



# Georgia Department of Revenue

georgia tax center

## Quick Reference Guide

How to Register a new Business



# Georgia Department of Revenue

## How to Register a New Business (Pg1)

1. Go to <https://gtc.dor.ga.gov>
2. Click on “New Business Registration” link
3. Choose business type (Corp. County Government, Estate, Federal Agency, Fiduciary, Individual, LLC, Municipality, Partnership, Prof. Assoc. State Agency, Subchapter S. Corp.)
4. Enter your business legal name
5. Fill out the require information (Street, City, State, Zip Code, Phone Number and Email), click Next.....
6. Click on “Business Officer” or “Individual Officer” link to enter the officer for the account.
  - Business Officer is selected when one business is an officer of another business
  - Individual Officer is selected when a person (not a business) is an officer
7. Once you enter the officer’s information click the “Add” link to add the officer. Click the “Done” button when you are finished adding officers.



# Georgia Department of Revenue

## How to Register a New Business (Pg2)


8. Choose the Tax type you are registering for  
**For Sales and Use:** Enter the required information. Enter in any other information necessary for your sales and use account  
**For Withholding:** Enter the account start date and choose Yes or No if you expect to withhold more than \$200.00 per month
9. Enter the required information. Enter in any other information necessary for your account
10. Choose Yes or No if you want to submit the New Business Registration request
11. Receive a confirmation number for registering your business. Allow **at least 3-4 weeks** for your request to process. You will receive an email with your STI number and account number(s). You will also receive your Sales/Withholding account information through mail. Once you receive this information you can register on GTC online to file and pay your returns



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