



*Georgia Department of Public Health*

# Retrieving Sales and Use Returns (ST-3 Forms)

Presentation to: Vendor Advisory Forum

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*We Protect Lives.*

# LEARNING OBJECTIVES

1

Proper retrieval of the Sales and Use Tax (ST-3) forms from the Georgia Department of Revenue for the designated reporting period.

2

Submission process for self-reporting and ST-3 documents to Georgia WIC.

3

Itemized Spreadsheets submission for Corporate Vendors.

# Logging In to the GA Tax Center

GEORGIA.GOV

georgia tax center

Department of Revenue   Trucking Portal   Frequently Asked Questions   Georgia Tax Center Info

The Department of Revenue Newly Adopted Regulations are now available. [Click here to view.](#)

2016 Alcohol Renewal starts September 1, 2015. [Click here to view.](#)

### LOGIN

Username  
Required

Password  
Required

Authorization Code ⓘ

Login

[Forgot my username](#)  
[Forgot my password](#)

### SIGN UP

Create my username  
Why create a username?

**Quick Links**

Individual   Business

Where's my refund?   Return Verification   Find an existing request   F.A.Q.   Video tutorials

**Step 1:** Log-In using the username and password provided by the GA Department of Revenue.

**Please Note:** If you forgot the username and password, click on the "**Forgot Username**" or "**Forgot Password**" link.

# Selecting an Account

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**MENU** Log Off

Home

**NAVIGATION**

» My Accounts

All Accounts

**HELP**

FAQs

Video Tutorials

**GA DEPARTMENT OF REVENUE**

STI 20018245621  
My Balance \$0.00

**NAMES AND ADDRESSES**

Legal Name GA DEPARTMENT OF REVENUE  
DBA Name E-FILE TEST #2  
Business Location Address 1800 CENTURY BLVD NE STE 8203 ATLANTA GA 30345-3202  
Mailing Address Add

**I WANT TO...** Profile

- Make Multiple Payments
- Submit Documentation
- Submit Power of Attorney
- Transfer Tax Credit
- Add Access to Another Account
- Upload File
- Register New Tax Account
- Update Officers
- Manage NAICS Codes

**ACCOUNTS<sup>1</sup>** REQUESTS<sup>0</sup> E-MESSAGES<sup>6</sup> LETTERS<sup>0</sup>

**MY ACCOUNTS<sup>1</sup>**

**MY ACCOUNTS** Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
303-477623	Sales & Use Tax	E-FILE TEST #2	Monthly	1800 CENTURY BLVD NE STE	0.00

**Step 2:** Click on the "**Accounts**" tab.

**Step 3:** Click on your account number.

# Searching and Selecting a Tax Period

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MENU

Log Off

SALES & USE TAX

STI 20018245621  
Sales & Use Monthly 303-477623  
My Balance \$0.00  
Pending \$0.00  
Payment Source Setup

NAMES AND ADDRESSES

Legal Name GA DEPARTMENT OF REVENUE  
DBA Name E-FILE TEST #2  
Business Location 1800 CENTURY BLVD NE STE 8203  
Address ATLANTA GA 30345-3202  
Mailing Address PO BOX 49512 ATLANTA GA 30359-1512  
Site of Business Add  
Records Address

I WANT TO...

Profile Accounts

Protest Proposed Assessment  
Request to Close Account  
Request Statement of Account  
Request Payment Statement  
Request Waiver of Penalty  
Change Filing Frequency  
Make a Payment  
File Return  
Manage NAICS Codes

Home

Back

NAVIGATION

My Accounts

» Account: 303-477623

HELP

FAQs

PERIODS

REQUESTS<sup>0</sup>

ACTIVITY

E-MESSAGES<sup>1</sup>

LETTERS<sup>0</sup>

ATTENTION NEEDED<sup>60</sup>

ALL PERIODS / PERIOD SEARCH

PERIODS FROM 03-DEC-2013

Change Date Filter

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2015	Generated	File Return	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Nov-2015	Generated	File Return	Pay	0.00	0.00	0.00	0.00	0.00	File Return

**Step 4:** Click on the sub-tab "All Periods/Period".

**Step 5:** Search under the "Periods" tab.

Protect Lives.

# Searching and Selecting a Tax Period

PERIODS	REQUESTS <sup>0</sup>	ACTIVITY	E-MESSAGES
ATTENTION NEEDED <sup>1</sup> ALL PERIODS / PERIOD SEARCH			
PERIODS FROM 03-DEC-2013			
Period	Return Status		
31-Dec-2015	Generated	<a href="#">File Return</a>	Pay
30-Nov-2015	Filed - Timely	<a href="#">View Return</a>	Pay
31-Oct-2015	Filed - Timely	<a href="#">View Return</a>	Pay
30-Sep-2015	Filed - Timely	<a href="#">View Return</a>	Pay
31-Aug-2015	Filed - Timely	<a href="#">View Return</a>	Pay
31-Jul-2015	Filed - Timely	<a href="#">View Return</a>	Pay
30-Jun-2015	Filed - Timely	<a href="#">View Return</a>	Pay
31-May-2015	Filed - Timely	<a href="#">View Return</a>	Pay
30-Apr-2015	Filed - Timely	<a href="#">View Return</a>	Pay
31-Mar-2015	Filed - Timely	<a href="#">View Return</a>	Pay
28-Feb-2015	Filed - Timely	<a href="#">View Return</a>	Pay
31-Jan-2015	Filed - Timely	<a href="#">View Return</a>	Pay

**Step 6:** Click on **“View Return”** and select the return period you wish to review.

**Reminder:** The selected document can be saved to PDF. The print tab gives you the option to save the selected file.

# Printing and Saving the Document

The screenshot shows the Georgia Tax Center interface. On the left is a navigation menu with 'MENU' (Home, Back), 'NAVIGATION' (My Accounts, Account: 303-477623, Sales New Form - 30-Nov-2015), and 'HELP' (FAQs, Video Tutorials). The main content area is titled 'SALES NEW FORM' and includes a 'Log Off' link, a 'Change' button, and a 'Print' button (highlighted with a red box and arrow). Below this is a form summary with fields for STI, Name, Sales & Use Tax, Period, Due, Received, Status, and Confirmation #. A section for 'ST-3 FORM' includes checkboxes for 'Amended' and 'No Sales/Use Activity'. The 'Part A' section contains a table with 7 rows of tax data.

Part A	
1. Total Sales (State)	10,000.00
2. Exempt Sales (Click to report bad debt)	0.00
3. Taxable Sales	10,000.00
4. Total Sales Tax (Click Here for Part B)	700.00
5. Total Use Tax (Click Here for Part B)	0.00
6. Total TSPLOST Tax (Click Here for Part C)	0.00
7. Prepaid Local Sales/Use (MF)	0.00

**Step 7:** In the upper right hand corner, click on the "**Print**" tab.

**Reminder:** The selected document can be saved to PDF. The print tab gives you the option to save the selected file. A separate tab will open to save the file. Make sure your Pop-Up blocker is turned off in order to do so.



# Sales and Use Return Example

## SALES AND USE RETURN

Sales & Use #:

Period Ending: 30-Nov-2014

Confirmation Number: 1645867568

Filing Method: Electronic

Status: Received on 12/15/2014

Estimated Assessment

Amended

No Sales/Use Activity

### PART A

1 Total Sales (State)	>	75,866.63
2 Exempt Sales	> -	69,226.63
3 Taxable Sales	>	6,640.00
4 Total Sales Tax	> +	2,189.28
5 Total Use Tax	> +	0.00
6 Total TSPLOST Tax	> +	0.00
7 Prepaid Local Sales/Use (MF)	> +	0.00
8 Total Tax Collected	>	2,189.28
9 Total Sales and Use Tax	>	2,189.28
10 Excess Tax	> +	0.00
11 Vendor's Compensation	> -	65.68
12 Previous Prepaid Amount	> -	0.00
13 Current Prepaid Amount	> +	0.00
14 Total Amount Due	>	2,123.60

### Vendor's Compensation

	Tax Amounts	Tax Rate	Vendor's Comp
Non Motor Fuel Sales/Use (First \$3,000)	2,189.28	0.0300	65.68
Non Motor Fuel Sales/Use (Over \$3,000)	0.00	0.0050	0.00
On Road Motor Fuel	0.00	0.0300	0.00
Off Road Motor Fuel	0.00	0.0300	0.00
Total Vendor's Comp			65.68

### Bad Debt

Bad Debt Credit	0.00
Bad Debt Collected	0.00

**Confirmation  
Number**

**Period End  
Date**



# Corporate Spreadsheet Example

## Quarterly WIC Survey July - September 2015

**Vendor Number  
Store Name for  
each header and  
each column.**

VN#

Period		VN#										
Period July 2015												
	ST-3											
Total Sales	\$ 6,828,924.12	768,974.88	431,298.23	715,267.09	332,464.49	482,123.71	563,828.91	535,525.34	762,679.56	858,310.58	1,378,451.33	
Total State Exempt	\$ 6,380,697.95	723,030.77	416,285.33	668,260.88	263,045.52	451,411.89	510,720.51	511,470.81	717,980.30	804,358.42	1,314,133.52	
Total State Non-Exempt	\$ 448,226.17	45,944.11	15,012.90	47,006.21	69,418.97	30,711.82	53,108.40	24,054.53	44,699.26	53,952.16	64,317.81	
Total Eligible	\$ 6,380,697.95	723,030.77	416,285.33	668,260.88	263,045.52	451,411.89	510,720.51	511,470.81	717,980.30	804,358.42	1,314,133.52	
Period August 2015												
	ST-3											
Total Sales	\$ 6,467,256.01	\$ 731,181.62	\$ 410,606.32	\$ 673,225.71	\$ 335,470.00	\$ 482,123.71	\$ 563,828.91	\$ 535,525.34	\$ 762,679.56	\$ 858,310.58	\$ 1,378,451.33	
Total State Exempt	\$ 6,066,567.62	\$ 691,195.59	\$ 397,600.08	\$ 631,125.43	\$ 272,300.00	\$ 451,411.89	\$ 510,720.51	\$ 511,470.81	\$ 717,980.30	\$ 804,358.42	\$ 1,314,133.52	
Total State Non-Exempt	\$ 400,688.39	\$ 39,986.03	\$ 13,006.24	\$ 42,100.28	\$ 63,169.97	\$ 30,711.82	\$ 53,108.40	\$ 24,054.53	\$ 44,699.26	\$ 53,952.16	\$ 64,317.81	
Total Eligible	\$ 6,066,567.62	\$ 691,195.59	\$ 397,600.08	\$ 631,125.43	\$ 272,300.00	\$ 451,411.89	\$ 510,720.51	\$ 511,470.81	\$ 717,980.30	\$ 804,358.42	\$ 1,314,133.52	
Period September 2015												
	ST-3											
Total Sales	\$ 8,000,950.44	\$ 889,692.57	\$ 500,077.32	\$ 844,311.64	\$ 398,500.00	\$ 482,123.71	\$ 563,828.91	\$ 535,525.34	\$ 762,679.56	\$ 858,310.58	\$ 1,378,451.33	
Total State Exempt	\$ 7,477,128.59	\$ 838,412.14	\$ 481,374.92	\$ 790,500.61	\$ 314,757.33	\$ 451,411.89	\$ 510,720.51	\$ 511,470.81	\$ 717,980.30	\$ 804,358.42	\$ 1,314,133.52	
Total State Non-Exempt	\$ 523,821.85	\$ 51,280.43	\$ 18,702.40	\$ 53,811.03	\$ 83,807.62	\$ 30,711.82	\$ 53,108.40	\$ 24,054.53	\$ 44,699.26	\$ 53,952.16	\$ 64,317.81	
Total Eligible	\$ 7,477,128.59	\$ 838,412.14	\$ 481,374.92	\$ 790,500.61	\$ 314,757.33	\$ 451,411.89	\$ 510,720.51	\$ 511,470.81	\$ 717,980.30	\$ 804,358.42	\$ 1,314,133.52	

**NOTE:** Corporate vendors must provide an itemized spreadsheet separating total state sales, exempt sales, and taxable sales for **each WIC authorized store.**

# Questions?

