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


2. Click the Request Payment Plan hyperlink in the I WANT TO… section.

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

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.
6. 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](Image)

7. Click **Submit**.

![Included Liability](Image)

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

![Payment Plan Request](Image)

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.

- 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.

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

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.

14. Enter your GTC Password and click **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.