The following documentation provides information on how to communicate with a Georgia Department of Revenue representative via the Georgia Tax Center (GTC).
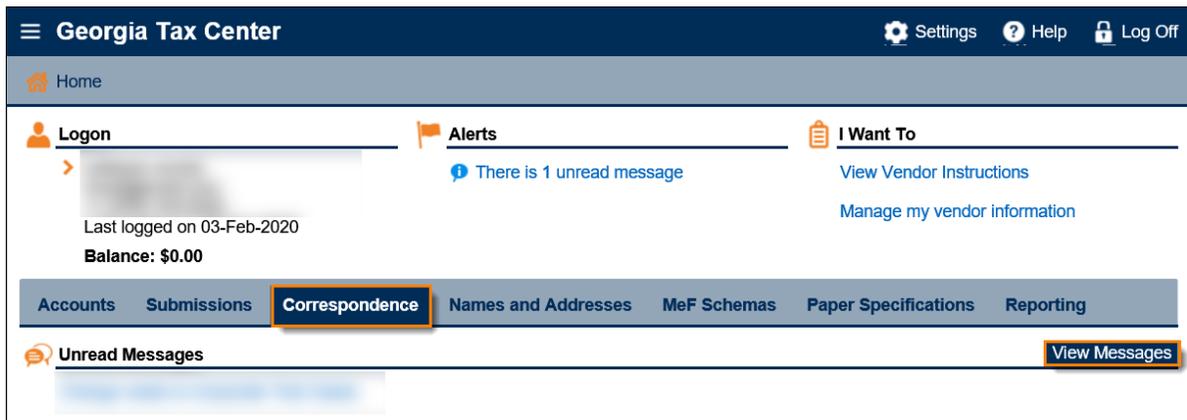
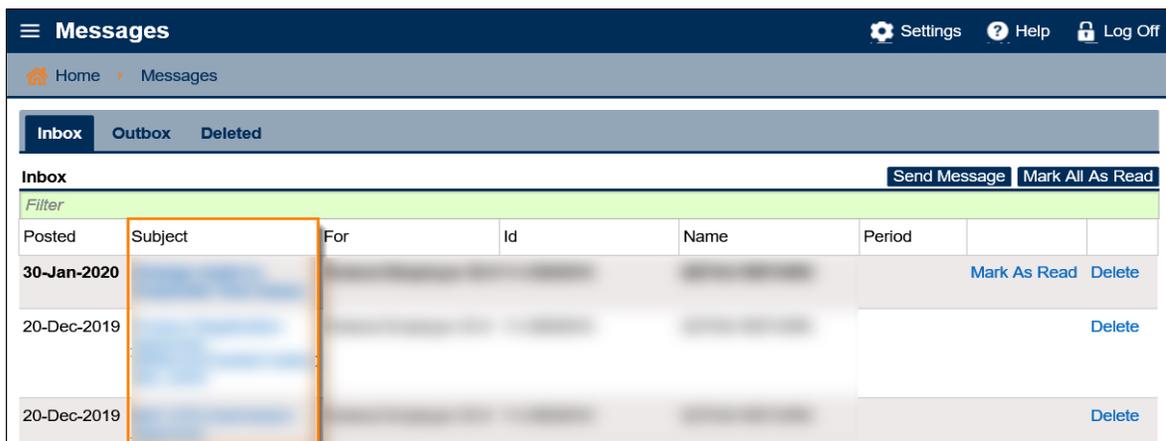**NOTE:** This feature is only available to registered Software Vendors.

Contents

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.
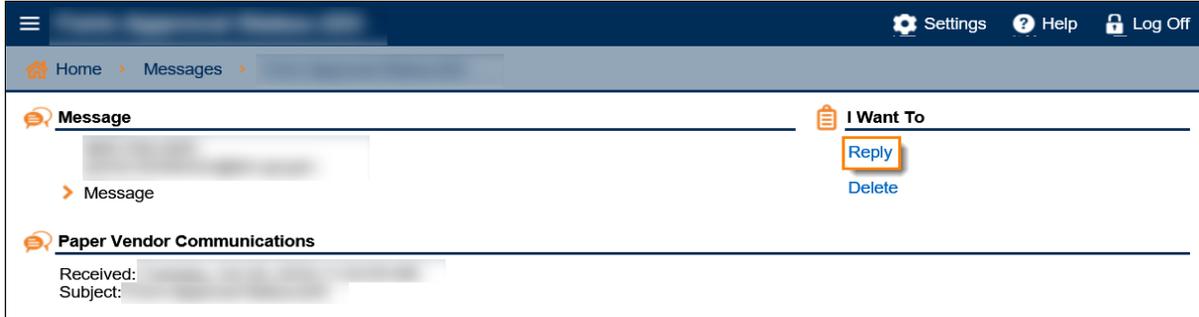

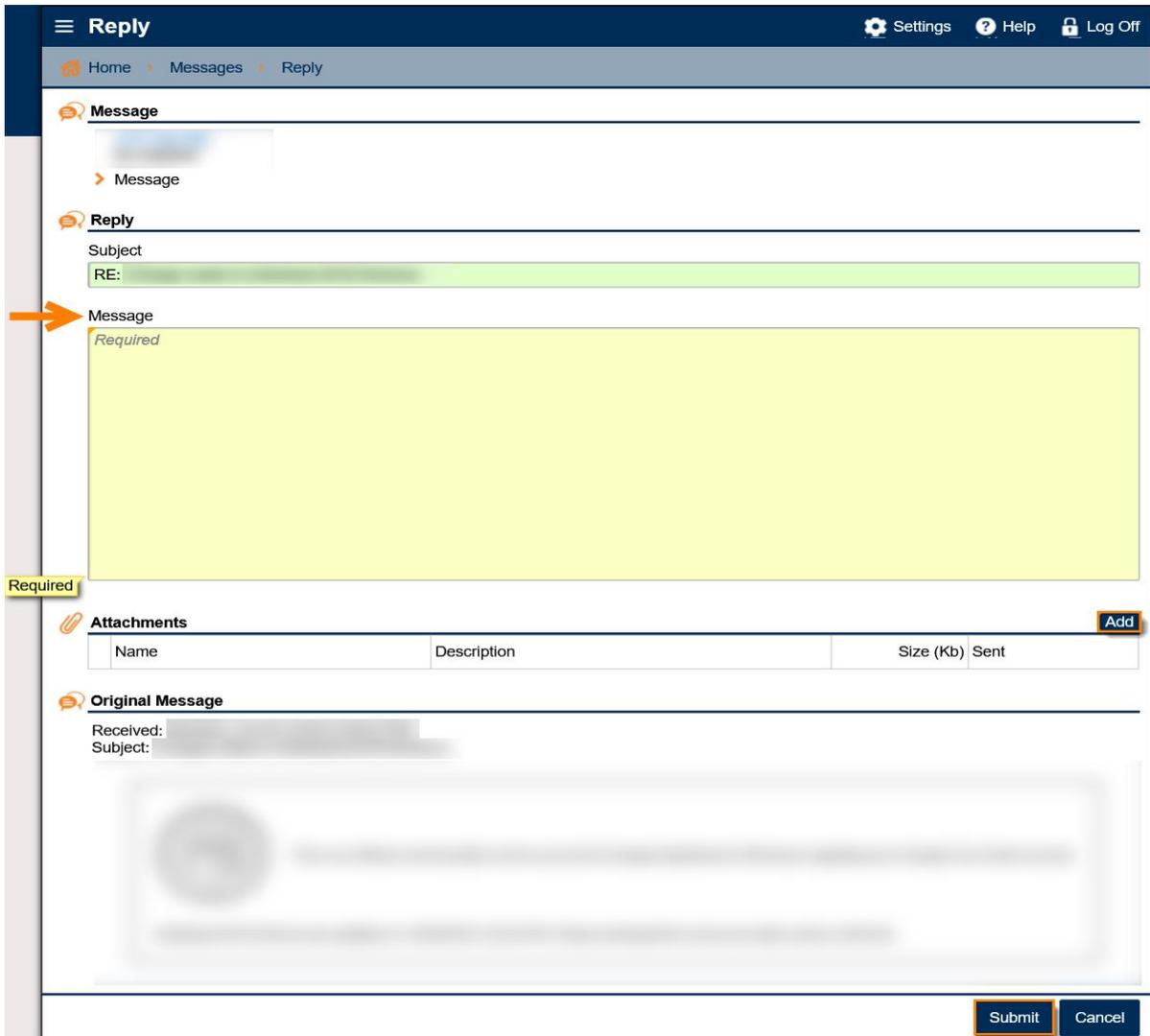3. Click the link in the **Subject** column to open the message you want to view.

How to Reply to Messages

1. Open the message.

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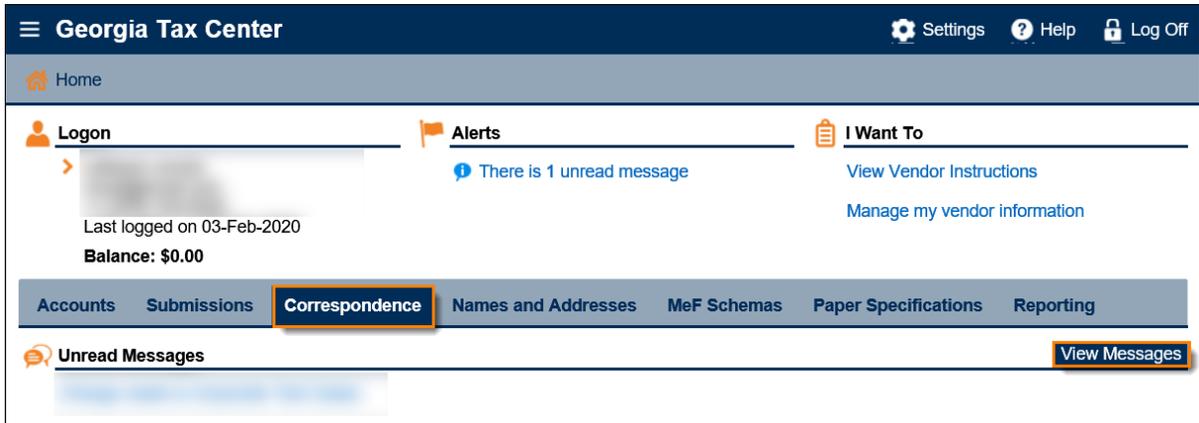

3. Type your response in the **Message** field. To add an attachment, click the **Add** button. Click the **Submit** button.
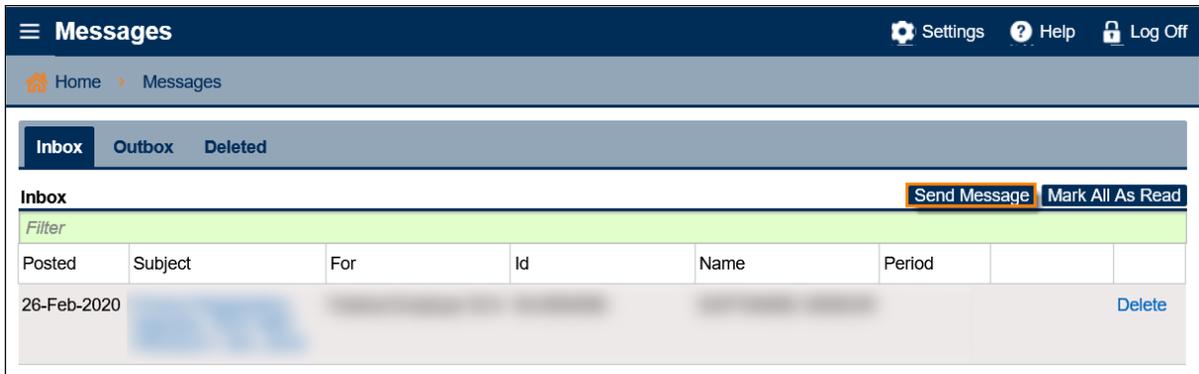
How to Send Messages

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.

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