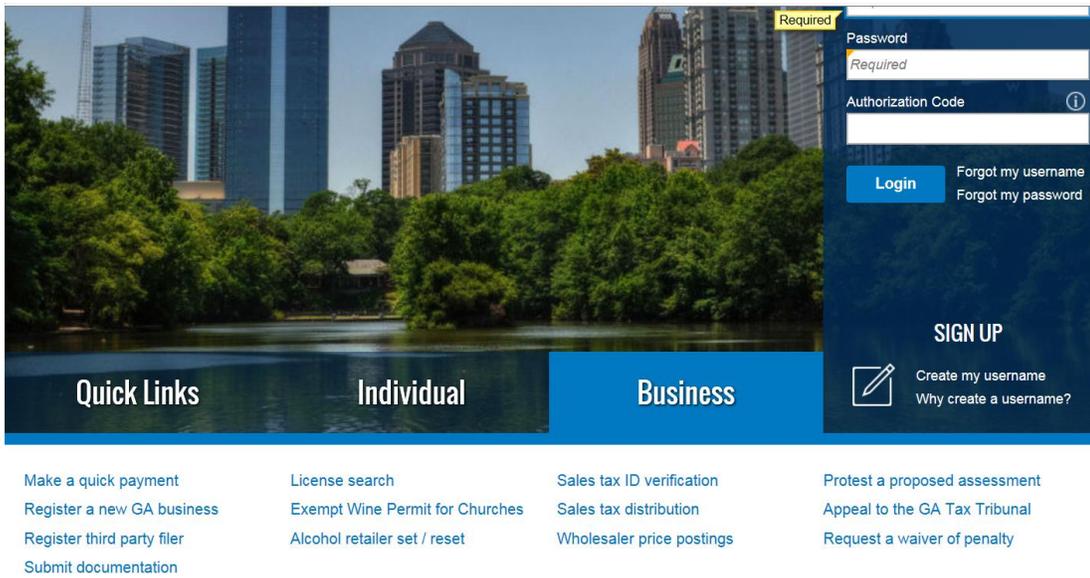
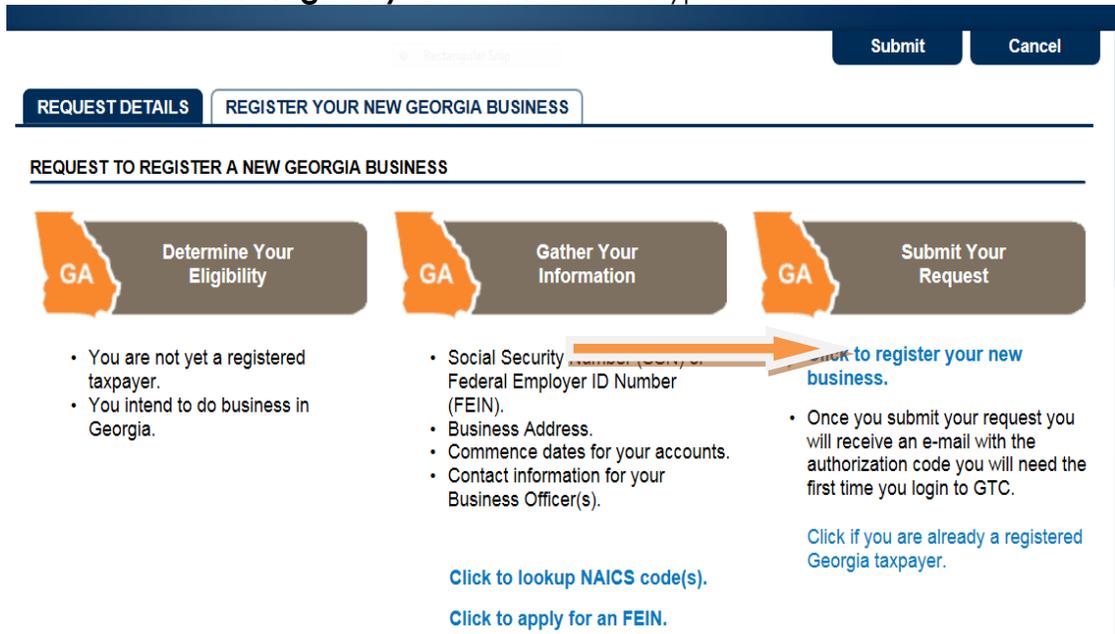


Registration:

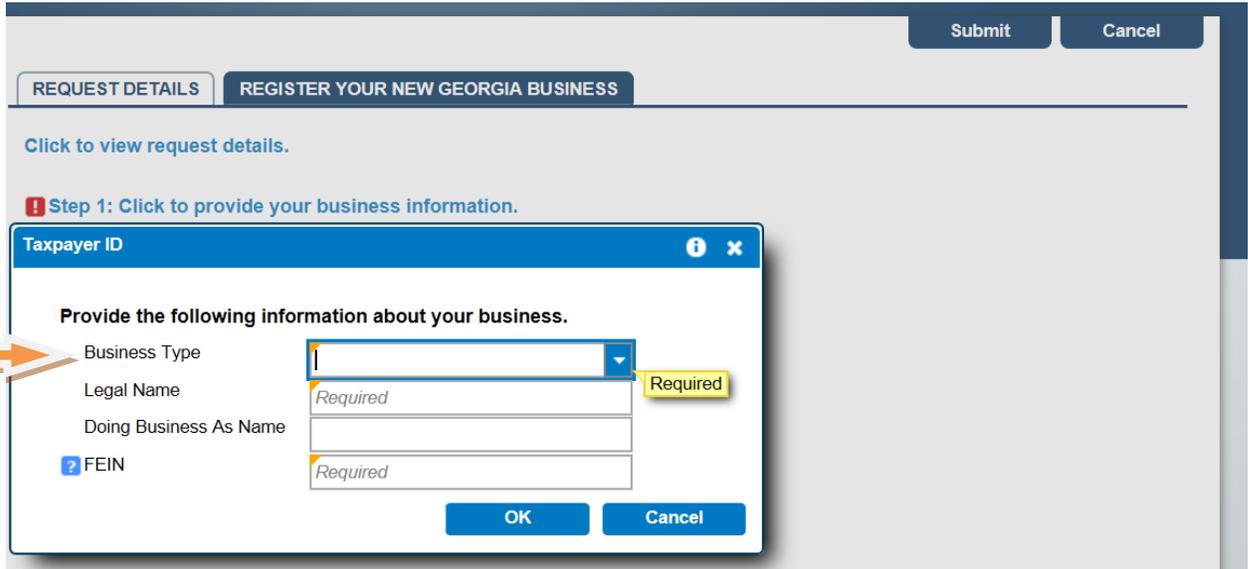
- Navigate to the Georgia Tax Center (GTC) website (<https://gtc.dor.ga.gov>)
- Under the **For Businesses** panel, click the **Register a new GA business** hyperlink



- Select the **Click to register your new business** hyperlink



- Select **Step 1** hyperlink to provide your business information.
 - Select the **Business Type**; enter the business' **Legal Name**, the **DBA** (if applicable), and the **FEIN**. Click the **OK** button



Submit Cancel

REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

[Click to view request details.](#)

Step 1: [Click to provide your business information.](#)

Taxpayer ID

Provide the following information about your business.

Business Type Required

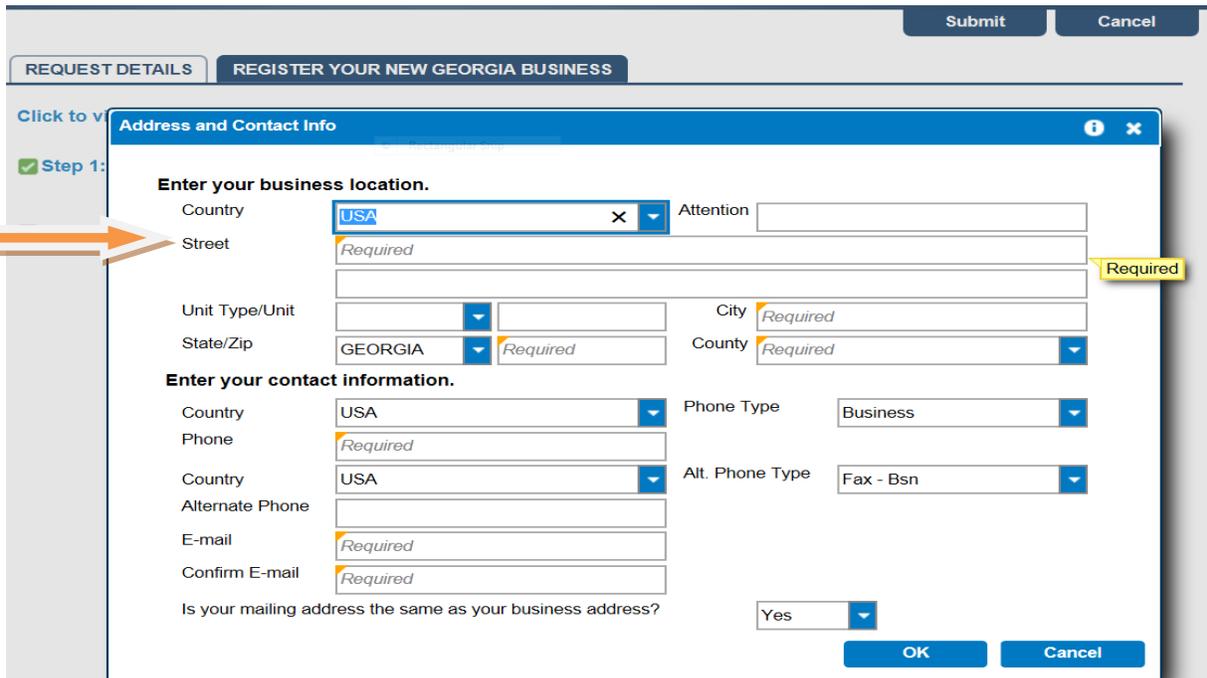
Legal Name Required

Doing Business As Name

FEIN Required

OK Cancel

- Select **Step 2** hyperlink to enter the **business location address** and **contact information**. Click the **OK** button



Submit Cancel

REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

[Click to view request details.](#)

Step 1: [Click to provide your business information.](#)

Address and Contact Info

Enter your business location.

Country USA Attention

Street Required

Unit Type/Unit City Required

State/Zip GEORGIA County Required

Enter your contact information.

Country USA Phone Type Business

Phone Alt. Phone Type Fax - Bsn

Country USA

Alternate Phone

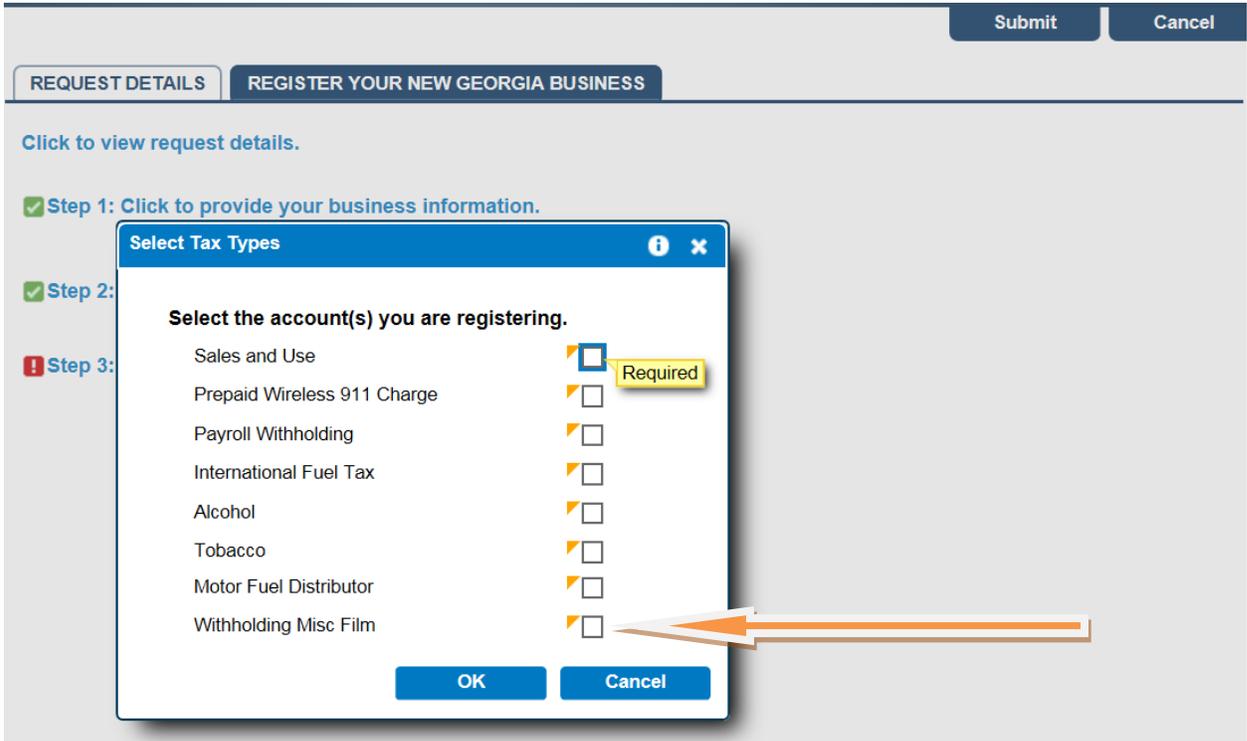
E-mail Required

Confirm E-mail Required

Is your mailing address the same as your business address? Yes

OK Cancel

- Select **Step 3** hyperlink and place a checkmark in the **Withholding Misc. Film** checkbox. Click the **OK** button



Submit Cancel

REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

[Click to view request details.](#)

✔ Step 1: [Click to provide your business information.](#)

✔ Step 2:

! Step 3:

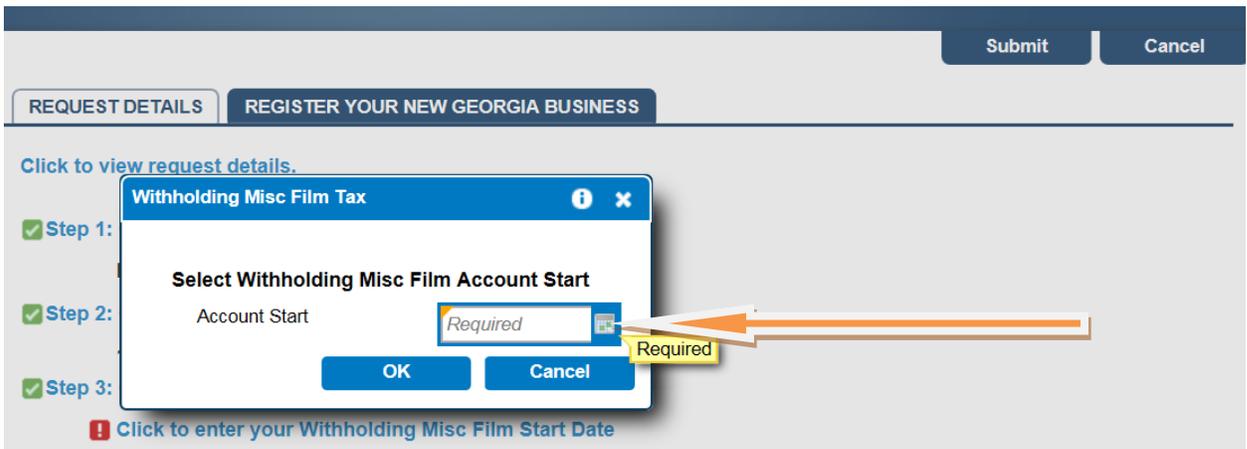
Select Tax Types

Select the account(s) you are registering.

Sales and Use	<input checked="" type="checkbox"/>	Required
Prepaid Wireless 911 Charge	<input type="checkbox"/>	
Payroll Withholding	<input type="checkbox"/>	
International Fuel Tax	<input type="checkbox"/>	
Alcohol	<input type="checkbox"/>	
Tobacco	<input type="checkbox"/>	
Motor Fuel Distributor	<input type="checkbox"/>	
Withholding Misc Film	<input type="checkbox"/>	

OK Cancel

- Select the **Click to enter your Withholding Misc. Film Start Date** hyperlink. Select the **Account Start Date** and click the **OK** button



Submit Cancel

REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

[Click to view request details.](#)

✔ Step 1:

✔ Step 2:

✔ Step 3:

Withholding Misc Film Tax

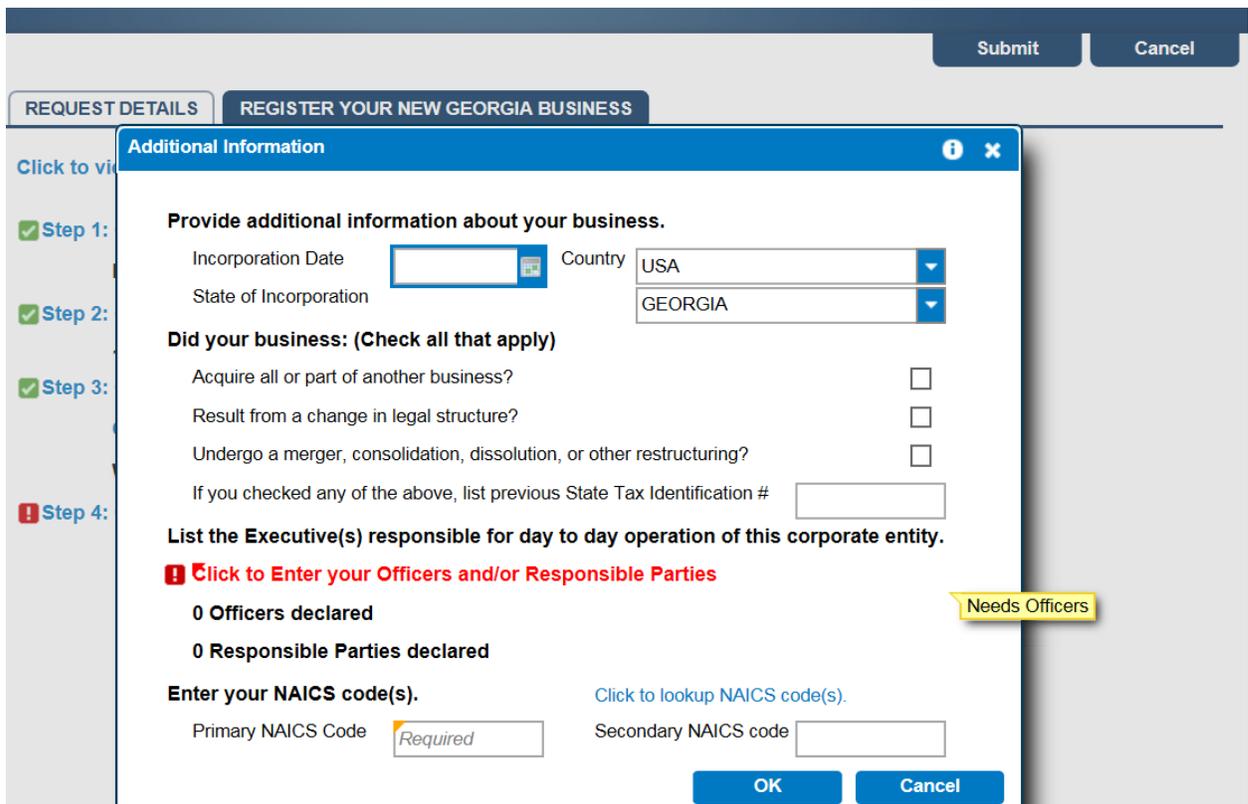
Select Withholding Misc Film Account Start

Account Start Required

OK Cancel

! [Click to enter your Withholding Misc Film Start Date](#)

- Select **Step 4** hyperlink to provide additional information about the business.
- Enter the **Incorporation Date** (if applicable).
- Read the **Did your business:** section and place a checkmark in the check boxes that apply to your business.
- Select the **Click to Enter your Officers and/or Responsible** hyperlink

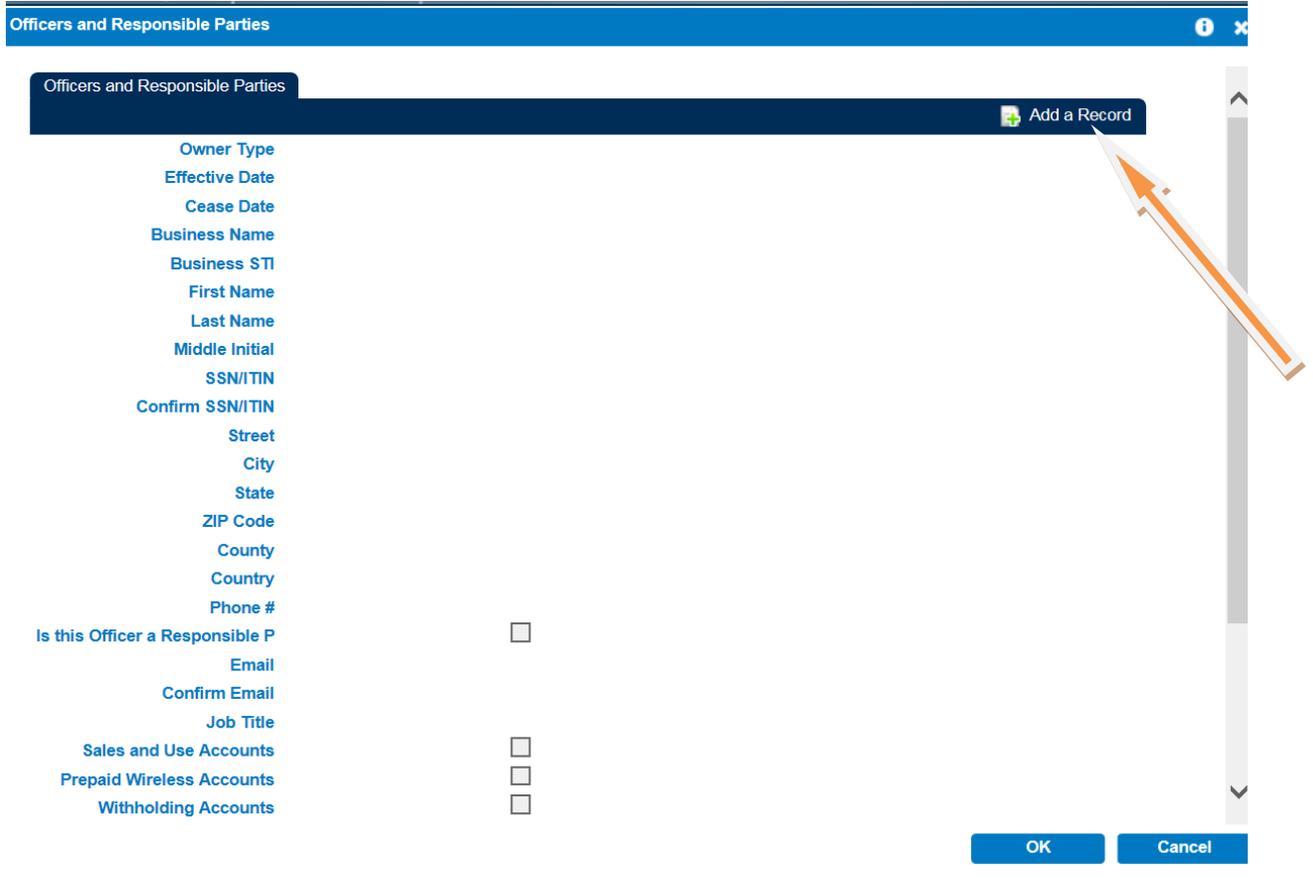


The screenshot shows the 'REGISTER YOUR NEW GEORGIA BUSINESS' interface. A modal window titled 'Additional Information' is open, displaying the following fields and options:

- Provide additional information about your business.**
 - Incorporation Date:
 - Country: USA (dropdown)
 - State of Incorporation: GEORGIA (dropdown)
- Did your business: (Check all that apply)**
 - Acquire all or part of another business?
 - Result from a change in legal structure?
 - Undergo a merger, consolidation, dissolution, or other restructuring?
 - If you checked any of the above, list previous State Tax Identification #
- List the Executive(s) responsible for day to day operation of this corporate entity.**
 - Click to Enter your Officers and/or Responsible Parties** (red text)
 - 0 Officers declared (with a yellow 'Needs Officers' callout box)
 - 0 Responsible Parties declared
- Enter your NAICS code(s).**
 - Primary NAICS Code: (Required)
 - Secondary NAICS code:
 - [Click to lookup NAICS code\(s\).](#)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the modal window.

- Click the **Add a Record** tab



Officers and Responsible Parties

Officers and Responsible Parties + Add a Record

Owner Type
Effective Date
Cease Date
Business Name
Business STI
First Name
Last Name
Middle Initial
SSN/ITIN
Confirm SSN/ITIN
Street
City
State
ZIP Code
County
Country
Phone #
Is this Officer a Responsible P
Email
Confirm Email
Job Title
Sales and Use Accounts
Prepaid Wireless Accounts
Withholding Accounts

OK Cancel

- Select the **Owner Type**; enter the **SSN** for Individual (Citizenship affidavit may be required) or STI for Business and **Name**; select the **Effective Date**. Click the **OK** button

Officers and Responsible Parties
i x

Is this an Officer, Responsible Party, or both? Officer

Owner Type Officer

Enter your Officer and/or Responsible Party Information

	Individual	-OR-	Business	
SSN/ITIN	***-**-4444		Business STI	
Confirm SSN/ITIN	Required		Business Name	
First Name	Required			
Middle Initial				
Last Name	Required			
Are you also submitting citizenship affidavit? <input type="checkbox"/> ?				

Responsible Party Information

Email

Confirm Email

Job Title

Sales and Use Accounts

Withholding Accounts

Prepaid Wireless Accounts

What is a Responsible Party?

Under section 48-2-52 of the Official Code of Georgia Annotated, a:

- corporation officer or employee,
- limited liability company member, manager, or employee,
- limited liability partnership, partner, or employee

may be held personally liable for unpaid sales tax, withholding tax, and 911 charges on prepaid wireless services assessed against such corporation, limited liability company, or limited liability partnership.

Street

City State GEORGIA ZIP Code

County Country USA Phone #

Effective Dates

OK
Cancel

- Enter the **NAICS code**. If you do not know the NAICS code, click the hyperlink **Click to lookup NAICS code(s)**. Click the **OK** button

Click to Enter your Officers and/or Responsible Parties

1 Officers declared

0 Responsible Parties declared

Enter your NAICS code(s).

[Click to lookup NAICS code\(s\).](#)

Primary NAICS Code

Required

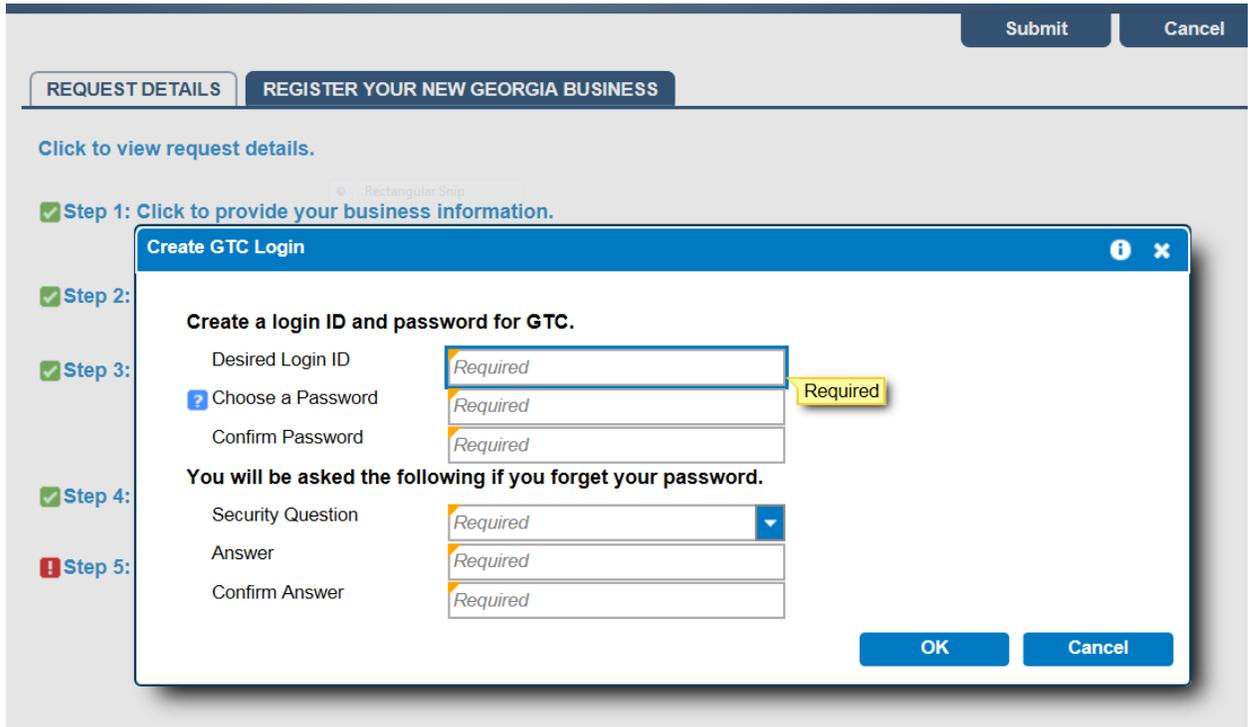
Secondary NAICS code

Required

OK

Cancel

- Select **Step 5** hyperlink to create a GTC login. Enter your **Login ID**, a **Password**, and **Security Question** and **Answer**. Click the **OK** button



REQUEST DETAILS REGISTER YOUR NEW GEORGIA BUSINESS

Click to view request details.

Step 1: Click to provide your business information.

Step 2:

Step 3:

Step 4:

Step 5:

Create GTC Login

Create a login ID and password for GTC.

Desired Login ID Required

Choose a Password Required

Confirm Password Required

You will be asked the following if you forget your password.

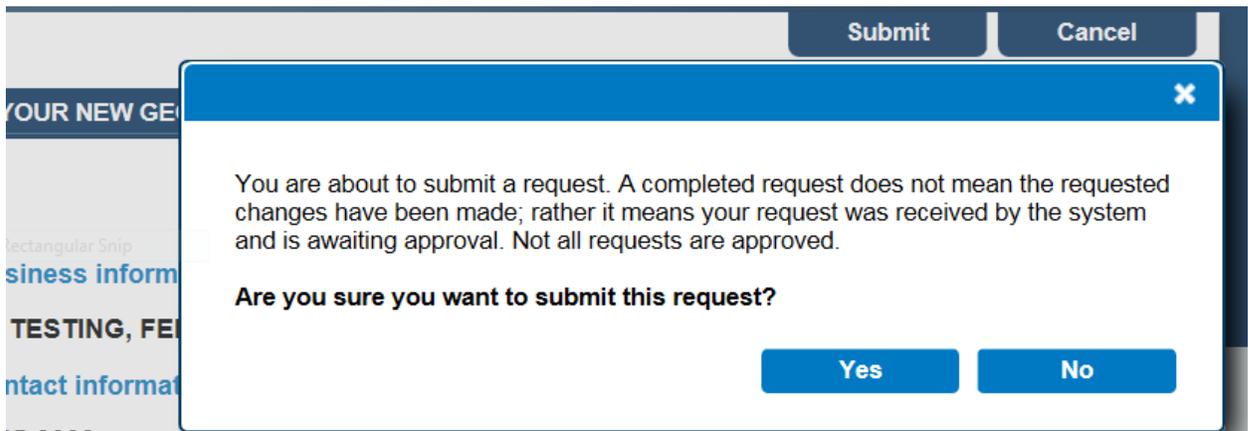
Security Question Required

Answer Required

Confirm Answer Required

OK Cancel

- Review your request and click the **Submit** button at the top of page. Click the **Yes** button to confirm



Submit Cancel

YOUR NEW GE

lectangular Snip

business inform

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15 0000

Are you sure you want to submit this request?

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.

Yes No

- Write down the **confirmation number** or **Print** the confirmation page for your records

[Print Confirmation](#) [Ok](#)

CONFIRMATION

Request Information

Status	Pending
Confirmation Number	1-648-992-720
E-mail	efile@dor.ga.gov
Request Title	New Customer Registration
Submitted	16-Jun-2015

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is **v4gpmd**.

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your logon information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

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