

Georgia Department of Revenue

TAXPAYER SERVICES DIVISION

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ATLANTA, GA 30345

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ATLANTA GA 30345**

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You are receiving this letter because the Georgia Department of Revenue has identified you as a current Alcohol/Tobacco/COAM Tax filer who pays Georgia excise Tax or license fees. This notification is a reminder regarding the electronic requirements to renew alcohol and tobacco licenses, filing excise taxes, submitting reports and payments through the Georgia Tax Center (GTC).

You will be able to begin managing your Alcohol/Tobacco/COAM Tax accounts in GTC September 4, 2012. If you have a retail Alcohol or Tobacco license you probably already have a GTC account. Please add access to your alcohol license and begin using the new electronic system.

You will be required to complete renewals of licenses online. If you are a non-retail Alcohol or Tobacco licensee you will also be required to submit all reports and excise tax returns on line. Non-retail Alcohol and Tobacco accounts will file their first electronic reports for the August period in September. All returns and reports for the August period and thereafter must be filed online.

The electronic License renewal process in GTC is available beginning September 4, 2012. You will not receive a renewal package in the mail. You should complete your renewal request by November 1, 2012 to ensure you will have your updated certificate by January 1, 2013.

Templates for the alcohol and tobacco excise tax returns can be found on the Georgia Tax Information website at www.gataxinfo.org. Additionally, there are instructional videos on how to submit the alcohol and tobacco excise tax returns and your alcohol renewal in GTC.

Please note that all third party filers/payers are required by law to register, file and pay using their own State Registration number. If a tax professional or third party filer pays or files on your behalf, please make sure that they have their own bulk filer ID; you should not allow your preparer to register on GTC using your registered tax identification number. To register for a Bulk Filer ID, please visit <https://etax.dor.ga.gov/inctax/efile/BulkFilerApp.pdf>

Please forward this letter to the person in your organization responsible for Alcohol, Tobacco and COAM accounts.

Thank you,
Georgia Department of Revenue

Please see the reverse side for additional information before you begin your registration.

Before you start, you will need the following information:

- Your License/Permit number
- A valid email address - an authorization code will be sent to you for your first log in
- The zip code of your business's location
- The amount of your last processed payment (The website will indicate the applicable period)

If you already have a Logon for GTC, please follow these instructions to add an additional Tax account:

1. Login to GTC at <<https://gtc.dor.ga.gov>>
2. Click "Add Access to Another Account"
3. Enter your Alcohol, Tobacco or COAM Tax License number
4. Enter your ZIP Code
5. One of the following: FEIN, Licensee ID (SSN or STI) Letter ID (printed at the top of this letter)
6. Your Alcohol, Tobacco or COAM account will be displayed in your home summary page immediately

If you are new to GTC, please follow the instructions below:

1. Go to <<https://gtc.dor.ga.gov>> and click the "Sign Up" link
2. Complete your profile
3. You will be prompted to create a login id and password
4. An authorization code will be sent to you via email the same day
5. Click the link in the authorization email
6. Enter your password and id (which you just created)

Please note:

- **Logon ID** must be 6 to 30 alpha or numeric characters
- **Password** must be 8 to 16 characters and must include at least one letter, at least one number, and one special character of ~, !, @, #, \$, %, ^, &, *, (,)

Your Authorization Code will come from noreply@dor.ga.gov. Please add this email address to your contact list or ask your company's computer technical team to allow this email address to come in. Also, check your junk folder in case your email system filtered out our message.