

The following documentation provides information on how to communicate with a Georgia Department of Revenue representative via the Georgia Tax Center (GTC).

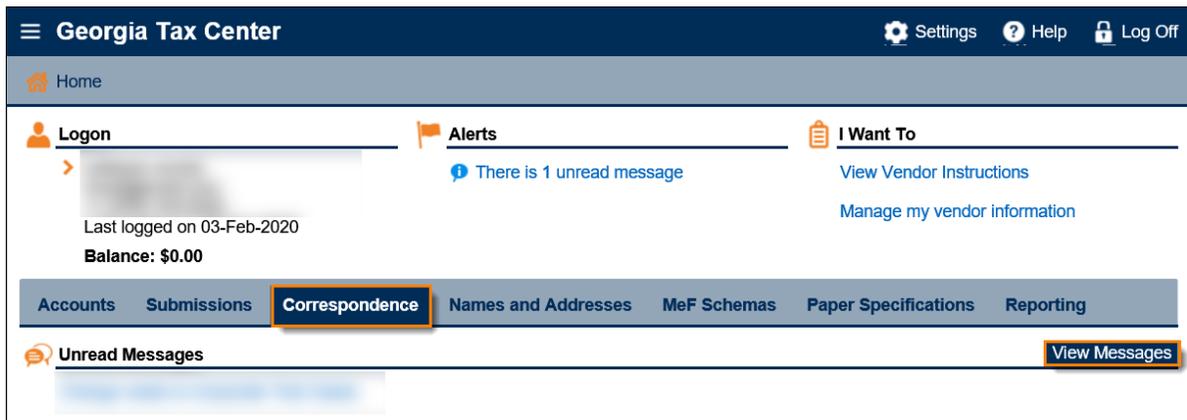
NOTE: This feature is only available to registered Software Vendors.

Contents

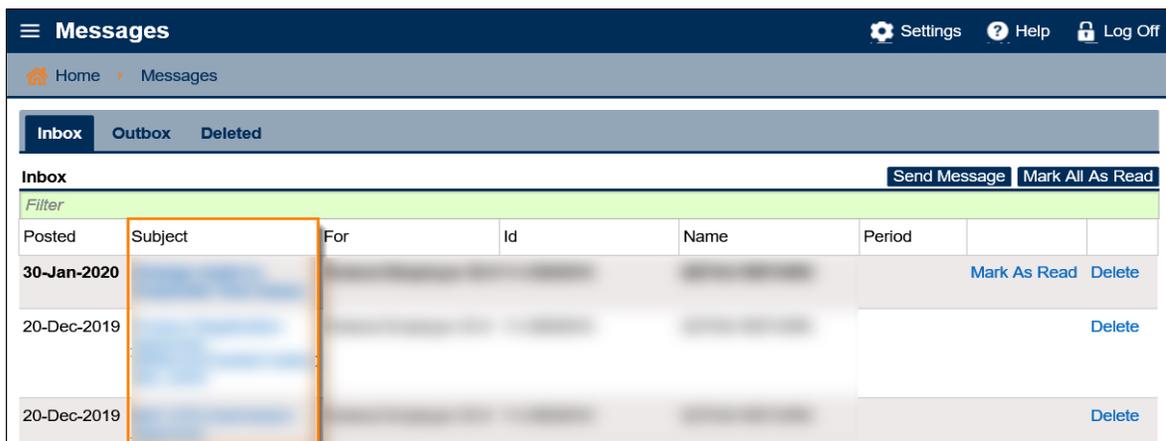
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How to View Messages

1. Log into the GTC website (<https://gtc.dor.ga.gov/>).
2. Click the **Correspondence** tab to see unread messages. Click the **View Messages** button to see all messages.

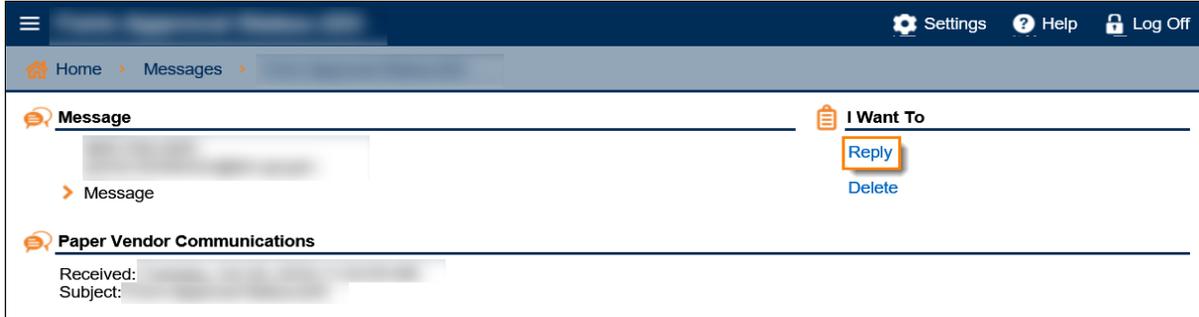


3. Click the link in the **Subject** column to open the message you want to view.

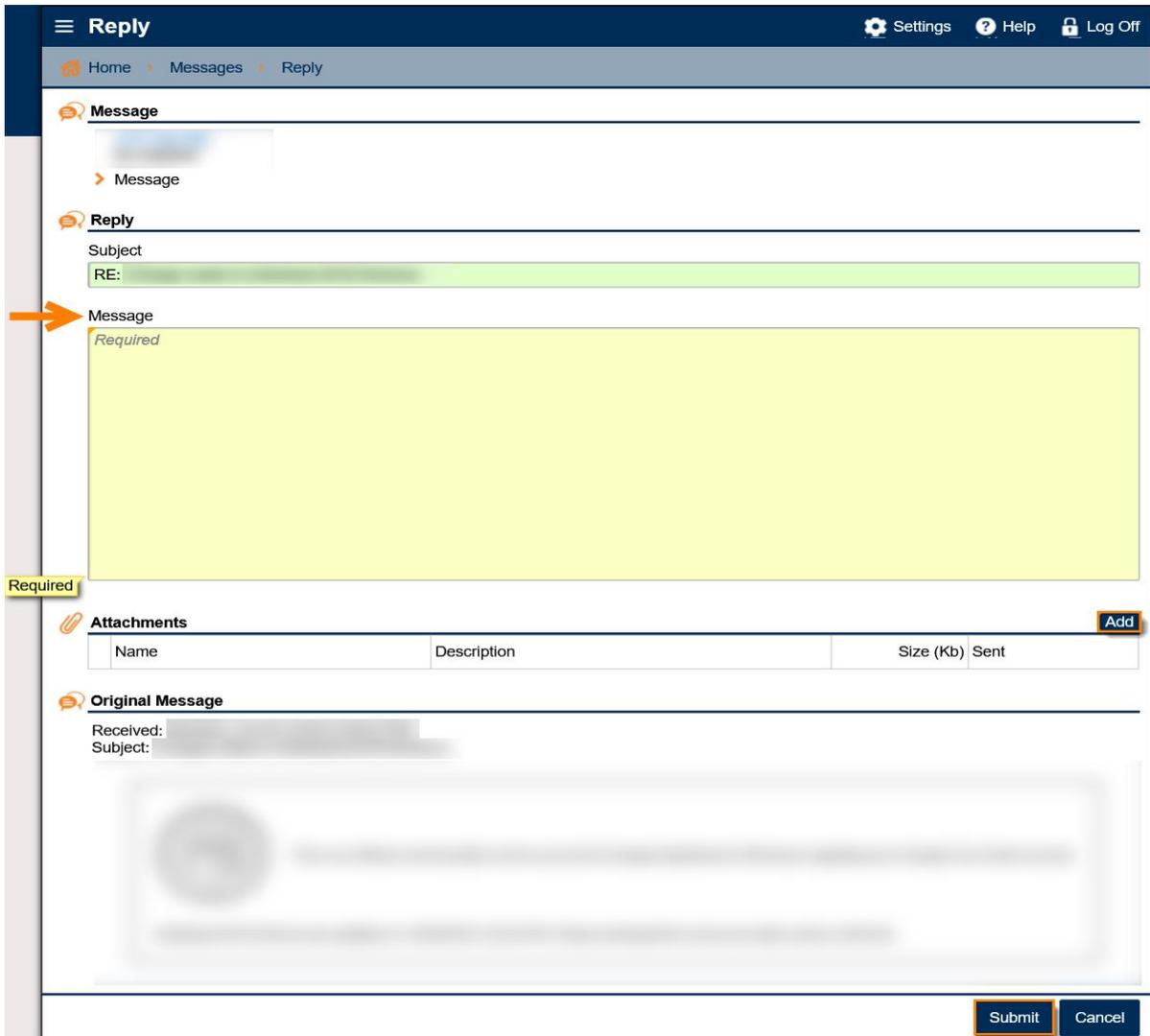


How to Reply to Messages

1. Open the message.
2. Under the **I Want To** section, click **Reply**.

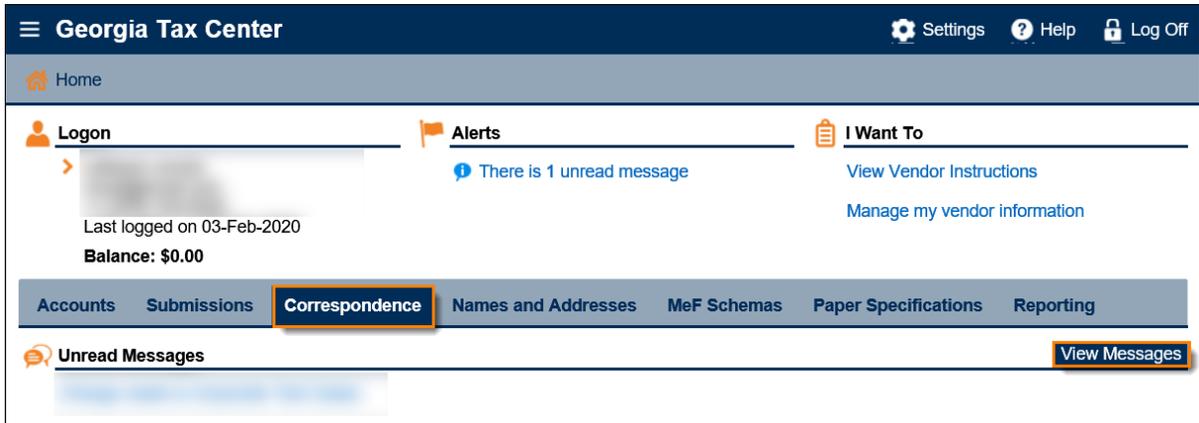


3. Type your response in the **Message** field. To add an attachment, click the **Add** button. Click the **Submit** button.

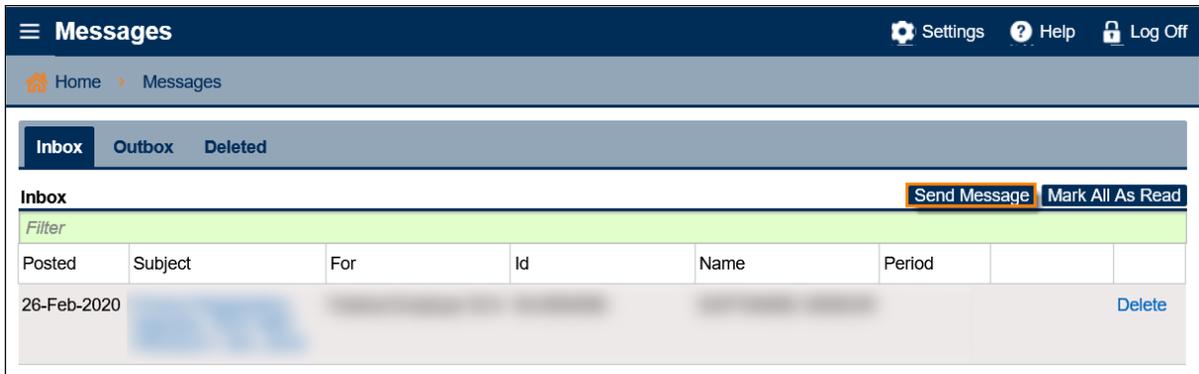


How to Send Messages

1. Under the **Correspondence** tab, click the **View Messages** button.



2. Click the **Send Message** button.



3. Select the **Message Type**.



Each message type has instructions on how to format the message.

Message Type
 MeF Vendor Communications

Please format your message as follows:
 Subject: MeF: [Product Name], [Form Type]
 Message: Include the Submission ID, test case, or any other relevant information

Message Type
 Paper Vendor Communications

Please format your message as follows:
 Subject: Paper: [Vendor Code], [Form Type]
 Message: Include the Work Item number, if applicable.

4. Type your **Subject** and **Message** in the required fields. To add an attachment, click the **Add** button. Click the **Submit** button when done.

Subject
1 *Required*

Message
2 *Required*

 **Attachments** Add

Name	Description	Size (Kb)	Sent
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3 **Submit** **Cancel**