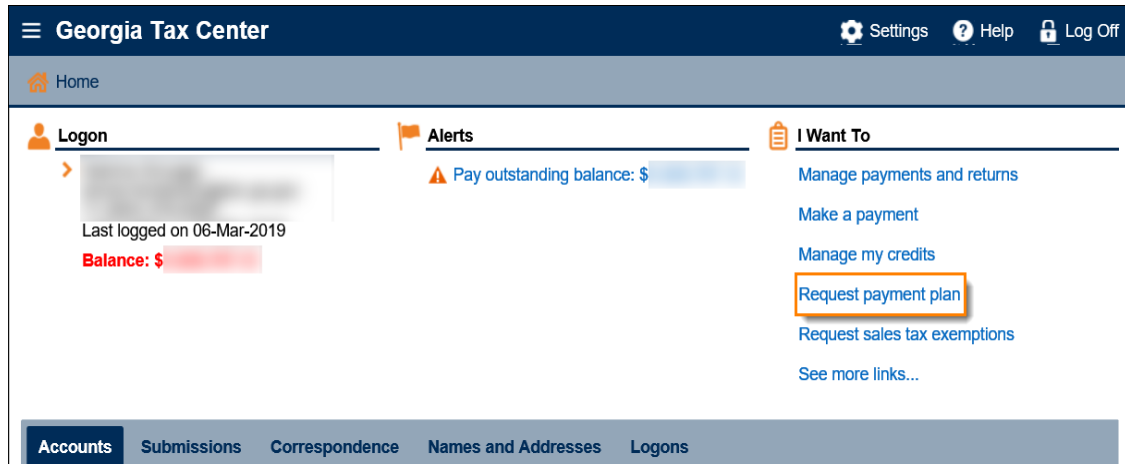
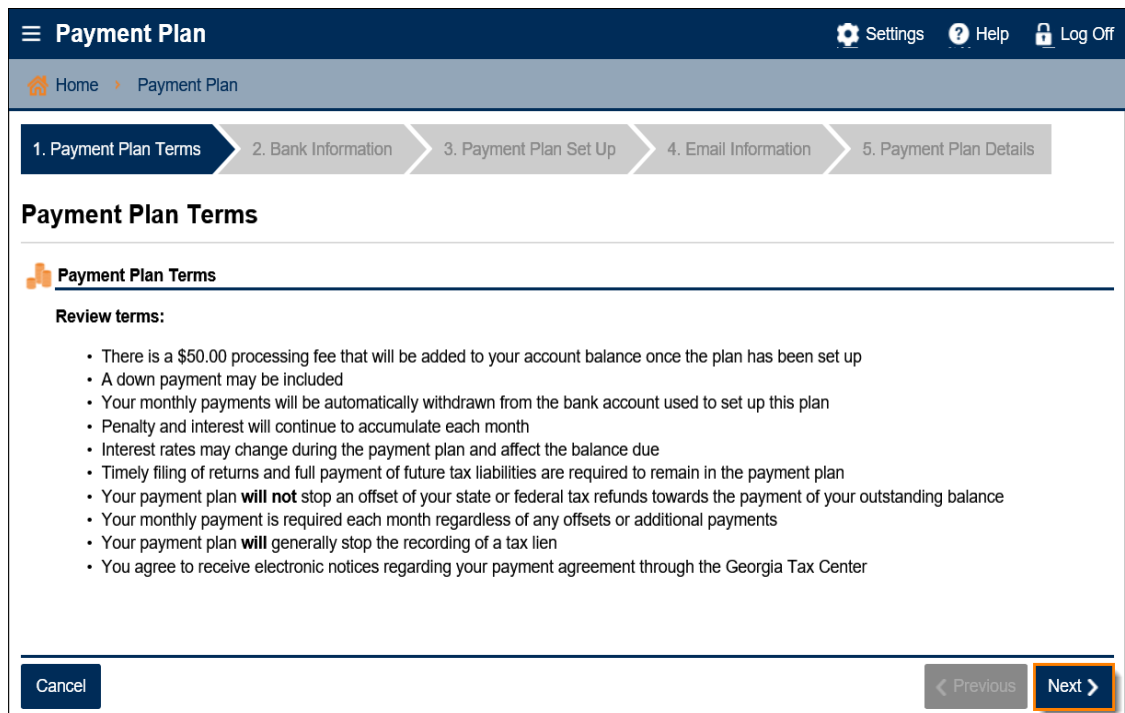


The following documentation provides information on how to request a payment plan on the Georgia Tax Center (GTC).

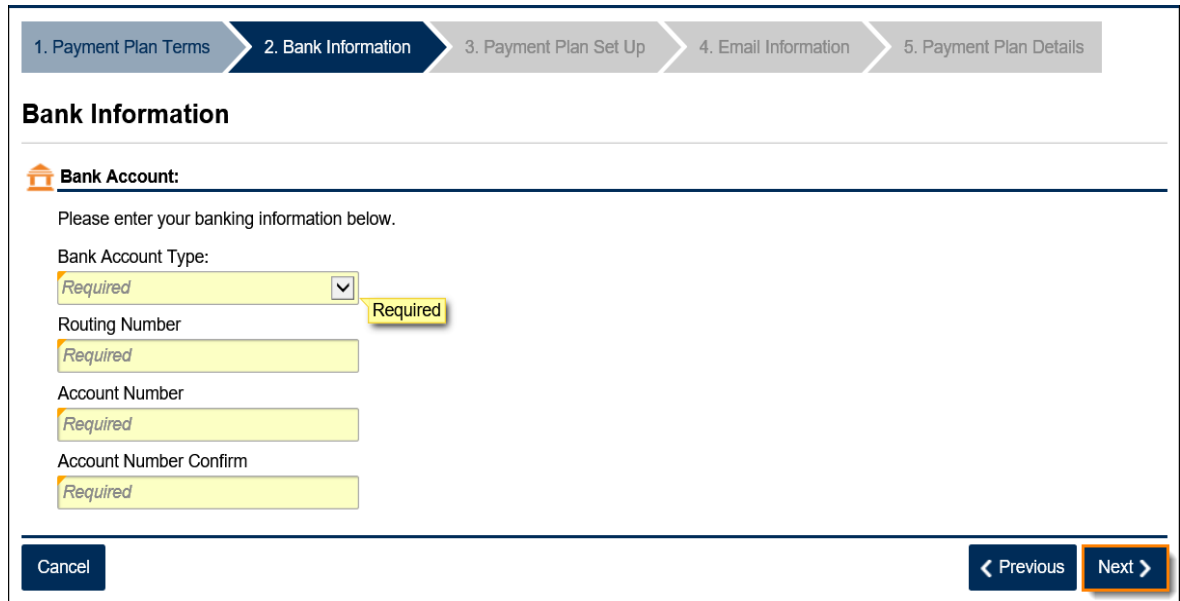
1. Log into the GTC website (<https://gtc.dor.ga.gov>).
2. Under the **I Want To** section, click the **Request payment plan** hyperlink.



3. Review the payment plan terms. Click the **Next** button.

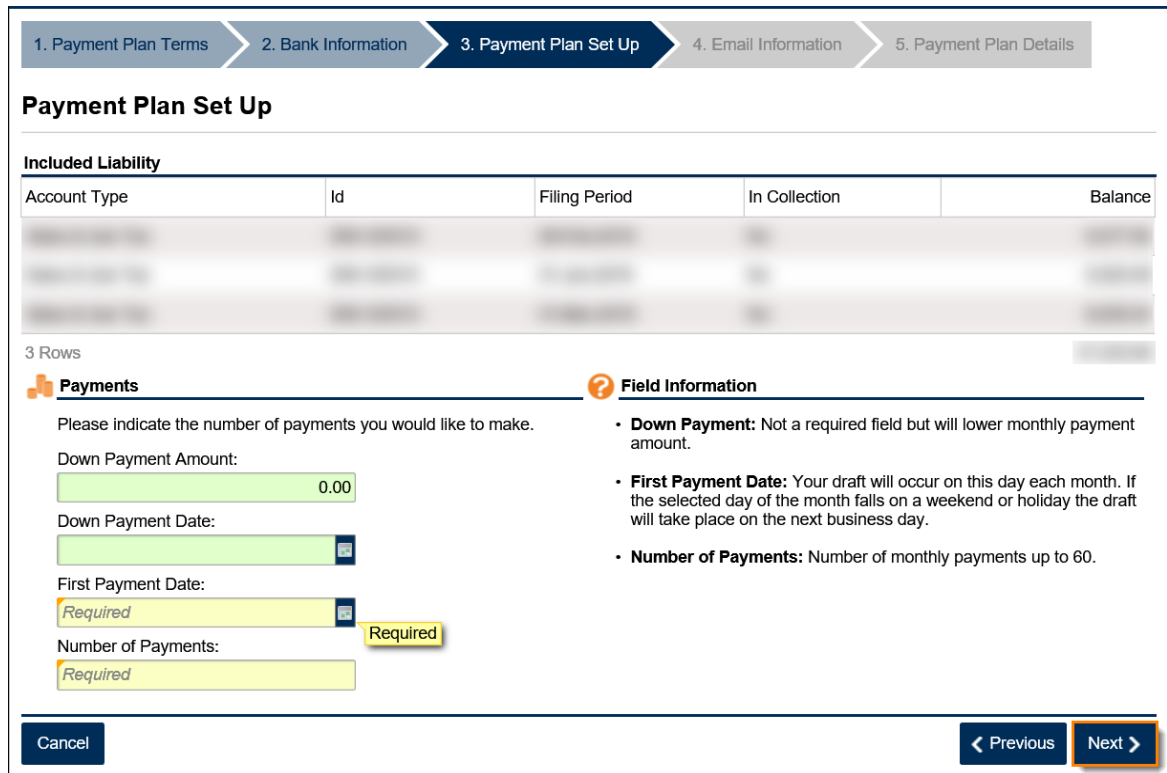


4. Enter your banking information. Click the **Next** button.



The screenshot shows the 'Bank Information' step of a five-step process. The steps are: 1. Payment Plan Terms, 2. Bank Information (current), 3. Payment Plan Set Up, 4. Email Information, and 5. Payment Plan Details. The 'Bank Information' section includes a 'Bank Account' icon and a prompt to enter banking information. There are four input fields: 'Bank Account Type' (a dropdown menu with 'Required' text), 'Routing Number' (text input with 'Required' text), 'Account Number' (text input with 'Required' text), and 'Account Number Confirm' (text input with 'Required' text). At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >'.

5. You may enter a down payment amount and date, if so desired. Enter the first payment date and the number of payments. Click the **Next** button.




The screenshot shows the 'Payment Plan Set Up' step of a five-step process. The steps are: 1. Payment Plan Terms, 2. Bank Information, 3. Payment Plan Set Up (current), 4. Email Information, and 5. Payment Plan Details. The 'Payment Plan Set Up' section includes an 'Included Liability' table with columns for Account Type, Id, Filing Period, In Collection, and Balance. Below the table, it says '3 Rows'. There are two main sections: 'Payments' and 'Field Information'. The 'Payments' section includes a prompt to indicate the number of payments, and input fields for 'Down Payment Amount' (0.00), 'Down Payment Date', 'First Payment Date' (with 'Required' text), and 'Number of Payments' (with 'Required' text). The 'Field Information' section includes three bullet points: 'Down Payment' (not required but lowers amount), 'First Payment Date' (draft occurs on this day, or next business day if weekend/holiday), and 'Number of Payments' (up to 60). At the bottom, there are three buttons: 'Cancel', '< Previous', and 'Next >'.

- To continue, you must agree to receive electronic notices regarding your payment plan through GTC and provide your email address. Click the **Next** button.

1. Payment Plan Terms
2. Bank Information
3. Payment Plan Set Up
4. Email Information
5. Payment Plan Details

### Email Information

 **Email**

Do you agree to receive electronic notices regarding your payment plan through the Georgia Tax Center?

Required

Enter Email Required

Email Confirmation Required

Cancel
< Previous
Next >

- Review the payment plan details page. If you disagree with the conditions and click **No**, you will need to click the **Cancel** button and submit a new request. If you agree with the conditions, click **Yes** and then click the **Submit** button.


1. Payment Plan Terms
2. Bank Information
3. Payment Plan Set Up
4. Email Information
5. Payment Plan Details

### Payment Plan Details

**Included Liability**

Account Type	Id	Filing Period	In Collection	Balance

3 Rows

 **Payments**


Down Payment Amount :

First Payment Date :

Number of Payments :

Monthly Payment Amount :

**Note:** Interest rates may change during the payment plan and may also affect the balance.


 **Bank Account: WELLS FARGO BANK**

Bank Account Type :

Routing Number :

Account Number :

Account Number Confirm:

 **Email**

Email :

Do you agree to these conditions?

Required

Cancel
< Previous
Submit

8. Enter your GTC password to authorize the Georgia Department of Revenue to debit your bank account until the payment plan is complete. Click the **Yes** button.

✕

I authorize the Georgia Department of Revenue to debit my bank account monthly until the completion of this payment plan. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law and NACHA Operating Rules and further represent that these ACH transactions are scheduled to be drafted from a bank inside of the United States.

You are now required to re-enter your password to confirm this payment plan request. Your password will act as your e-signature.

Password  Required

Yes No

9. A confirmation page will appear with the confirmation number for the submission. Click the **OK** button to return to the **Home** screen.

📄 **Confirmation**

**Submission Information**

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Submission Title	Payment Plan Approved
Submitted	04-Jun-2019

Your confirmation number is  .

Please contact us if you have any questions.

Individual Income taxes (404)-417-2122

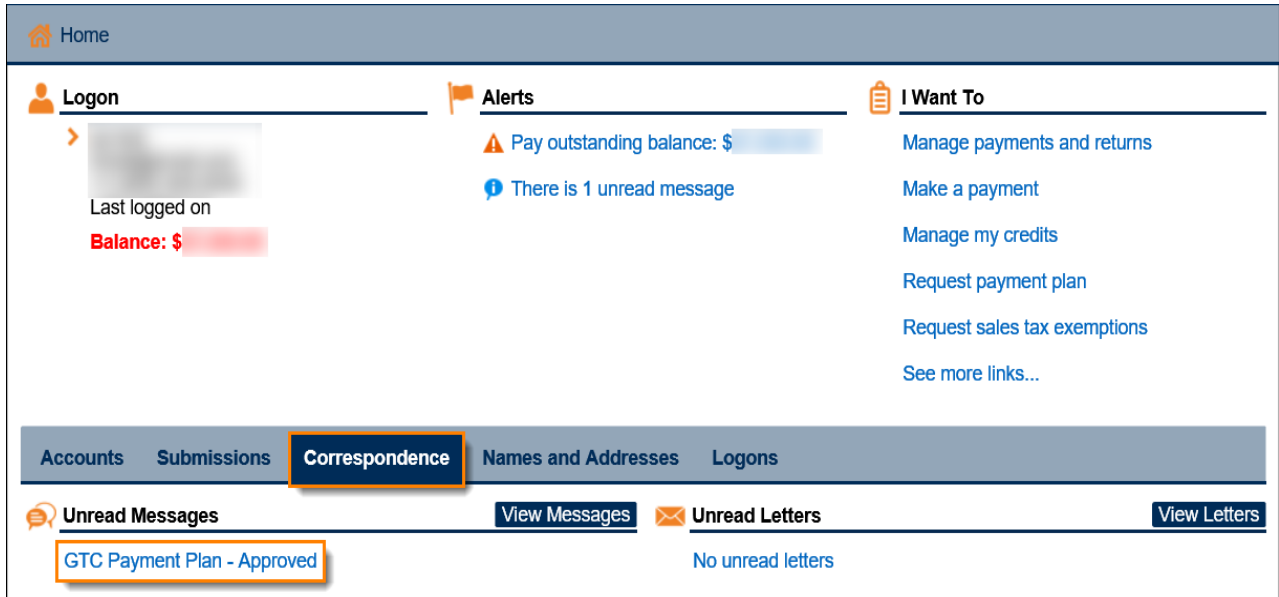
Business taxes - Contact your local [regional office](#).

Printable View

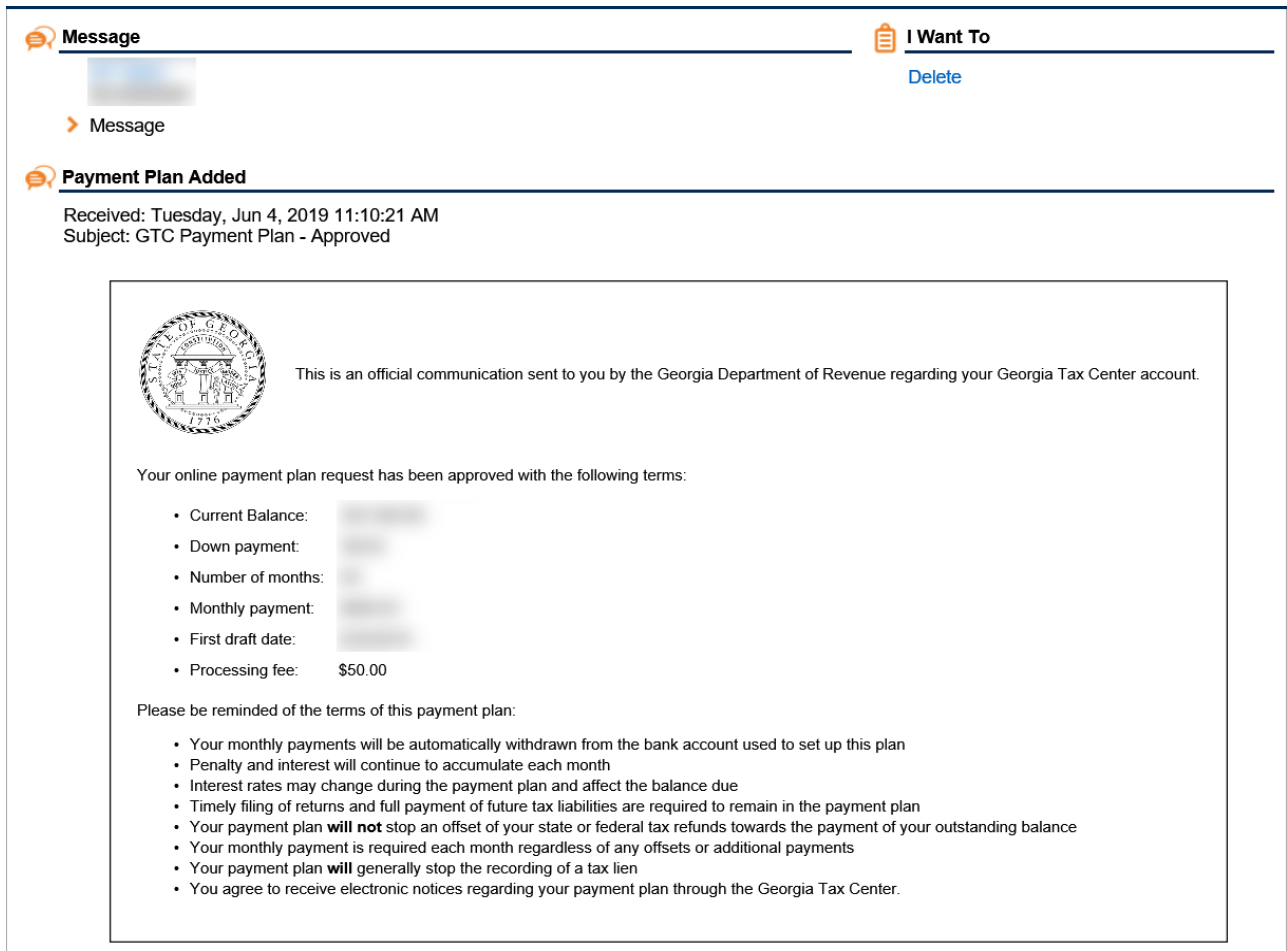
OK

Print Confirmation

Once approved, a web notice with the terms can be viewed under the **Correspondence** tab on the **Home** screen.




The screenshot shows the 'Home' screen of the Georgia Tax Center. At the top, there is a navigation bar with 'Home' and a user profile section. The user profile includes a 'Logon' section with a blurred name and 'Last logged on' information, and a 'Balance: \$' field with a blurred amount. To the right, there is an 'Alerts' section with two items: 'Pay outstanding balance: \$' (blurred) and 'There is 1 unread message'. Further right is an 'I Want To' section with links for 'Manage payments and returns', 'Make a payment', 'Manage my credits', 'Request payment plan', 'Request sales tax exemptions', and 'See more links...'. Below this is a horizontal navigation bar with tabs for 'Accounts', 'Submissions', 'Correspondence' (highlighted with an orange box), 'Names and Addresses', and 'Logons'. Under the 'Correspondence' tab, there are two sections: 'Unread Messages' with a link to 'View Messages' and a message titled 'GTC Payment Plan - Approved' (highlighted with an orange box), and 'Unread Letters' with a link to 'View Letters' and the text 'No unread letters'.



The screenshot shows the 'Message' screen. At the top, there is a 'Message' section with a blurred subject and a 'Delete' link. Below this is a 'Payment Plan Added' section. The message content is as follows:

Received: Tuesday, Jun 4, 2019 11:10:21 AM  
Subject: GTC Payment Plan - Approved

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

Your online payment plan request has been approved with the following terms:

- Current Balance: [blurred]
- Down payment: [blurred]
- Number of months: [blurred]
- Monthly payment: [blurred]
- First draft date: [blurred]
- Processing fee: \$50.00

Please be reminded of the terms of this payment plan:

- Your monthly payments will be automatically withdrawn from the bank account used to set up this plan
- Penalty and interest will continue to accumulate each month
- Interest rates may change during the payment plan and affect the balance due
- Timely filing of returns and full payment of future tax liabilities are required to remain in the payment plan
- Your payment plan **will not** stop an offset of your state or federal tax refunds towards the payment of your outstanding balance
- Your monthly payment is required each month regardless of any offsets or additional payments
- Your payment plan **will** generally stop the recording of a tax lien
- You agree to receive electronic notices regarding your payment plan through the Georgia Tax Center.