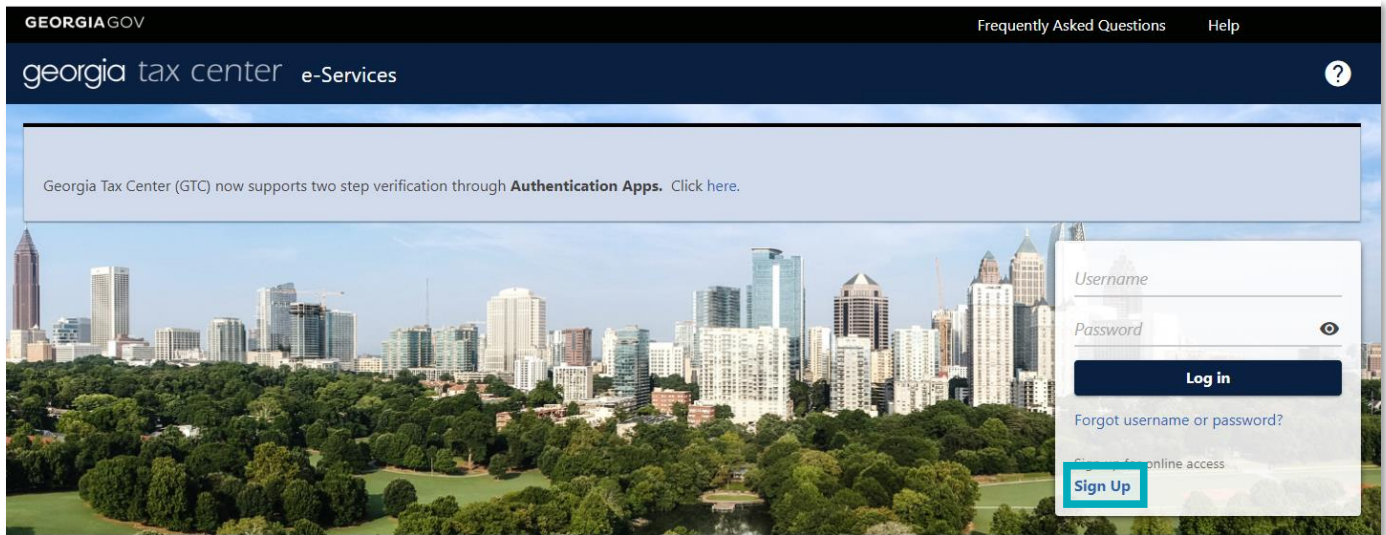


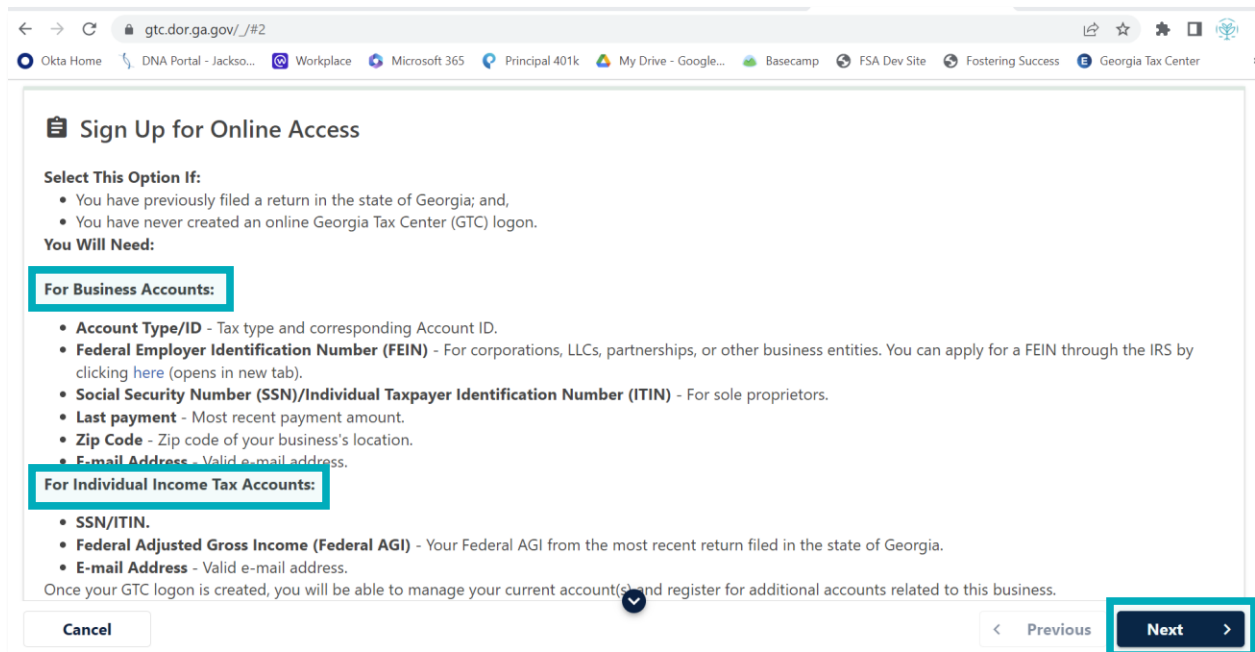


Creating a Georgia Tax Center (GTC) Account

1. Go to the Georgia Tax Center (GTC) website and click on **Sign Up**. <https://gtc.dor.ga.gov/>



2. What you will need to **Create Your Account**. Click **Next**.



3. Select your account type...**Individual Income Tax, Partnership Tax or Corporate Tax.**
Click **Next**.

The screenshot shows the 'Set Up Online Access' page on the Georgia Tax Center website. The page has a dark blue header with 'GEORGIA GOV' on the left, 'Frequently Asked Questions' and 'Help' on the right, and 'georgia tax center e-Services' in the center. Below the header is a breadcrumb trail: '< Home'. The main heading is 'Set Up Online Access'. A progress bar shows three steps: 'Request Details' (checked), 'Choose Account Type' (active), and 'Choose your Id Type' (next). The main content area is titled 'Select your account type from the list'. It contains a form with a label 'Account Type *' and a dropdown menu with 'Required' selected. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next' (highlighted with a red box).

4. Choose your **Identification Type**. Click **Next**.2

The screenshot shows the 'Set Up Online Access' page on the Georgia Tax Center website. The page has a dark blue header with 'GEORGIA GOV' on the left, 'Frequently Asked Questions' and 'Help' on the right, and 'georgia tax center e-Services' in the center. Below the header is a breadcrumb trail: '< Home'. The main heading is 'Set Up Online Access'. A progress bar shows three steps: 'Request Details' (checked), 'Choose Account Type' (checked), and 'Choose your Id Type' (active). The main content area is titled 'Choose your identification type'. It contains a form with a label 'ID Type' and two radio buttons: 'ITIN' and 'SSN'. Below the form, there is explanatory text: 'An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, for example 9XX-7X-XXXX. Any individual who is a U.S. Citizen, a permanent resident, or a temporary alien resident who is authorized to work in the United States, must have a SSN.' At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next' (highlighted with a red box).

5. Complete the form. Click Next.

GEORGIA.GOV Frequently Asked Questions Help

georgia tax center e-Services ?

< Home

Set Up Online Access

Request Details Choose Account Type Choose your Id Type Provide Account Information

Please fill out the following required account information

Social Security # *
Required

Confirm Social Security # * Required

Most recent Federal AGI *
Required

Your Federal Adjusted Gross Income (Federal AGI) is the amount of gross income that has been reduced by adjustments to income. This amount can be found on federal forms 1040EZ, 1040A, 1040 or Georgia forms 500, 500-EZ. You must have filed a return with the State of Georgia.

Cancel Previous Next

6. Complete the form. Click Next.

GEORGIA.GOV Frequently Asked Questions Help

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Set Up Online Access

Request Details Choose Account Type Choose your Id Type Provide Account Information Create a new logon

Enter login information

Login *
Required

Password *
Required

Confirm Password *
Required

In case you forget your password

Select Secret Question from list *
Required

Secret Answer *
Required

Confirm Answer *
Required

Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts password. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Enter contact information

User's Name *
Required

E-mail *
Required

Confirm E-mail *
Required

Country
USA

Country Code
1

Select Phone Type from list *
Required

Phone Number *

Cancel Previous Next

7. Select **Yes or No**. Click **Submit**.

GEORGIA.GOV Frequently Asked Questions Help

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Set Up Online Access

1 Account Details 2 Choose Account Type 3 Choose your Id Type 4 Provide Account Information 5 Create a new logon 6 E-Correspondence

✉ Sign up for E-Correspondence

What is the GO GREEN Initiative? The Georgia Department of Revenue would like to communicate with you via electronic correspondence.

Yes, this sounds great! What do I need to do? Simply select "Yes" and we will let you know when you have correspondence to view on GTC. **Sign Up NOW!**

Would you like to sign up for E-Correspondence?

No Yes

Cancel Previous **Submit**

8. Click **OK** to confirm.

Confirmation X

Are you sure you want to submit this?

Cancel **OK**

9. Click **Print Confirmation (#1)** to save a pdf or print the page for your records. Then, click **OK (#2)**.

GEORGIA GOV Frequently Asked Questions Help

georgia tax center e-Services ?

< Home

Confirmation

Submission Information

Status	Submitted
Confirmation Number	[REDACTED]
E-mail	heidicarr9@gmail.com
Submission Title	New Registration for [REDACTED]
Submitted	16-May-2023
Web Logon	[REDACTED]

Your confirmation code is **9593zh**.

Your request has been submitted and will be processed in the order that it was received.

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

Printable View 1

OK 2

Print Confirmation

Congratulations! You just successfully created your Georgia Tax Center account.