

Taxpayers can choose to opt-in to receive notifications via email when a return is filed using their Social Security Number. Taxpayers can opt-out to discontinue notifications.

Steps to Opt-in/Out of Notifications:

1. Log into the **GTC** website (<https://gtc.dor.ga.gov>)
2. Click the **Account ID** hyperlink next to your Individual Income Tax account

GINNY BAKER		NAMES AND ADDRESSES		I WANT TO...	Profile
Social Security #	***-**-9123	Legal Name	GINNY BAKER	Make Multiple Payments	
My Balance	\$0.00	DBA Name	Add	Register Permit Account	
Other Taxpayer Balance	\$0.00	ALIAS/AKA Name	Add	Submit Documentation	
		Business Location Address	Add	Submit Power of Attorney	
		Individual Residency Address	Add	Add Access to Another Account	
				Upload File	
				Register New Tax Account	
				Bulk Renew Permits	
				3rd Party Notify Options	
				Manage NAICS Codes	
				Request Tax Clearance Letter	
				Request Payment Plan	

ACCOUNTS ²	REQUESTS	E-MESSAGES ⁰	LETTERS ⁰	CREDITS	EXEMPTION
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MY ACCOUNTS ¹	OTHER TAXPAYERS' ACCOUNTS ¹
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MY ACCOUNTS						Hide History	Filter
Account Id	Account Type	Name	Frequency	Address	Balance		
***-**-9123	Individual Income Tax	GINNY BAKER	Annual	6300 JOHN WEST RD DOUGL	0.00		

3. Click the **Opt-in/out of Notifications** hyperlink under the **I WANT TO...** menu in the upper, right-hand corner of the screen

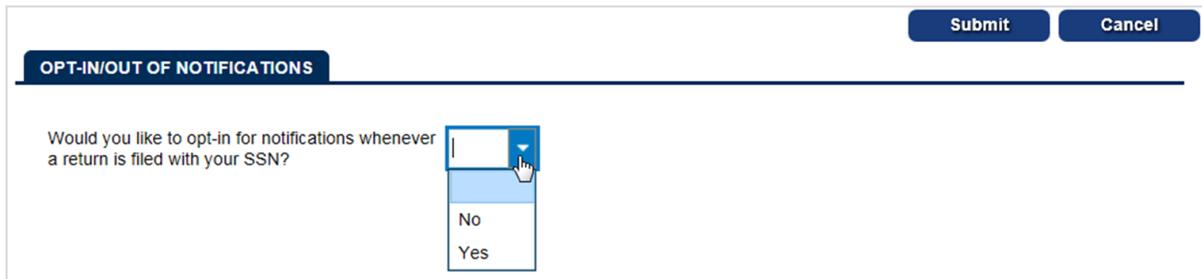
GINNY BAKER		NAMES AND ADDRESSES		I WANT TO...	Profile	Accounts
Social Security #	***-**-9123	Legal Name	GINNY BAKER	Protest Proposed Assessment		
My Balance	\$0.00	DBA Name	Add	Check Refund Status		
Other Taxpayer Balance	\$0.00	ALIAS/AKA Name	Add	Request Statement of Account		
		Business Location Address	Add	Request Payment Statement		
		Individual Residency Address	Add	Request Waiver of Penalty		
				Opt-in/out of Notifications		
				Make a Payment		

ALL PERIODS / PERIOD SEARCH

PERIODS FROM 03-JAN-2015									Change Date	Filter
Period	Return Status		Tax	Penalty	Interest	Credits	Balance	Messages		
31-Dec-2017		Pay	0.00	0.00	0.00	0.00	0.00			
31-Dec-2016		Pay	0.00	0.00	0.00	0.00	0.00			
31-Dec-2015		Pay	0.00	0.00	0.00	0.00	0.00			

3 Rows

4. Select **Yes** to opt-in / Select **No** to opt-out



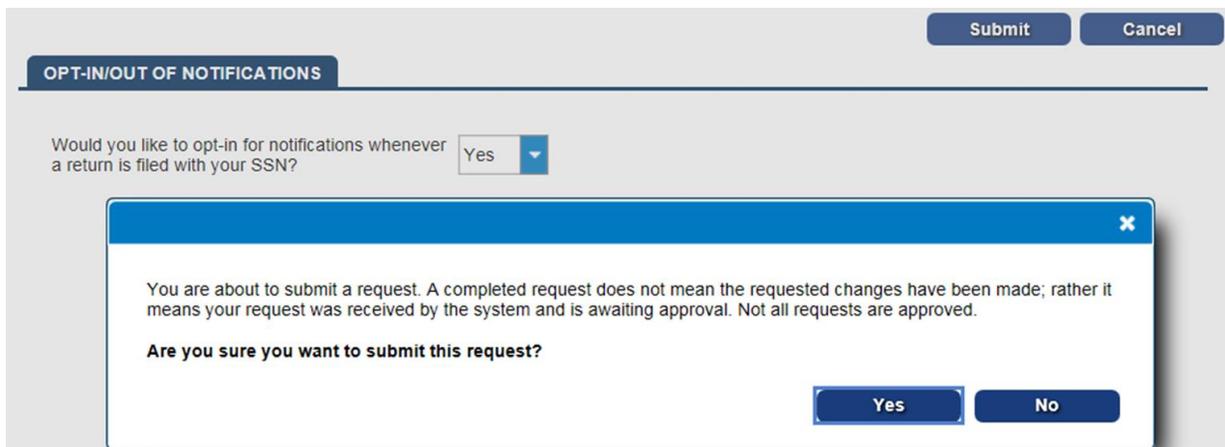
OPT-IN/OUT OF NOTIFICATIONS

Would you like to opt-in for notifications whenever a return is filed with your SSN?

No
Yes

Submit Cancel

5. Click the **Submit** button at the top of the screen. Click the **Yes** button on the pop-up window to confirm you want to submit the request



OPT-IN/OUT OF NOTIFICATIONS

Would you like to opt-in for notifications whenever a return is filed with your SSN? Yes

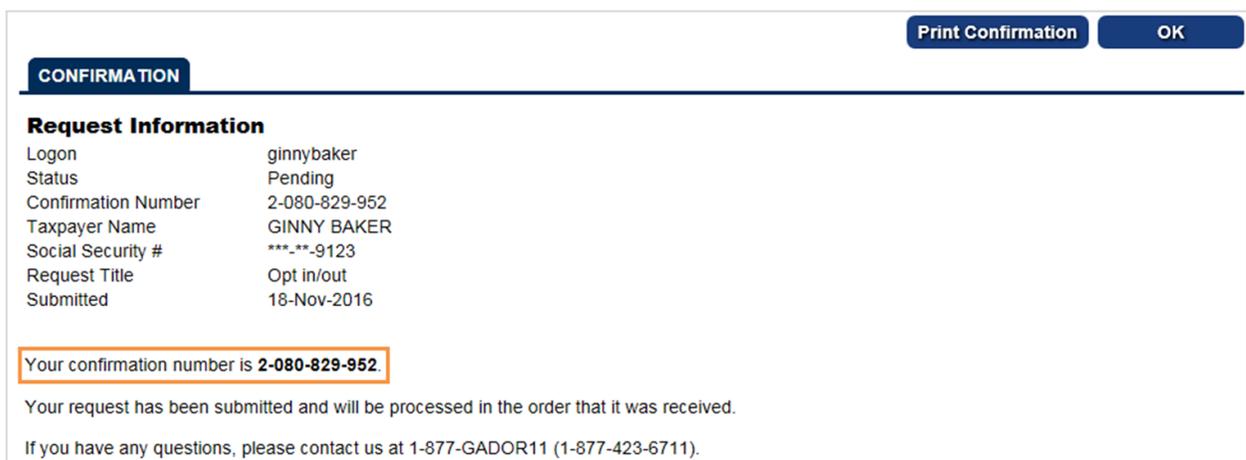
You are about to submit a request. A completed request does not mean the requested changes have been made; rather it means your request was received by the system and is awaiting approval. Not all requests are approved.

Are you sure you want to submit this request?

Yes No

Submit Cancel

6. A Confirmation Page will be displayed



CONFIRMATION

Request Information

Logon	ginnybaker
Status	Pending
Confirmation Number	2-080-829-952
Taxpayer Name	GINNY BAKER
Social Security #	***-**-9123
Request Title	Opt in/out
Submitted	18-Nov-2016

Your confirmation number is **2-080-829-952**.

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Print Confirmation OK