

The following documentation provides information on registering as a Third Party Filer and gaining access to clients' accounts via Georgia Tax Center.

Contents

Introduction:	1
Steps to Register as a Third Party Filer:	1
Steps to Add Access to Another Account:	2
How to Access Your Clients' Account(s):.....	3

Introduction:

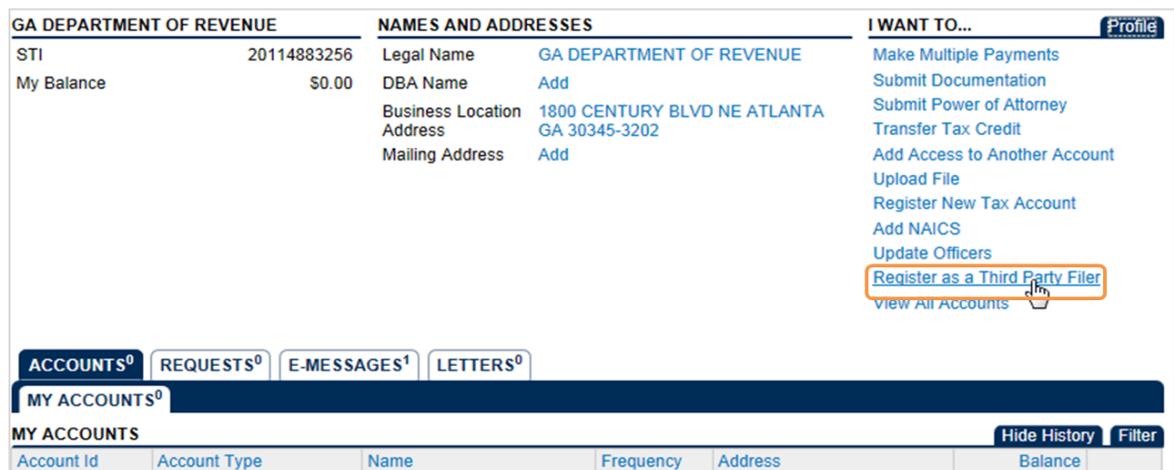
A new web request has been added that allows a Georgia Tax Center (GTC) user to register as a third party filer to gain access to their client's accounts.

NOTE: The web request is only available to businesses with NAICS codes associated with third party filing. Those NAICS codes are:

- 541213 Tax Preparation Services
- 541214 Payroll Services
- 541219 Other Accounting Services
- 541211 Offices of Certified Public Accountants

Steps to Register as a Third Party Filer:

1. Log into the GTC website (<https://gtc.dor.ga.gov>)
2. Under the **I WANT TO...** menu in the upper right-corner, click the **Register as a Third Party Filer** hyperlink



The screenshot shows the Georgia Department of Revenue user interface. At the top, there are three main sections: 'GA DEPARTMENT OF REVENUE' (with account ID 20114883256 and balance \$0.00), 'NAMES AND ADDRESSES' (with legal name GA DEPARTMENT OF REVENUE and address 1800 CENTURY BLVD NE ATLANTA, GA 30345-3202), and 'I WANT TO...' (a menu with various options). The 'I WANT TO...' menu is highlighted with a red box, and the option 'Register as a Third Party Filer' is circled in orange. Below the menu, there are buttons for 'ACCOUNTS⁰', 'REQUESTS⁰', 'E-MESSAGES¹', and 'LETTERS⁰'. At the bottom, there is a 'MY ACCOUNTS' section with a table header and buttons for 'Hide History' and 'Filter'.

Account Id	Account Type	Name	Frequency	Address	Balance
MY ACCOUNTS ⁰					

- Review and accept the message on the screen by checking the box below. Click the **Submit** button

Register as a Third Party Filer **Submit**  **Cancel**

By checking the box below, you confirm that you are a CPA, Payroll Provider, Tax Preparer or other Accounting Service requiring third party access to GTC. This access will be used in order to submit returns, requests, or payments on behalf of your clients.

- The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records

Steps to Add Access to Another Account:

- On the Home screen, under the **I WANT TO...** menu in the upper right-corner, click the **Add Access to Another Account** hyperlink

GA DEPARTMENT OF REVENUE		NAMES AND ADDRESSES		I WANT TO...
STI	20114883256	Legal Name	GA DEPARTMENT OF REVENUE	Make Multiple Payments
My Balance	\$0.00	DBA Name	Add	Submit Documentation
		Business Location Address	1800 CENTURY BLVD NE ATLANTA GA 30345-3202	Submit Power of Attorney
		Mailing Address	Add	Transfer Tax Credit
				Add Access to Another Account
				Upload File
				Register New Tax Account
				Add NAICS
				Update Officers
				Register as a Third Party Filer
				View All Accounts

ACCOUNTS⁰ REQUESTS⁰ E-MESSAGES¹ LETTERS⁰

MY ACCOUNTS⁰

MY ACCOUNTS Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance

- Provide the requested information for the account you want to access on GTC
 - For Individual Income Tax account:

Submit **Cancel**

ADD ACCESS TO ANOTHER ACCOUNT

Provide the following information for the account you want to access on GTC.

Account Type	Individual Income Tax	
ID Type	Social Security #	
Social Security #	Required	
Confirm Social Security #	Required	Required
Federal Adjusted Gross Income for 2015	Required	

– For Sales Tax or Withholding:

ADD ACCESS TO ANOTHER ACCOUNT

Provide the following information for the account you want to access on GTC.

Account Type	Sales & Use Tax ▼
Sales Tax #	Required
ZIP Code of the account location address	Required
Payment for the period ending on 2/29/2016	Required

How to Access Your Clients' Account(s):

On the Home screen, select the new **Other Taxpayers' Accounts** tab. A list of all the clients that you have access to will be displayed. NOTE: you can use the **Filter** tab to filter the list

ACCOUNTS^{1,353}
REQUESTS
E-MESSAGES³⁵⁶
LETTERS⁶
CREDITS

MY ACCOUNTS²
OTHER TAXPAYERS' ACCOUNTS¹

OTHER TAXPAYERS' ACCOUNTS
Hide History Filter