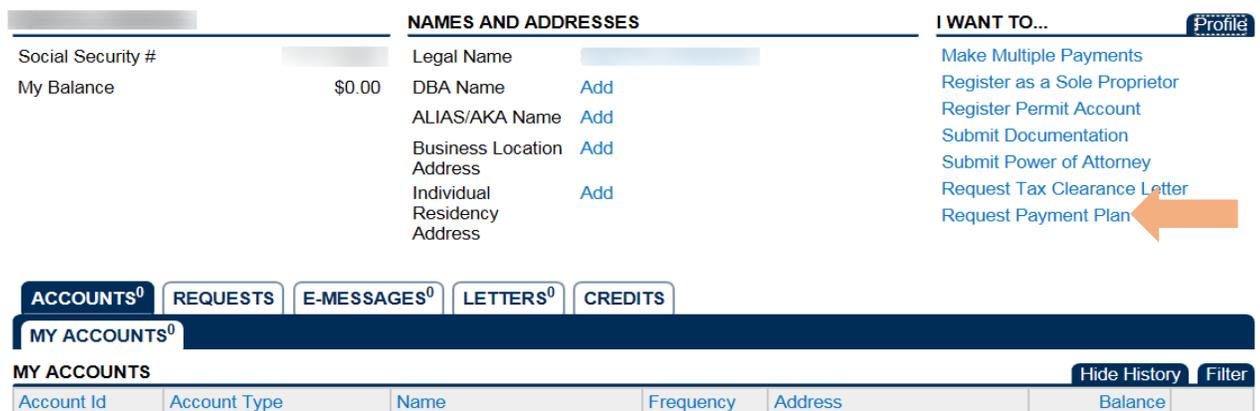


The following documentation provides information on how to request a payment plan with the Georgia Department of Revenue via the Georgia Tax Center. When submitting an online request for payment plan, taxpayers will be required to include all debt regardless of tax type in a single payment plan.

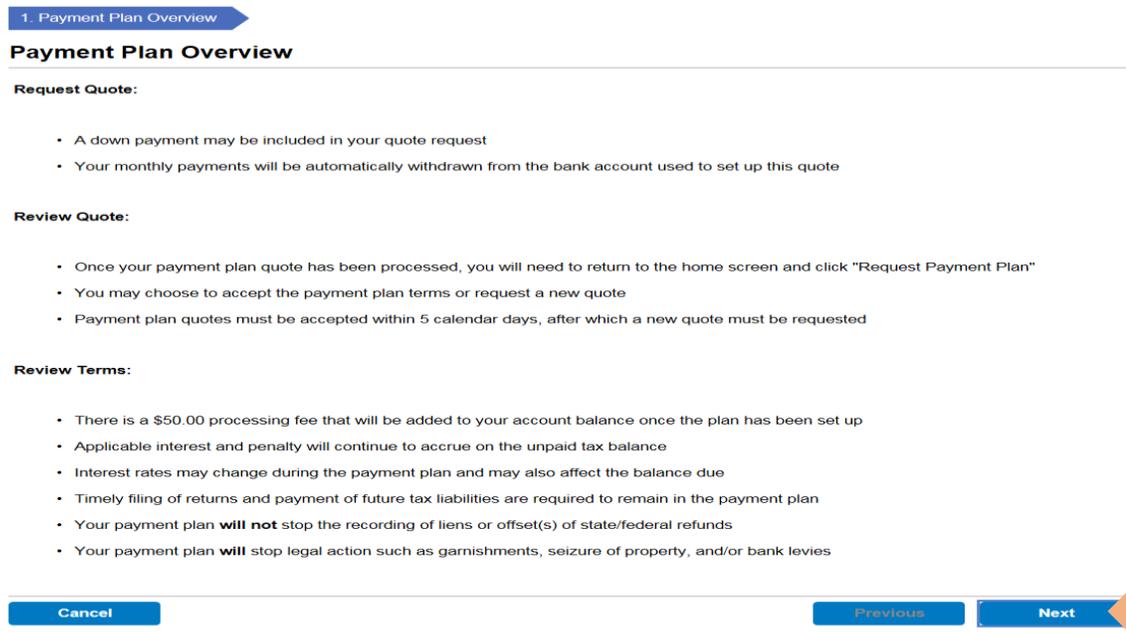
How to Request a Payment Plan

1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Click the **Request Payment Plan** hyperlink in the **I WANT TO...** section.



The screenshot shows the user interface of the Georgia Tax Center. At the top, there are sections for 'Social Security #', 'My Balance' (\$0.00), and 'NAMES AND ADDRESSES' with fields for Legal Name, DBA Name, ALIAS/AKA Name, Business Location Address, and Individual Residency Address, each with an 'Add' link. To the right is the 'I WANT TO...' menu with options: 'Make Multiple Payments', 'Register as a Sole Proprietor', 'Register Permit Account', 'Submit Documentation', 'Submit Power of Attorney', 'Request Tax Clearance Letter', and 'Request Payment Plan'. An orange arrow points to 'Request Payment Plan'. Below this are navigation tabs for 'ACCOUNTS⁰', 'REQUESTS', 'E-MESSAGES⁰', 'LETTERS⁰', and 'CREDITS'. A 'MY ACCOUNTS⁰' section is visible with a table header: 'Account Id', 'Account Type', 'Name', 'Frequency', 'Address', 'Balance', and 'Filter'. There are also 'Hide History' and 'Filter' buttons.

3. Click **Next** after you have read the **Payment Plan Overview** which outlines the definitions and terms of the details of the payment plan.



The screenshot shows the 'Payment Plan Overview' page. It has a breadcrumb '1. Payment Plan Overview' and a title 'Payment Plan Overview'. Under 'Request Quote:', there are two bullet points: 'A down payment may be included in your quote request' and 'Your monthly payments will be automatically withdrawn from the bank account used to set up this quote'. Under 'Review Quote:', there are three bullet points: 'Once your payment plan quote has been processed, you will need to return to the home screen and click "Request Payment Plan"', 'You may choose to accept the payment plan terms or request a new quote', and 'Payment plan quotes must be accepted within 5 calendar days, after which a new quote must be requested'. Under 'Review Terms:', there are five bullet points: 'There is a \$50.00 processing fee that will be added to your account balance once the plan has been set up', 'Applicable interest and penalty will continue to accrue on the unpaid tax balance', 'Interest rates may change during the payment plan and may also affect the balance due', 'Timely filing of returns and payment of future tax liabilities are required to remain in the payment plan', and 'Your payment plan **will not** stop the recording of liens or offset(s) of state/federal refunds'. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'. An orange arrow points to the 'Next' button.

4. Enter the date of the first payment (**First Due**) and the number of installments you would like to make; these two fields are *required*. The first payment cannot be more than 30 days from the day you set up the plan. It takes five days for processing so the first day must be at least five days from the current date. Payment plans are eligible for up to 60 installment payments as long as the individual installment payment does not drop below \$25 (minimum payment amount allowed). Enter the Down Payment Amount and Down Payment Date, if you would like to make a down payment. The down payment date must at least five days from the current date and up to the date of the first payment. *You are not required to make a down payment.*

- **Note:** If the number of installment causes the minimum payment to drop below \$25, the payment plan will be rejected; and the number of installments should be reduced.

Please indicate the number of installments you would like to make.

Down Payment Amount	<input type="text" value="0.00"/>	
Down Payment Date	<input type="text"/>	
First Payment Date	<input type="text" value="Required"/>	
Installments	<input type="text" value="Required"/>	

5. Click the hyperlink, **Please enter your banking details**, to enter your bank account information. The link will appear after you click outside the fields.

Please indicate the number of installments you would like to make.

Down Payment Amount	<input type="text" value="0.00"/>	
Down Payment Date	<input type="text"/>	
First Payment Date	<input type="text" value="30-Sep-2016"/>	
Installments	<input type="text" value="48"/>	

[Please enter your banking details.](#)

- Select your **Bank Account Type** from the dropdown, and enter your **Routing and Account Numbers** and click **OK**. The bank's name will appear below only when submitting a valid routing number.

Banking Info
i x

Please enter your banking information below. Your balance will be split into **48** installments that will be auto-drafted on or around the 30th of each month.

Bank Account Type:	Routing Number	Account Number	Account Number Confirm
Checking	061000227	00111000110	00111000110

WELLS FARGO BANK

OK

- Click **Submit**.

INCLUDED LIABILITY

Account Type	Id	Filing Period	In Collection	Balance
Individual Income Tax	██████████	31-Dec-2004	Yes	2,284.57
Individual Income Tax	██████████	31-Dec-2006	Yes	552.80
Individual Income Tax	██████████	31-Dec-2003	Yes	930.51
Individual Income Tax	██████████	31-Dec-2007	Yes	1,762.60
4 Rows				5,530.48

Please indicate the number of installments you would like to make.

Down Payment Amount	0.00	?
Down Payment Date	██████████	?
First Payment Date	30-Sep-2016	?
Installments	48	?

Please enter your banking details.

Cancel
Previous
Submit

- Enter your GTC Password and click **Yes**.

I confirm that I do not wish to proceed with this payment plan request.
x

You are required to re-enter your password to confirm this decision. Your password will act as your signature

Password

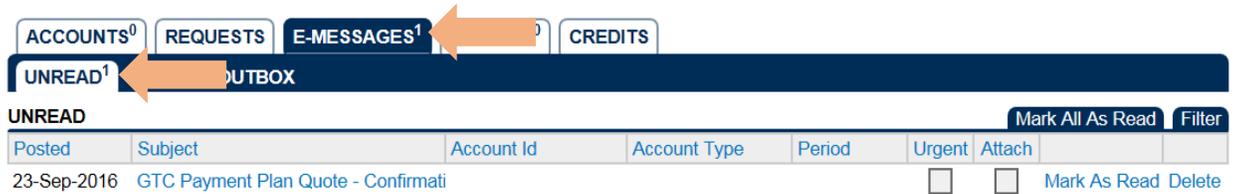
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↑

Yes

Your confirmation page for the payment plan request will appear. Print the page or note the confirmation number then click **Ok**.

9. Click on the **E-MESSAGES** tab from the *Home* screen to retrieve your GTC Payment Plan Quote in the **UNREAD** sub-tab. Click the message hyperlink to open it.



The screenshot shows a navigation bar with tabs: ACCOUNTS⁰, REQUESTS, **E-MESSAGES¹**, and CREDITS. Below this is a sub-tab bar with UNREAD¹ and OUTBOX. The UNREAD sub-tab is active, displaying a table with columns: Posted, Subject, Account Id, Account Type, Period, Urgent, Attach, and actions (Mark All As Read, Filter). A message is listed with 'Posted' as '23-Sep-2016' and 'Subject' as 'GTC Payment Plan Quote - Confirmation Required'. There are checkboxes for 'Urgent' and 'Attach', and links for 'Mark As Read' and 'Delete'.

- It can take several minutes for the message to arrive in your INBOX.
- Click the **E-MESSAGES** tab and check your messages. The message title will state confirmed or rejected.

10. **Review** the Payment Plan Quote.

WEB NOTICE - PAYMENT PLAN QUOTE

Received: Friday, Sep 23, 2016 8:50:12 AM
 Subject: GTC Payment Plan Quote - Confirmation Required

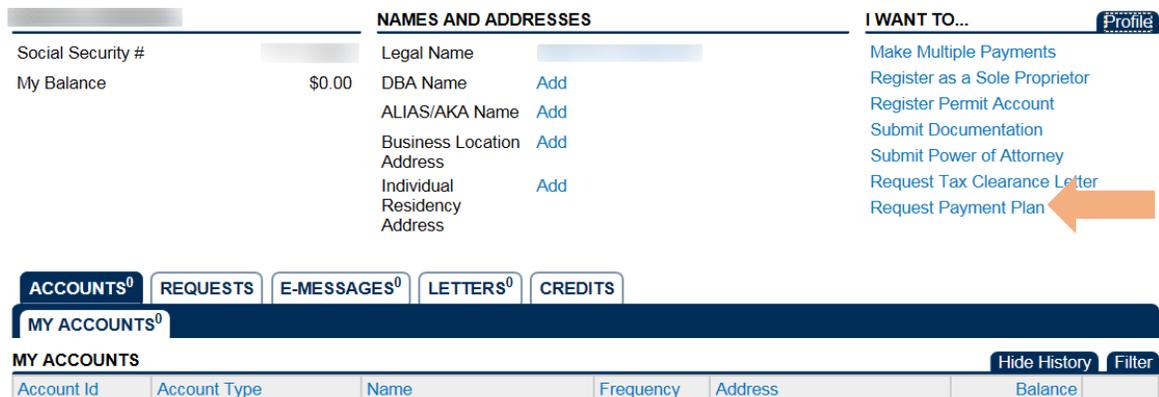
Your online payment plan request has been processed.

Please review the following forecast detailing your Payment Plan:

- Down payment: \$0.00
- Number of months: 48
- Monthly payment: \$122.44
- First draft date: 9/30/2016 (monthly payments will be debited the same time each month until the liability is paid in full)
- Processing fee: \$50.00

You have 5 calendar days to accept this quote. Please return to your home menu and select the 'Request Payment Plan' link to accept or reject the quote.

11. Return to the *Home* screen and click **Request Payment Plan** hyperlink again to accept or reject the quote.



The screenshot shows a user profile section with 'Social Security #' and 'My Balance' (\$0.00). Below this is a 'NAMES AND ADDRESSES' section with fields for Legal Name, DBA Name, ALIAS/AKA Name, Business Location Address, and Individual Residency Address, each with an 'Add' link. To the right is an 'I WANT TO...' menu with options: Make Multiple Payments, Register as a Sole Proprietor, Register Permit Account, Submit Documentation, Submit Power of Attorney, Request Tax Clearance Letter, and **Request Payment Plan** (highlighted with an orange arrow). At the bottom is a navigation bar with tabs: ACCOUNTS⁰, REQUESTS, **E-MESSAGES⁰**, LETTERS⁰, and CREDITS. Below this is a sub-tab bar with MY ACCOUNTS⁰. The MY ACCOUNTS sub-tab is active, displaying a table with columns: Account Id, Account Type, Name, Frequency, Address, and Balance. There are links for 'Hide History' and 'Filter'.

12. Click **Next**, after you have read the Payment Plan Overview.

Payment Plan Overview

Your payment plan request has been processed by the Georgia Department of Revenue and is ready to be confirmed. Please review the details of your payment plan on the following page to confirm the conditions of the plan.

Important: If additional tax, interest, or penalty has accrued since your initial request, the Department will update the plan to reflect the current balance due.

Cancel
Previous
Next

13. Click **Yes or No** from the dropdown box to accept or decline the payment plan, and then click **Submit**. If you decide to decline the payment plan, the system will allow you to submit a new plan.

INCLUDED LIABILITY				
Account Type	Id	Filing Period	In Collection	Balance
Individual Income Tax		31-Dec-2004	Yes	2,284.57
Individual Income Tax		31-Dec-2006	Yes	552.80
Individual Income Tax		31-Dec-2003	Yes	930.51
Individual Income Tax		31-Dec-2007	Yes	1,762.60
4 Rows				5,530.48

Down Payment Amount	0.00
Down Payment Date	
First Payment Date	30-Sep-2016
Installments	48
Monthly Installment	122.44

[View your banking information.](#)

Do you agree to these conditions? Yes

Cancel
Previous
Submit

14. Enter your GTC Password and click **Yes**.

✕

I confirm that I do not wish to proceed with this payment plan request.

You are required to re-enter your password to confirm this decision. Your password will act as your signature

Password

Yes

Your confirmation page for the payment plan acceptance will appear. Print the page or note the confirmation number then click **Ok**.

15. You will receive a reminder notification seven days before your scheduled payment is to be debited from your account. Please note that it can take two or more days before your bank withdraws it from your bank account.

WEB NOTICE - PAYMENT PLAN REMINDER

Received: Tuesday, Sep 20, 2016 1:32:16 PM
Subject: Georgia Dept. of Revenue Scheduled Payment Reminder



This is an official communication sent to you by the Georgia Department of Revenue regarding your Georgia Tax Center account.

This is a friendly reminder that the monthly payment for your installment payment agreement with the Department of Revenue will be drafted from your bank or other financial institution on 9/27/2016.

It is important to know that your bank may take two or more days to withdraw this payment from your bank account.

To view specific information concerning this payment, pay your balance in full, or cancel your payment plan arrangement, log into your account at <https://gic.dor.ga.gov>

Contact the Department at 1-877-423-6711 if you need to change your banking information. Any changes must be made at least 5 days prior to the scheduled draft.

If you did not schedule this monthly payment, please contact our office immediately at 1-877-423-6711.

Please do not respond to this email directly, as any response to this email will not be received.

To ensure delivery of future email, please add NoReply@dor.ga.gov to your address book or approved senders list.

This message is for the named person's use only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission. If you receive this message in error, please immediately delete it.