Submitting W-2s and G1003 Annual Reports to Georgia Department of Revenue

There are three options to submit W-2s and G1003 Annual Reports to DOR:

- Upload a File
- Import a File
- Manual Entry

W-2s and G1003 must be submitted using the same option.

Upload a File

Upload G1003:

- Create a text (.TXT) file in a Notepad document for upload. To open a Notepad document:
  - Right click on your desktop, Select New → Text Document, Double-click on icon to open

  Or,

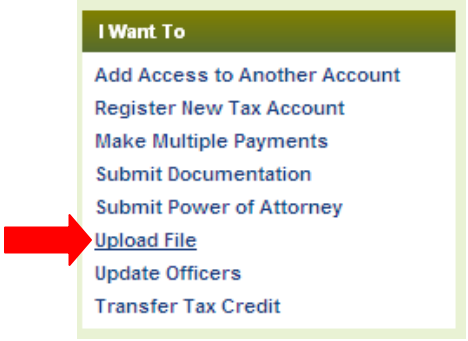
  - Click the Start button, Select All Programs, Select Accessories, Select Notepad
- Use the below format in Notepad <u>only</u>, replacing the examples with your data. The color codes are a guide for you to indentify the data that is required

  2012-12-31,0,0,0,0,123456789,1234567AA,2013-02-28,2012,0,0,0.00,0.00

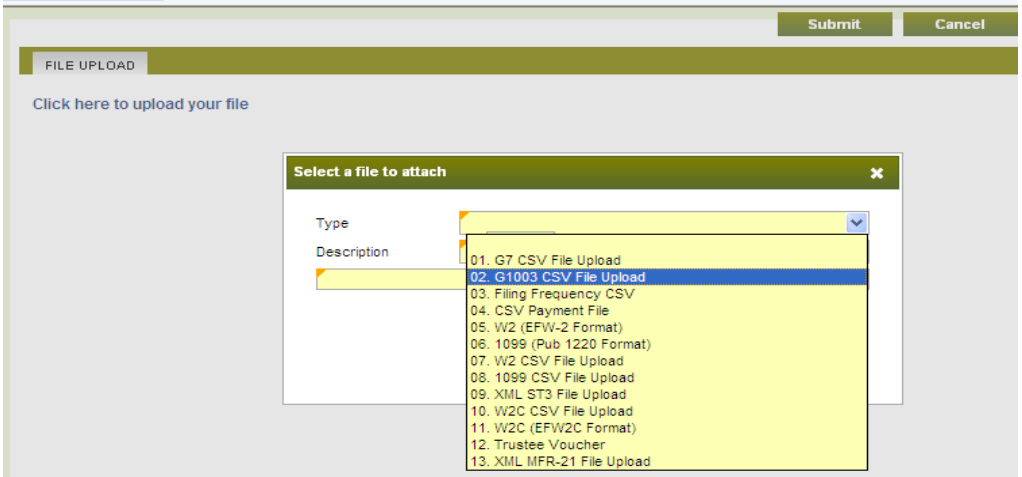
  Tax period end
  Software Id
  Software Version
  Amended Return Indicator (Entering "1" indicates an amended return)
  FEIN#
  GAw/h#
  Due date
  Tax year
  NoGA Tax
  Number of forms
  Ga taxable wages
  Ga tax withheld

- Excel can also be used to create a .CSV file. Refer to the How to Create a CSV document on gataxinfo.org for steps on how to create the file

- To upload the file:
  - Click the **Upload File** hyperlink under the **I Want To** section on the left



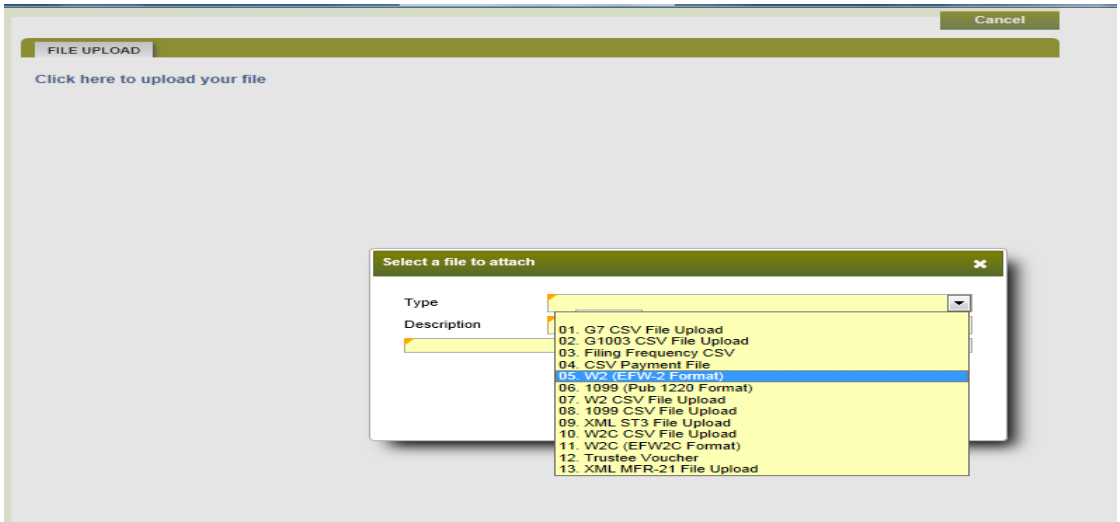
  - From the upload prompt, select **Option 2: G1003 CSV File Upload**



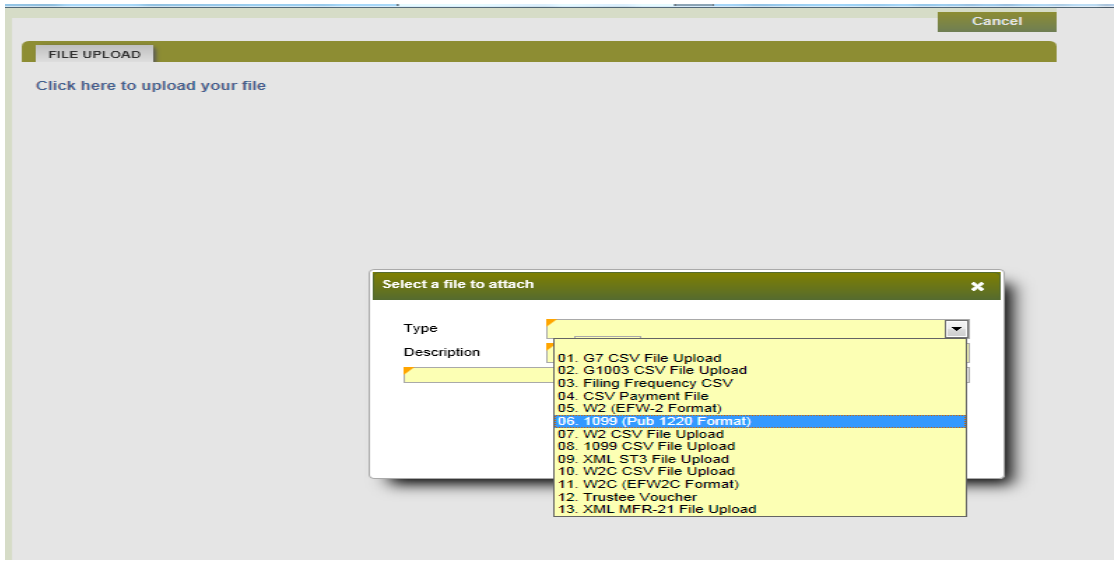
NOTE: a .TXT file is compatible to a .CSV file in GTC; therefore, select the **G1003 CSV File Upload o**ption to upload a .TXT file

Upload W-2:

- If you created your W-2's using the federal format, then select **Option 5: W2(EFW-2 Format)** from the upload prompt in GTC



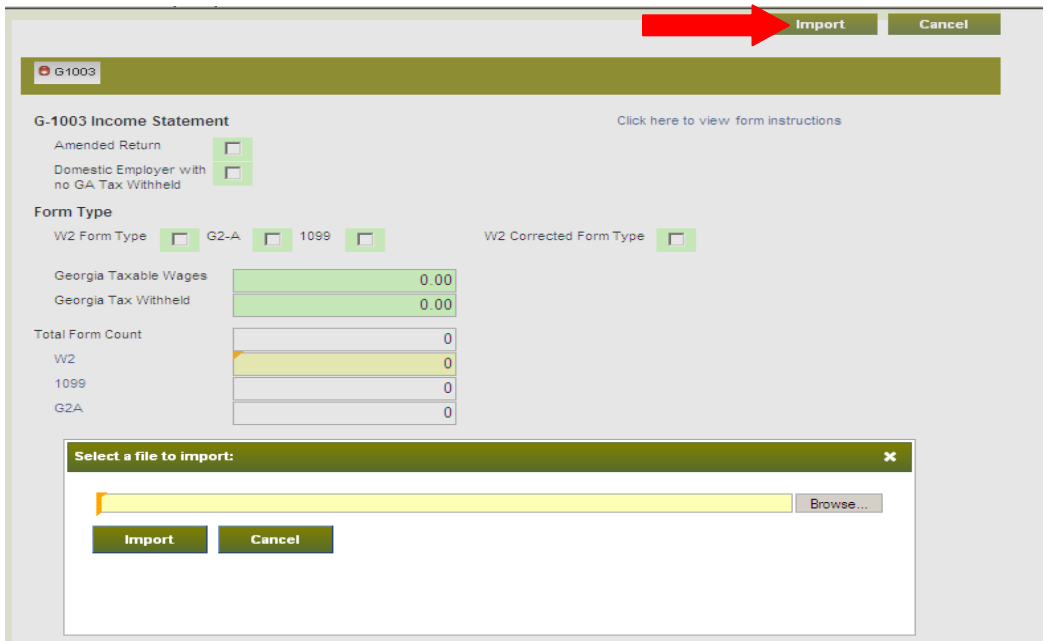
- To upload 1099 in Federal Format, select **Option 6: 1099 (Pub 1220 Format)** from the upload prompt



Import a File

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

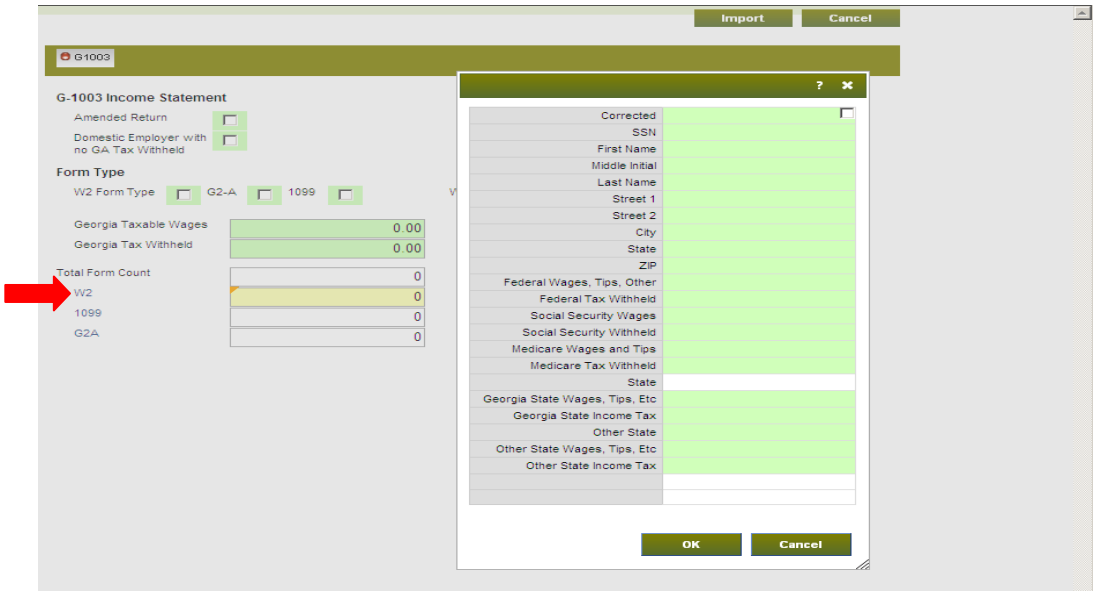
- Select the applicable period and click the **File Return** hyperlink to open the G1003
- Click the **Import** button at the top of the page to receive the prompt to choose your file



Manual Entry

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

- Choose **W2** to open up a screen to manually enter your information



- Begin entering your data to open a second record
- When finished entering all records, click the **OK** button to continue the process