

State of Georgia Department of Revenue



KEEP THESE INSTRUCTIONS AND WORKSHEET WITH YOUR RECORDS

Instructions

- 1. Download (free) the test version of Adobe Reader. http://www.adobe.com/products/acrobat/readstep2.html
- 2. Complete the worksheet below to automatically create your return.
- 3. Click the "Print" button to print a completed G 7 QUARTERLY RETURN for MONTHLY PAYER return.
- 4. Sign and date the return.
- 5. Cut the return along the dotted line. Mail only the return and payment (if required) to the address on the return.

DO NOT fold, staple or paper clip items being mailed.

G 7 Quar graphy Return for Monthly Payer Worksheet						
1. GA Withholding ID:		~	2. FEI Nun	nber :		
3. Name:						
4. Street Address Line 1:						
5. Street Address Line 2:						
6. City:		7. State: 8. Zip: -				
9. Telephone Number	r:					
10. Amended Return:			11. G-7 Non-Resident : [
12. Tax Period:	• • • • • • • • • • • • • • • • • • • •	•••••	Se	lect		
Months In Quarter:	Month 1		Month 2		Month 3	
Tax Withheld This Period						
Adjustment to Tax (+ or -)						
Tax Due		\$0.00		\$0.00		\$0.00
Tax Paid						
Quarterly Total		\$0.00	Amoun	t Enclosed :		
13. Explanation For Adjustment (115 Characters):						

Instructions for Completing the G-7 Quarterly for the Monthly Payer

- Form G-7 MUST be filed, even if no tax was withheld for a particular quarter or if payment was made via EFT. If a payment is enclosed, be sure to indicate the amount in the "Amount Paid" block. ANY payment received after the 15th of the following month will be subject to late charges.
- Complete the sections for first, second and third month. The "Tax Withheld", "Tax Due" and "Tax Paid" blocks must be filled in with the necessary tax information. The "Adjustment to Tax" block should be used when using a credit from a prior period or paying additional tax due for a period.
- Enter the total amount of taxes withheld for the quarter in the "Quarterly Total" block.
- Submit Form G-7 on or before the last day of the month following the quarter. Late returns will be assessed a penalty egual to \$25.00 plus 5% of the total tax withheld on the return each month the return is late, not to exceed \$25.00 plus 25% of the total tax withheld on the return.
- For tax years beginning on or after January 1, 2012, nonresident withholding is required to be paid annually, using the G-7-NRW, which will be available January 2013. This form must be filed by the due date of the entity's income tax return excluding extensions. As such monthly payments are no longer required. If your tax year began before January 1, 2012, check "G-7 Non-Resident" box if filing a return for tax withheld on non-resident distributions paid and if the distribution was credited but not paid, submit the G-7Q return.
- Mail this completed form with your payment to:

Georgia Department of Revenue **Processing Center** P.O. Box 105482 Atlanta, Georgia 30348-5482

■ Contact the Withholding Tax Unit at 1-877-GADOR11 (1-877-423-6711) if you need additional information or assistance.

PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only voucher and payment. PLEASE DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL CHECK STUBS.

Cut on dotted line

G-7 QUARTERLY RETURN Name and Address: FOR **MONTHLY PAYER** (Rev.4/12) Amended Return G-7 Non-Resident GA Withholding ID Vendor Code I declare under the penalty of perjury that this return has been examined Telephone FFI Number by me to the best of my knowledge is a true and cor Date Tax withheld for Month 2 Tax withheld for Month 3 Tax withheld for Month 1 **Explanation of Adjustments** Adjustment to tax Adjustment to tax Adjustment to tax Tax Due (Line 1 + or - Line 2) Tax Due (Line 1 + or - Line 2) Tax Due (Line 1 + or - Line 2) Tax Paid Tax Paid Tax Paid GEORGIA DEPARTMENT OF REVENUE Period Ending Due Date Quarterly Total PROCESSING CENTER PO BOX 105482 PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.

ATLANTA GA 30348-5482