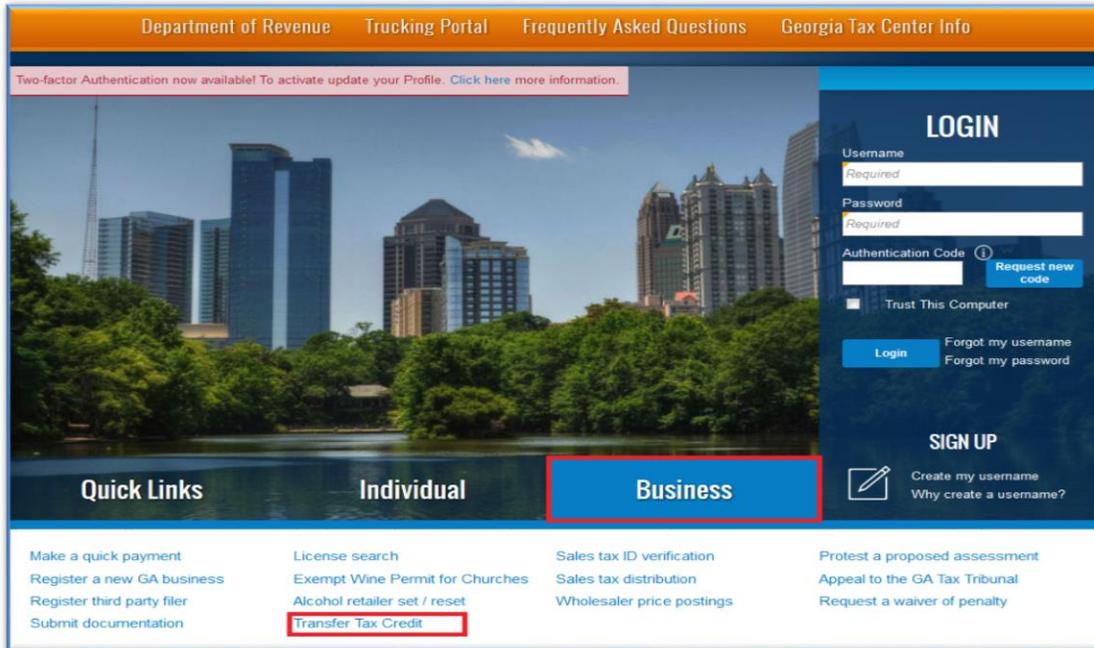
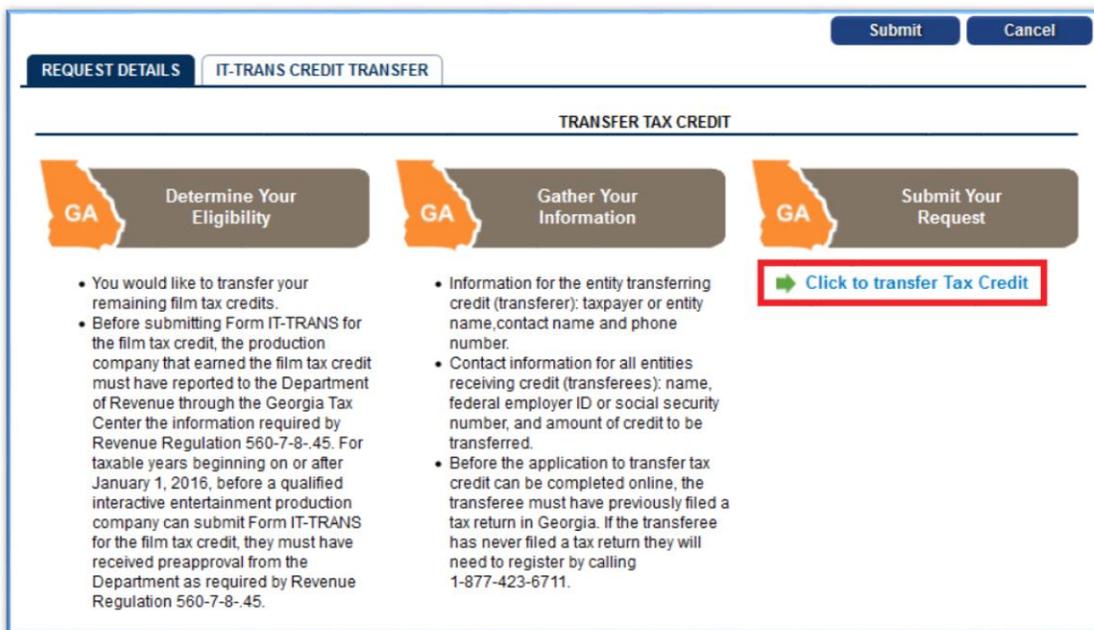


Transfers of Film Tax credit to purchasers of the credit can now be submitted electronically through GTC. This process replaces the paper IT-TRANS process for production companies that will claim the film tax credit after June 1, 2016. A DOR certificate number issued to the production company is required to complete this process.

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>)
2. Select the **Business** tab and then the **Transfer Tax Credit** hyperlink



3. Review the requirements on the screen and gather your information. When ready, click the **Click to transfer Tax Credit** button

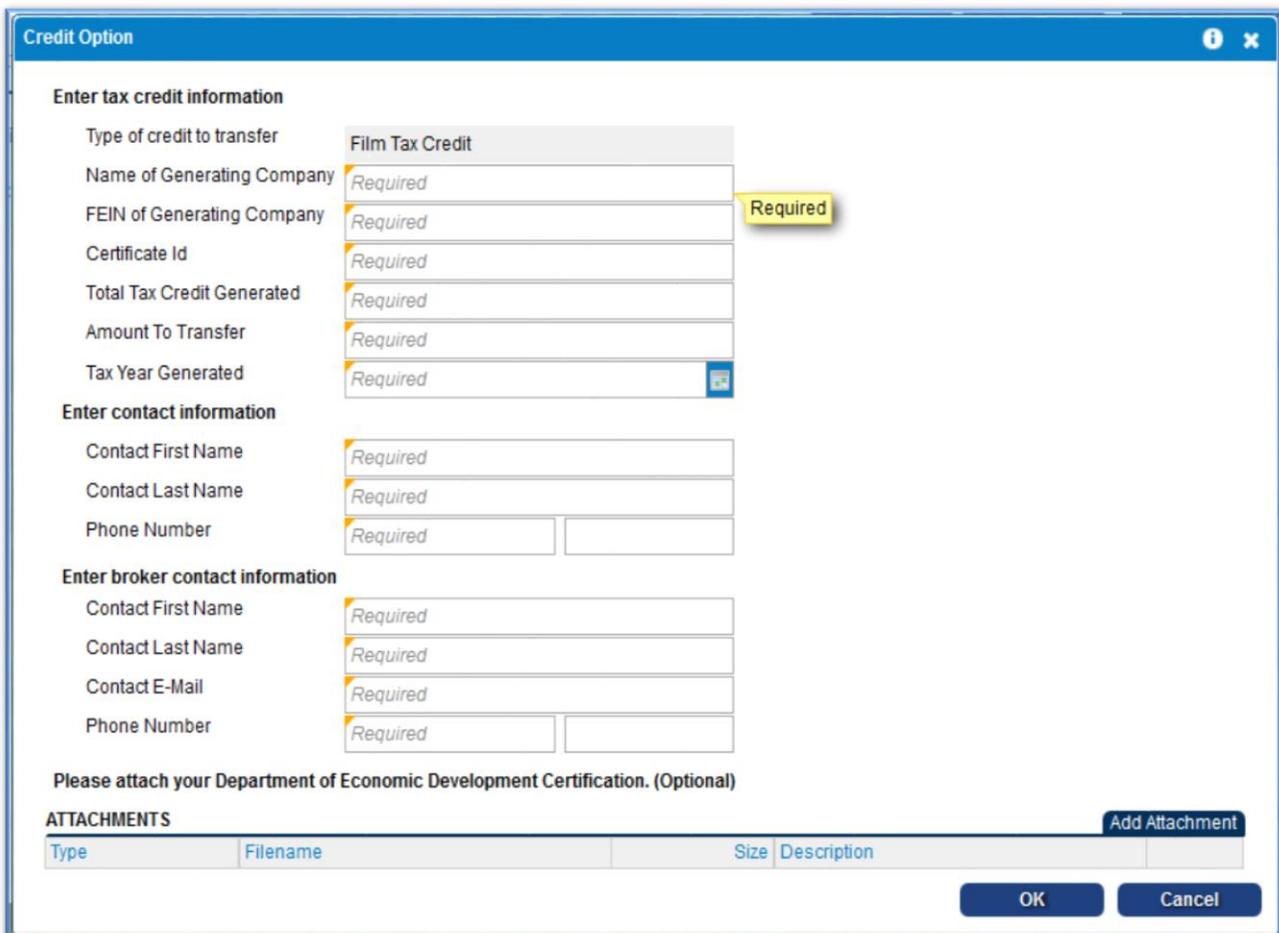


- Click the **Step 1** hyperlink to enter tax credit information



The screenshot shows a web interface with two tabs: "REQUEST DETAILS" and "IT-TRANS CREDIT TRANSFER". The "IT-TRANS CREDIT TRANSFER" tab is active. Below the tabs, there are two buttons: "Submit" and "Cancel". A blue link "Click to view request details" is present. A red exclamation mark icon is followed by the text "Step 1: Click to enter Tax Credit information".

- Enter the requested information about the production company generating the credit and the appropriate contacts.
Attachments are optional. Once all required information has been completed, click the **OK** button



The screenshot shows a "Credit Option" window with the following sections:

- Enter tax credit information**
 - Type of credit to transfer: Film Tax Credit
 - Name of Generating Company: Required
 - FEIN of Generating Company: Required
 - Certificate Id: Required
 - Total Tax Credit Generated: Required
 - Amount To Transfer: Required
 - Tax Year Generated: Required
- Enter contact information**
 - Contact First Name: Required
 - Contact Last Name: Required
 - Phone Number: Required
- Enter broker contact information**
 - Contact First Name: Required
 - Contact Last Name: Required
 - Contact E-Mail: Required
 - Phone Number: Required

Below the form, there is a note: "Please attach your Department of Economic Development Certification. (Optional)".

ATTACHMENTS

Type	Filename	Size	Description	Add Attachment

Buttons: OK, Cancel

- Click **Step 2** to begin entering information for each transferee



Submit Cancel

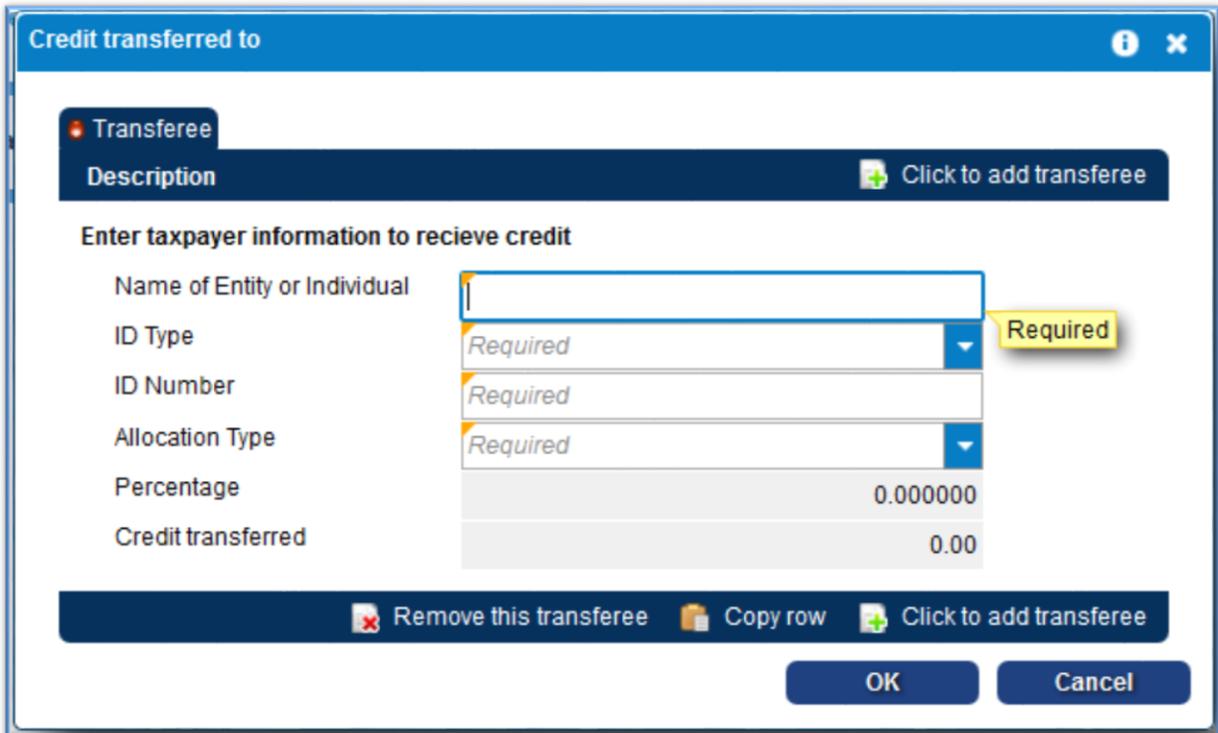
REQUEST DETAILS IT-TRANS CREDIT TRANSFER

[Click to view request details](#)

Step 1: [Click to enter Tax Credit information](#)
 Amount to transfer: \$100,000.00

Step 2: [Click to enter transferee information](#)

- Enter the Name, ID type (FEIN or SSN), ID number, Allocation Type (percentage or dollar amount), and amount being transferred



Credit transferred to

Transferee

Description [Click to add transferee](#)

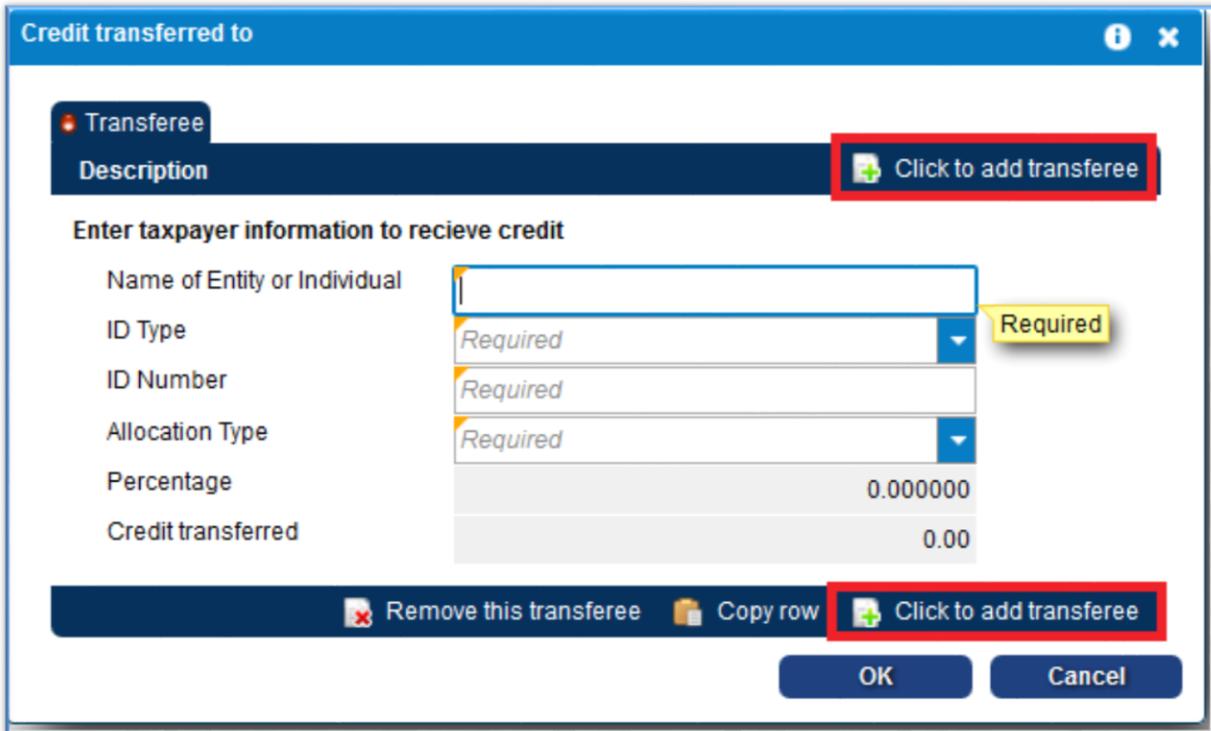
Enter taxpayer information to receive credit

Name of Entity or Individual	<input type="text"/>	
ID Type	<input type="text" value="Required"/>	Required
ID Number	<input type="text" value="Required"/>	
Allocation Type	<input type="text" value="Required"/>	
Percentage		0.000000
Credit transferred		0.00

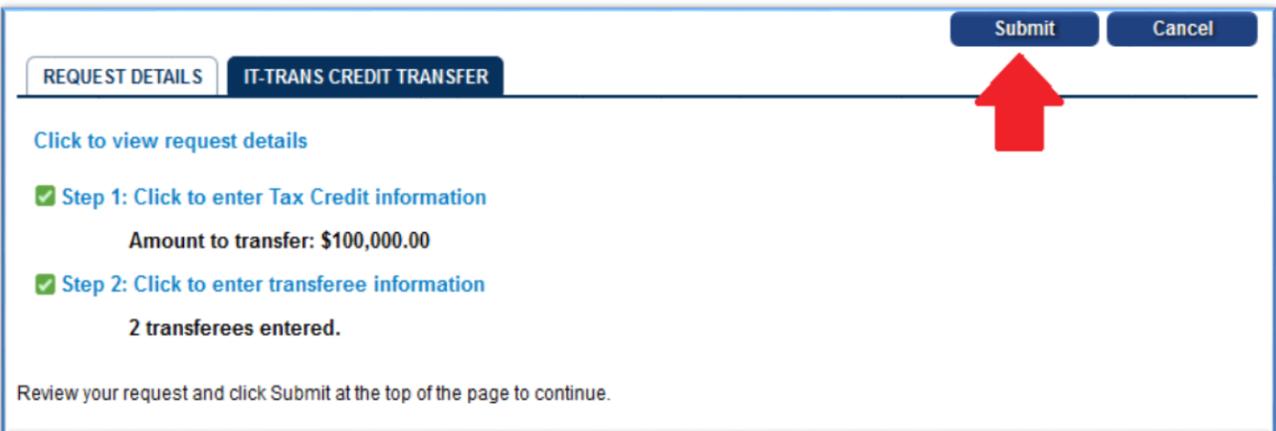
[Remove this transferee](#)
[Copy row](#)
[Click to add transferee](#)

OK Cancel

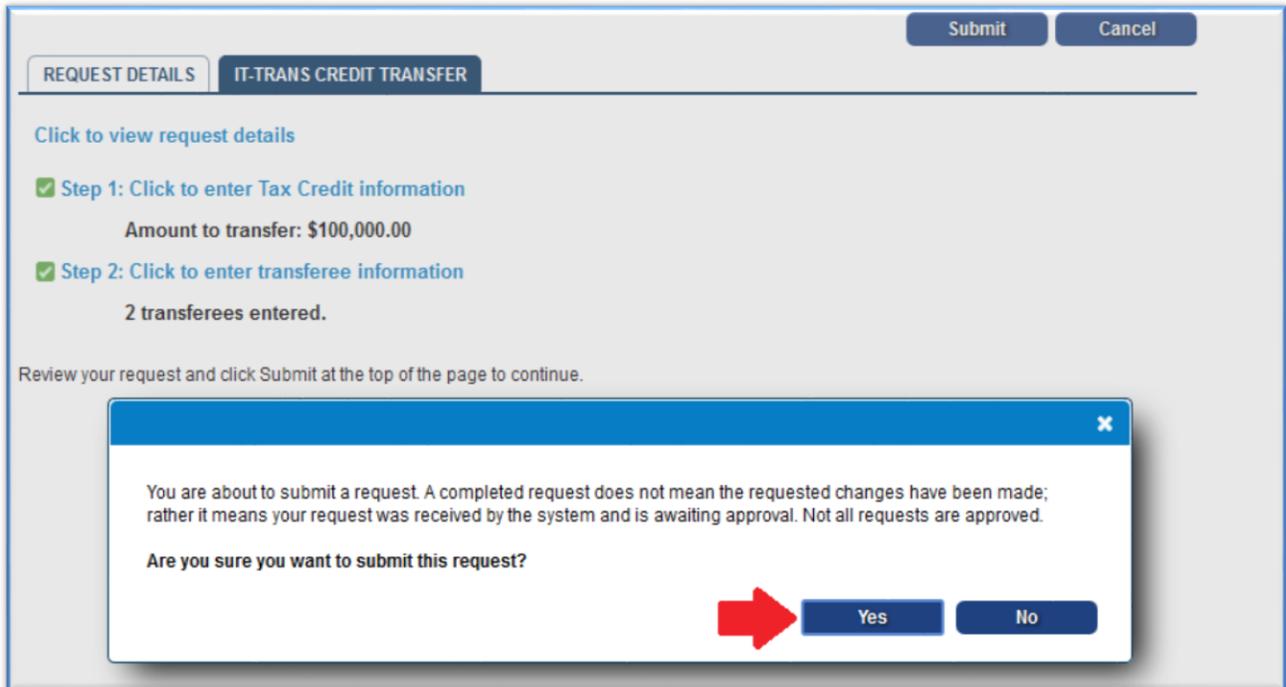
- Select the **Click to add transferee** link to add additional transferees. Once all transferees have been added, click **OK**



- Review the summary details of the total amount requested to be transferred and the total number of transferee's. Once done, click the **Submit** button

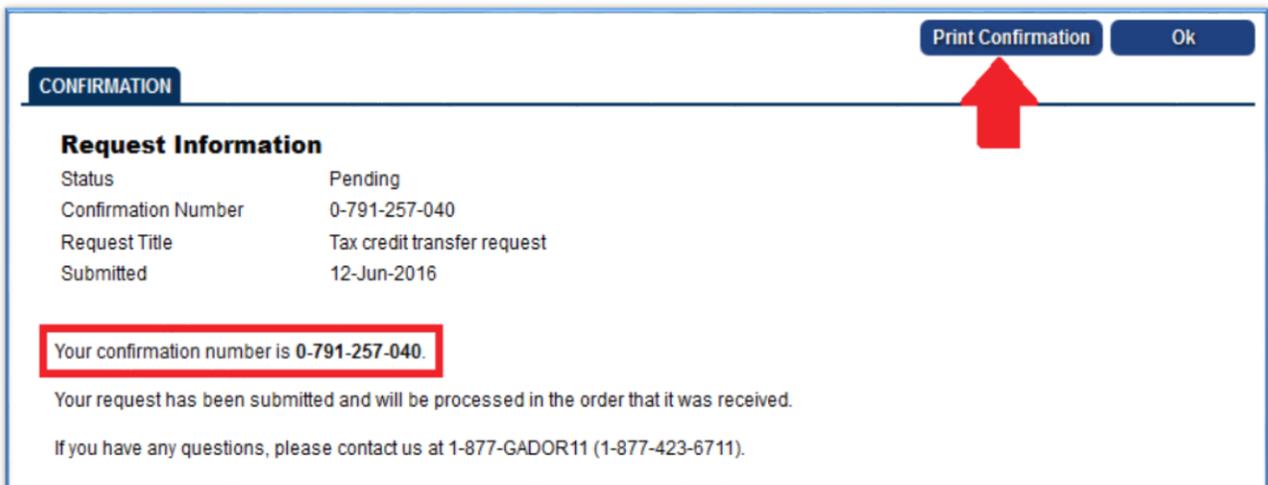


10. Click **Yes** to confirm that you want to submit your request



The screenshot shows a web interface for submitting an IT-TRANS request. At the top right are 'Submit' and 'Cancel' buttons. Below are tabs for 'REQUEST DETAILS' and 'IT-TRANS CREDIT TRANSFER'. A link 'Click to view request details' is present. Two steps are listed: 'Step 1: Click to enter Tax Credit information' with 'Amount to transfer: \$100,000.00' and 'Step 2: Click to enter transferee information' with '2 transferees entered.' A message says 'Review your request and click Submit at the top of the page to continue.' A modal dialog box is open with the text: 'You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved. Are you sure you want to submit this request?' There are 'Yes' and 'No' buttons, with a red arrow pointing to the 'Yes' button.

11. The **Confirmation Page** will be displayed. Write down the **Confirmation Number** or print the **Confirmation Page** for your records



The screenshot shows the 'CONFIRMATION' page. At the top right are 'Print Confirmation' and 'Ok' buttons, with a red arrow pointing to 'Print Confirmation'. Below is a 'Request Information' table:

Status	Pending
Confirmation Number	0-791-257-040
Request Title	Tax credit transfer request
Submitted	12-Jun-2016

Below the table, the text 'Your confirmation number is 0-791-257-040.' is highlighted with a red box. Further down, it says 'Your request has been submitted and will be processed in the order that it was received.' and 'If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).'