

Submitting W-2s and G1003 Annual Reports to Georgia Department of Revenue

There are three options to submit W-2s and G1003 Annual Reports to DOR:

- Upload a File
- Import a File
- Manual Entry

W-2s and G1003 must be submitted using the same option.

Upload a File

Upload G1003:

- Create a text (.TXT) file in a Notepad document for upload. To open a Notepad document:
 - Right click on your desktop, Select New → Text Document, Double-click on icon to open

Or,

- Click the Start button, Select All Programs, Select Accessories, Select Notepad
- Use the below format in Notepad only, replacing the examples with your data. The color codes are a guide for you to indentify the data that is required

2012-12-31,0,0,0,123456789,1234567AA,2013-02-28,2012,0,0,0.00,0.00

Tax period end

Software Id

Software Version

Amended Return Indicator (Entering "1" indicates an amended return)

FEIN#

GAw/h#

Due date

Tax year

NoGA Tax

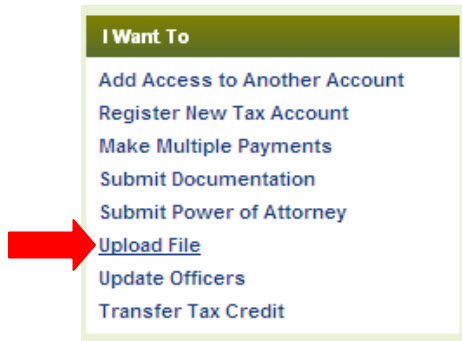
Number of forms

Ga taxable wages

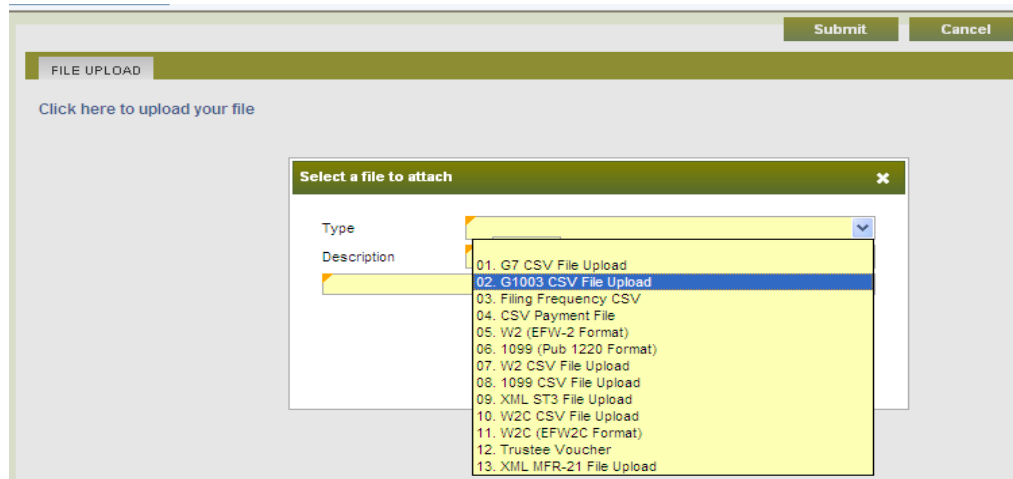
Ga tax withheld

- Excel can also be used to create a .CSV file. Refer to the [How to Create a CSV](http://gataxinfo.org) document on gataxinfo.org for steps on how to create the file

- To upload the file:
 - Click the **Upload File** hyperlink under the **I Want To** section on the left



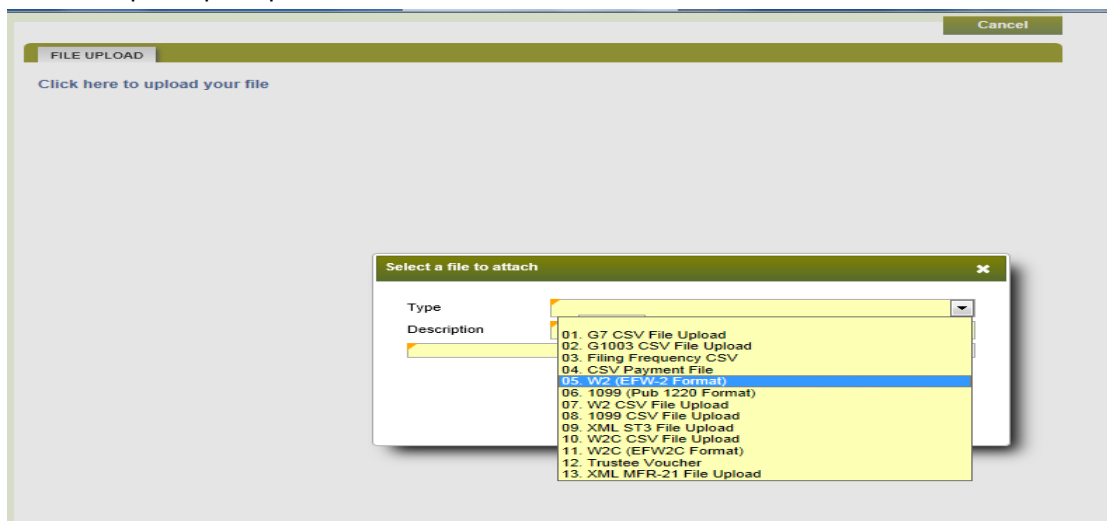
- From the upload prompt, select **Option 2: G1003 CSV File Upload**



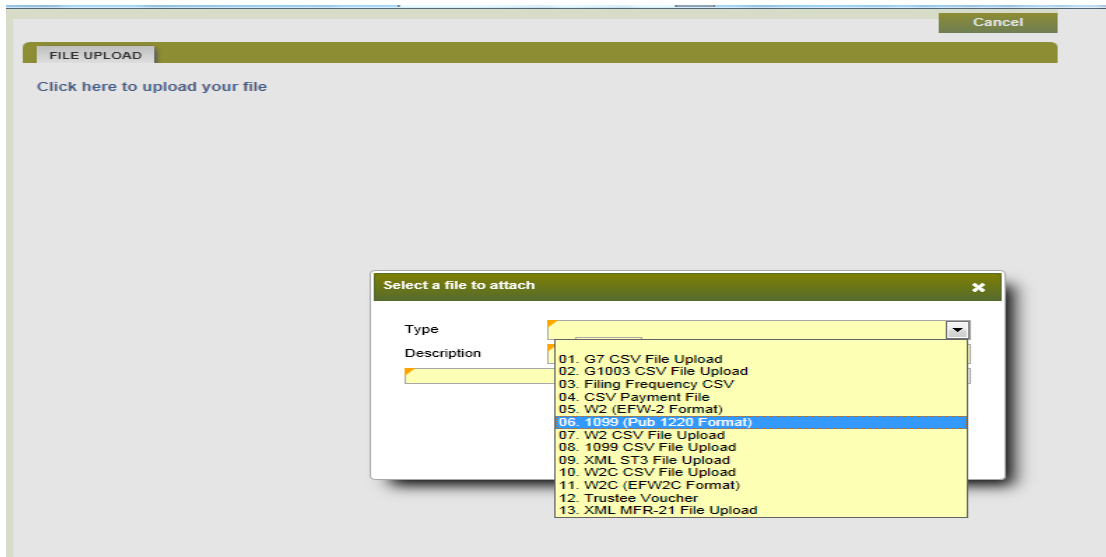
NOTE: a .TXT file is compatible to a .CSV file in GTC; therefore, select the **G1003 CSV File Upload** option to upload a .TXT file

Upload W-2:

- If you created your W-2's using the federal format, then select **Option 5: W2(EFW-2 Format)** from the upload prompt in GTC



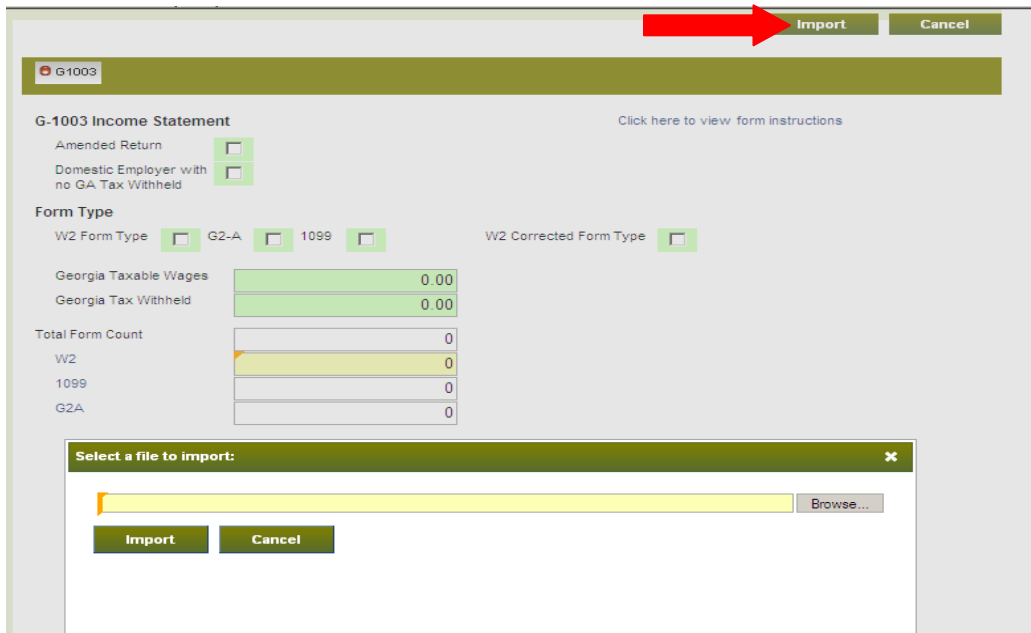
- To upload 1099 in Federal Format, select **Option 6: 1099 (Pub 1220 Format)** from the upload prompt



Import a File

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

- Select the applicable period and click the **File Return** hyperlink to open the G1003
- Click the **Import** button at the top of the page to receive the prompt to choose your file



Manual Entry

Note: Not recommended for more than 25 files. Refer to the Federal Format upload process.

- Choose **W2** to open up a screen to manually enter your information

The screenshot shows the 'G-1003 Income Statement' manual entry interface. On the left, the 'Form Type' section has a table with a red arrow pointing to the 'W2' row:

Total Form Count	Count
W2	0
1099	0
G2A	0

The right side of the screen is a data entry form with the following fields:

- Corrected
- SSN
- First Name
- Middle Initial
- Last Name
- Street 1
- Street 2
- City
- State
- ZIP
- Federal Wages, Tips, Other
- Federal Tax Withheld
- Social Security Wages
- Social Security Withheld
- Medicare Wages and Tips
- Medicare Tax Withheld
- State
- Georgia State Wages, Tips, Etc
- Georgia State Income Tax
- Other State
- Other State Wages, Tips, Etc
- Other State Income Tax

Buttons for 'OK' and 'Cancel' are located at the bottom of the data entry form.

- Begin entering your data to open a second record
- When finished entering all records, click the **OK** button to continue the process