The following documentation provides information on how to register as a sole proprietor on Georgia Tax Center (GTC).

Contents

Register as a Sole Proprietor – No Individual Income Tax Return Filed:

NOTE: Follow the below steps to register as a sole proprietor if you have never filed an individual income tax return with the Georgia Department of Revenue. If you have filed an individual income tax return before, go to Register as a Sole Proprietor – Registered Individual Taxpayer.

1. Navigate to the GTC website (https://gtc.dor.ga.gov) and click **Register a New Georgia Business** under the **Registration** section.

2. Review the **Register New Business** information to see if you are eligible. Click **Next**.

3. Select **Sole Proprietor** from the "Business Type" drop-down list.

4. Provide the requested information. Required fields will say "*Required*" and will be marked with a red asterisk * . Other fields are optional. Click the **Next** button.

5. Provide the **Business Location Address**.

6. Click the **Verify your address** button to validate the address.

7. Click the red **Unverified** hyperlink on the Address Search pop-up window. Click the **Save** button.

   - If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered

8. Enter and validate a mailing address, if applicable. Click the **Next** button.

9. Select the account(s) to register. Click the **Next** button.

10. The below listed account types will prompt additional questions. Complete each section that appears for the account(s) you selected and click the **Next** button(s).

    - Sales & Use Tax

    - Withholding Tax

    - Withholding Misc Film

- Alcohol License

- Tobacco License

- Motor Fuel Distributor Tax

- International Fuel Tax

- Composite Tax

- Qualified Timberland Property

- Transportation Services Tax

11. Account types that require registration fees or tax payments due at the time of registration will prompt you for payment information. Provide the required information and click the **Next** button.

12. Complete the Additional Business Information section. Enter your **NAICS** code. Click the **Next** button.

   - If you do not know your NAICS code, click the **Enter or Click to Select Primary NAICS Code** hyperlink to search by keyword.

13. Some account types require documents to be submitted at the time of registration. Click the **Add Attachment** hyperlink to upload the required documentation.

14. Select the **Type** of attachment. Click the **Choose File** button to locate the file on your computer. Click the **OK** button.

15. Repeat steps 14 and 15 until all attachments are added. Click the **Next** button.

16. Enter a **Login**, **Password**, **Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.

17. Review the summary of the request. Click the **Submit** button.

18. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number for the registration request. Write down or print off your confirmation number then click **OK**.

Register as a Sole Proprietor – Registered Individual Taxpayer:

NOTE: You are a registered individual taxpayer with the state of Georgia if you have filed an Individual Income Tax return with the Department.

To complete these steps, you must have a GTC logon. Instructions for creating a GTC logon can be found on the Department's website: Sign Up for GTC Access.

1. Navigate to the GTC website (https://gtc.dor.ga.gov), and log into your account.

2. After logging into your GTC account, click the **More…** link.

3. Under the Register section, click the Register as a Sole Proprietor hyperlink.

4. Confirm you want to register as a sole proprietor by clicking **Yes**. Enter a business description. Click the **Next** button.

5. Review the summary of the request. Click the **Submit** button.

6. Click **OK** to confirm you want to submit the request.

A confirmation page will appear with the confirmation number for the registration submission. Write down or print off your confirmation number then click **OK**.

The request will only take a few minutes to process. You may need to log out and log back into GTC to see your updated access.

Once your access has been updated, you can submit registration requests for your business tax accounts by clicking on the **More…** link and then by clicking on the **Register a New Tax Account** hyperlink under the Register section.