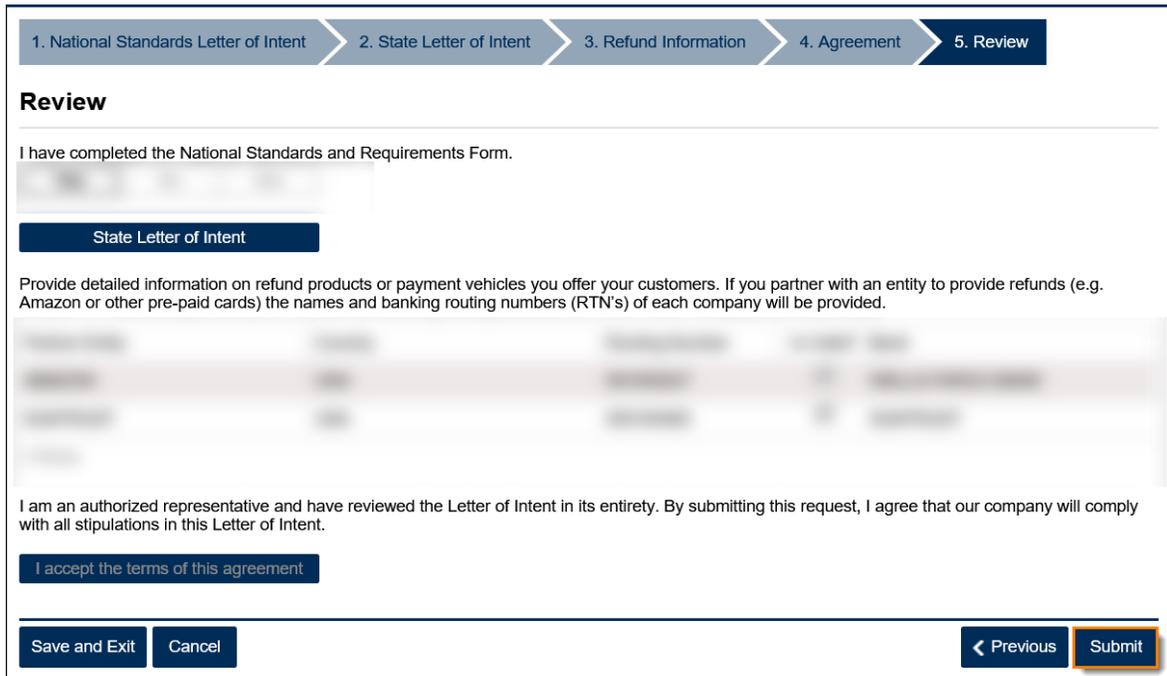
The screenshot shows the 'Refund Information' step. The progress indicator shows '3. Refund Information' as the current step. The main heading is 'Refund Information'. Below the heading, there is a text prompt: 'Provide detailed information on refund products or payment vehicles you offer your customers. If you partner with an entity to provide refunds (e.g. Amazon or other pre-paid cards) the names and banking routing numbers (RTN's) of each company will be provided.' Below this is a table with the following columns: Partner Entity, Country, Routing Number, Is Valid?, and Bank. The 'Is Valid?' column has a checkbox. The first row of the table is highlighted in light green. At the bottom, there are three buttons: 'Save and Exit', 'Cancel', and '< Previous Next >'.

- Review the **Agreement** statement. Click the **I accept the terms of this agreement** button. Click **Next**.



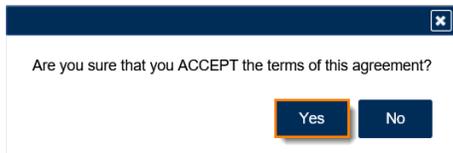
The screenshot shows the 'Agreement' step. The progress indicator shows '4. Agreement' as the current step. The main heading is 'Agreement'. Below the heading, there is a text prompt: 'I am an authorized representative and have reviewed the Letter of Intent in its entirety. By submitting this request, I agree that our company will comply with all stipulations in this Letter of Intent.' Below this is a button labeled 'I accept the terms of this agreement' which is highlighted with an orange border. At the bottom, there are three buttons: 'Save and Exit', 'Cancel', and '< Previous Next >'.

8. Review a summary of the request. Click the **Submit** button.



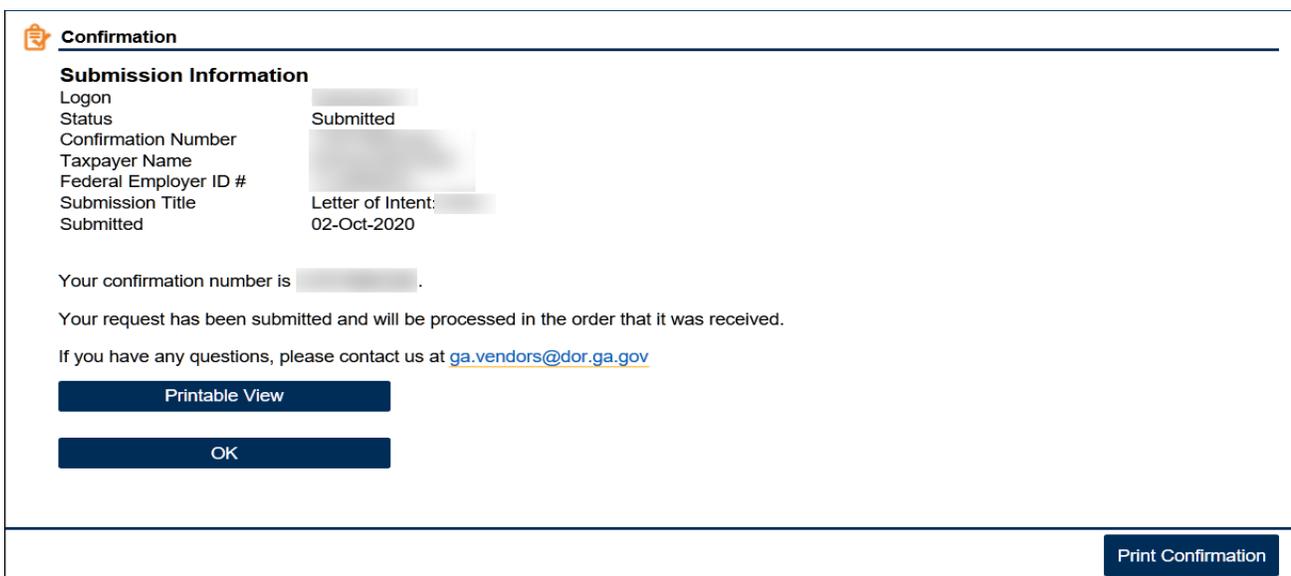
The screenshot shows a progress bar at the top with five steps: 1. National Standards Letter of Intent, 2. State Letter of Intent, 3. Refund Information, 4. Agreement, and 5. Review. The 'Review' step is currently active. Below the progress bar, the text reads: 'I have completed the National Standards and Requirements Form.' There is a 'State Letter of Intent' button. Below that, a paragraph asks for detailed information on refund products or payment vehicles. A table with columns for 'Product Name', 'Refund Type', 'Bank Name', and 'Routing Number' is visible but its content is blurred. Below the table, there is a statement: 'I am an authorized representative and have reviewed the Letter of Intent in its entirety. By submitting this request, I agree that our company will comply with all stipulations in this Letter of Intent.' There is an 'I accept the terms of this agreement' button. At the bottom, there are 'Save and Exit' and 'Cancel' buttons on the left, and '< Previous' and 'Submit' buttons on the right.

9. Click **Yes** to confirm you accept the terms of the agreement and wish to submit the web request.



The screenshot shows a small dialog box with a close button in the top right corner. The text inside the dialog box asks: 'Are you sure that you ACCEPT the terms of this agreement?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with an orange border.

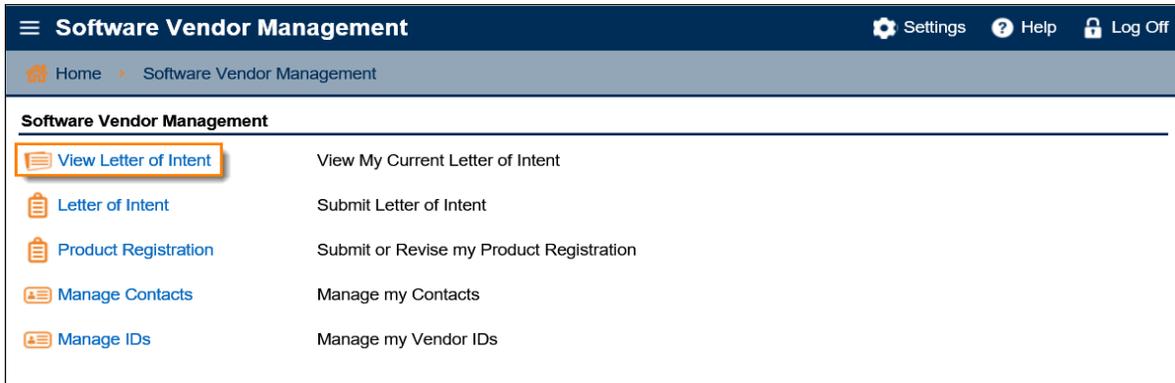
A confirmation page will appear with the confirmation number of the submission. Click the **OK** button to return to the **Software Vendor Management** screen.



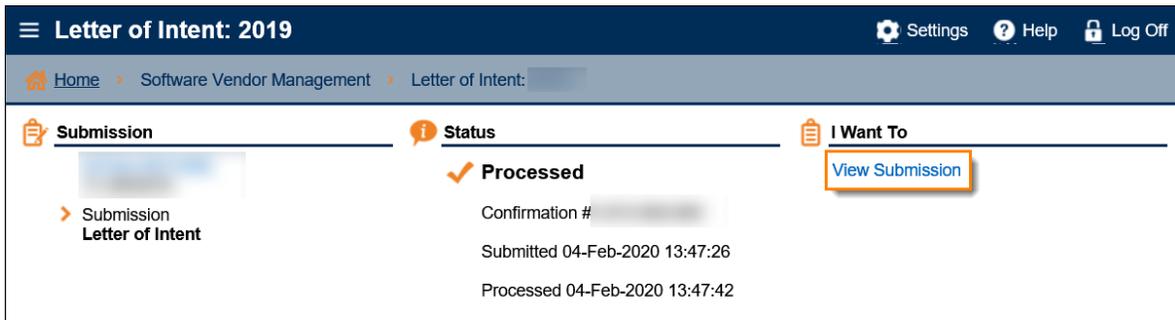
The screenshot shows a 'Confirmation' page with a header icon and the title 'Confirmation'. Below the header is a section titled 'Submission Information' with the following details: Logon, Status (Submitted), Confirmation Number, Taxpayer Name, Federal Employer ID #, Submission Title (Letter of Intent: [blurred]), and Submitted (02-Oct-2020). Below this information, it says 'Your confirmation number is [blurred]'. A paragraph states: 'Your request has been submitted and will be processed in the order that it was received.' Below that, it says: 'If you have any questions, please contact us at ga.vendors@dor.ga.gov'. There are two buttons: 'Printable View' and 'OK'. At the bottom right of the page, there is a 'Print Confirmation' button.

Once the submission is processed, the LOI can be viewed on GTC, by completing the following steps:

1. On the **Software Vendor Management** screen, click **View Letter of Intent**.



2. Under the **I Want To** section, click **View Submission**.



The most current LOI that was submitted and processed will be displayed.

