

The Georgia Department of Revenue's new centralized alcohol application process is designated for retail alcohol initial license registrations and renewals. With this new system, all local and state retail alcohol applications will uniformly be submitted through the Georgia Tax Center (GTC).

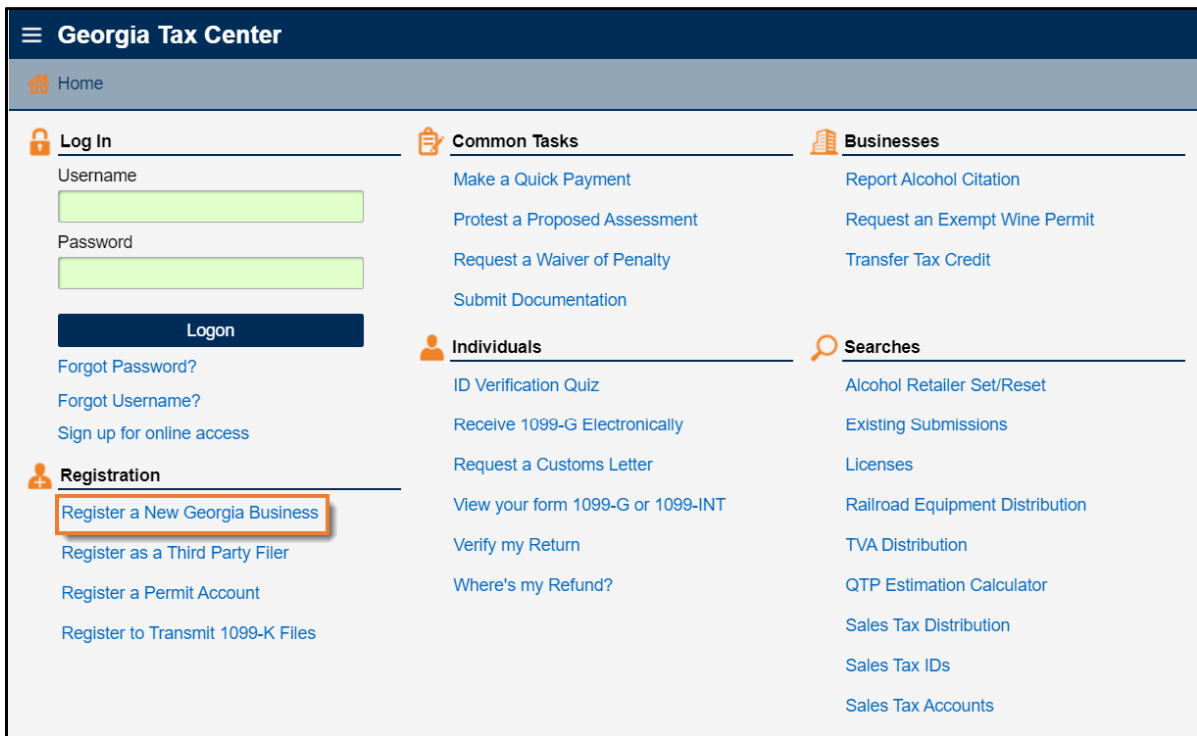
The following documentation provides information on registering for a retail alcohol license account (Retail, Consumption on Premises, Special Events, Hotel In-Room) on GTC.

Contents

Register a New Business for a Retail Alcohol License:.....	1
Register an Existing Business for a Retail Alcohol License:	18

Register a New Business for a Retail Alcohol License:

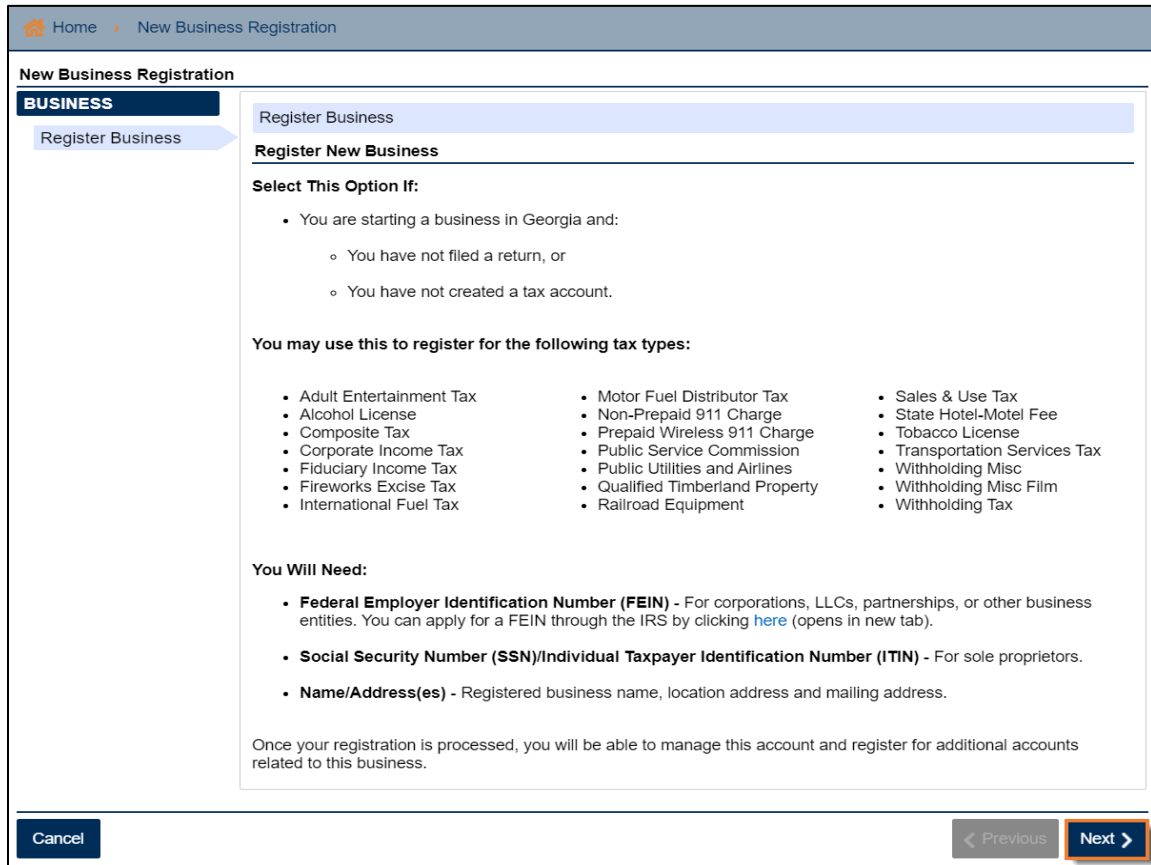
1. Navigate to the GTC website at <https://gtc.dor.ga.gov> and click the **Register a New Georgia Business** hyperlink.



The screenshot displays the Georgia Tax Center (GTC) website interface. The header includes the "Georgia Tax Center" logo and a "Home" link. The main content area is divided into several sections:

- Log In:** Includes fields for Username and Password, a "Logon" button, and links for "Forgot Password?", "Forgot Username?", and "Sign up for online access".
- Registration:** This section is highlighted with a red box. It contains the link "Register a New Georgia Business", which is also highlighted with a red box. Other links in this section include "Register as a Third Party Filer", "Register a Permit Account", and "Register to Transmit 1099-K Files".
- Common Tasks:** Includes links for "Make a Quick Payment", "Protest a Proposed Assessment", "Request a Waiver of Penalty", and "Submit Documentation".
- Individuals:** Includes links for "ID Verification Quiz", "Receive 1099-G Electronically", "Request a Customs Letter", "View your form 1099-G or 1099-INT", "Verify my Return", and "Where's my Refund?".
- Businesses:** Includes links for "Report Alcohol Citation", "Request an Exempt Wine Permit", and "Transfer Tax Credit".
- Searches:** Includes links for "Alcohol Retailer Set/Reset", "Existing Submissions", "Licenses", "Railroad Equipment Distribution", "TVA Distribution", "QTP Estimation Calculator", "Sales Tax Distribution", "Sales Tax IDs", and "Sales Tax Accounts".

- Review the information provided on completing the web request. Click the **Next** button.



Home > New Business Registration

New Business Registration

BUSINESS

Register Business

Register New Business

Select This Option If:

- You are starting a business in Georgia and:
 - You have not filed a return, or
 - You have not created a tax account.

You may use this to register for the following tax types:

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Public Service Commission
- Public Utilities and Airlines
- Qualified Timberland Property
- Railroad Equipment
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Transportation Services Tax
- Withholding Misc
- Withholding Misc Film
- Withholding Tax

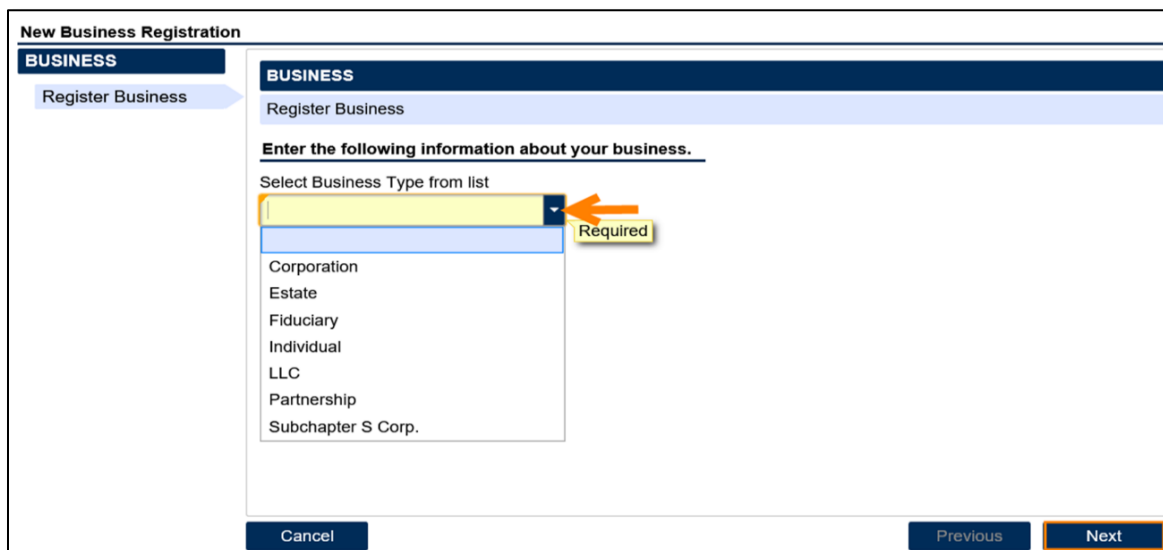
You Will Need:

- Federal Employer Identification Number (FEIN)** - For corporations, LLCs, partnerships, or other business entities. You can apply for a FEIN through the IRS by clicking [here](#) (opens in new tab).
- Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)** - For sole proprietors.
- Name/Address(es)** - Registered business name, location address and mailing address.

Once your registration is processed, you will be able to manage this account and register for additional accounts related to this business.

Cancel Previous **Next**

- Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.



New Business Registration

BUSINESS

Register Business

Enter the following information about your business.

Select Business Type from list

Corporation

Estate

Fiduciary

Individual

LLC

Partnership

Subchapter S Corp.

Required

Cancel Previous **Next**

4. Provide the **Business Location Address**.

Provide Address

Enter your business location address.

Select Country from list
USA

Street
Required

Street 2
Required

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

Select County from list
Required

Attention

Address must be verified before continuing.

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

BUSINESS

Provide Address

Enter your business location address.

Select Country from list
USA

Street
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)
SUITE

Unit # (if Unit Type is selected)
5000

City
ATLANTA

Select State from list
GEORGIA

Zip Code +4
30345-0000

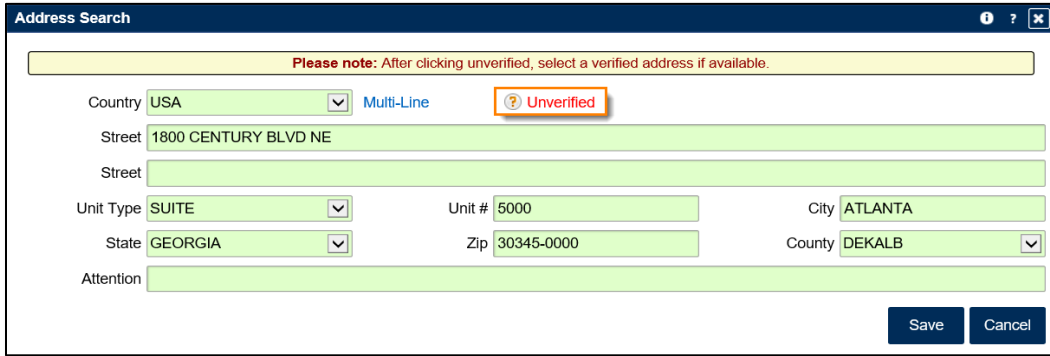
Select County from list
DEKALB

Attention

Verify your address

Address must be verified before continuing.

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



Address Search

Please note: After clicking unverified, select a verified address if available.

Country: USA **Unverified**

Street: 1800 CENTURY BLVD NE

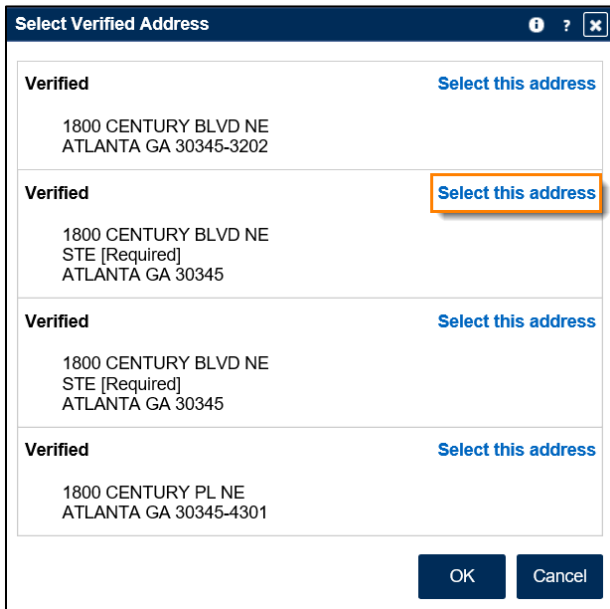
Street:

Unit Type: SUITE Unit #: 5000 City: ATLANTA

State: GEORGIA Zip: 30345-0000 County: DEKALB

Attention:

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



Select Verified Address

Verified [Select this address](#)

1800 CENTURY BLVD NE
ATLANTA GA 30345-3202

Verified [Select this address](#)

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Verified [Select this address](#)

1800 CENTURY BLVD NE
STE [Required]
ATLANTA GA 30345

Verified [Select this address](#)

1800 CENTURY PL NE
ATLANTA GA 30345-4301

- Confirm if your mailing address is the same as your business location address. Click the **Next** button.

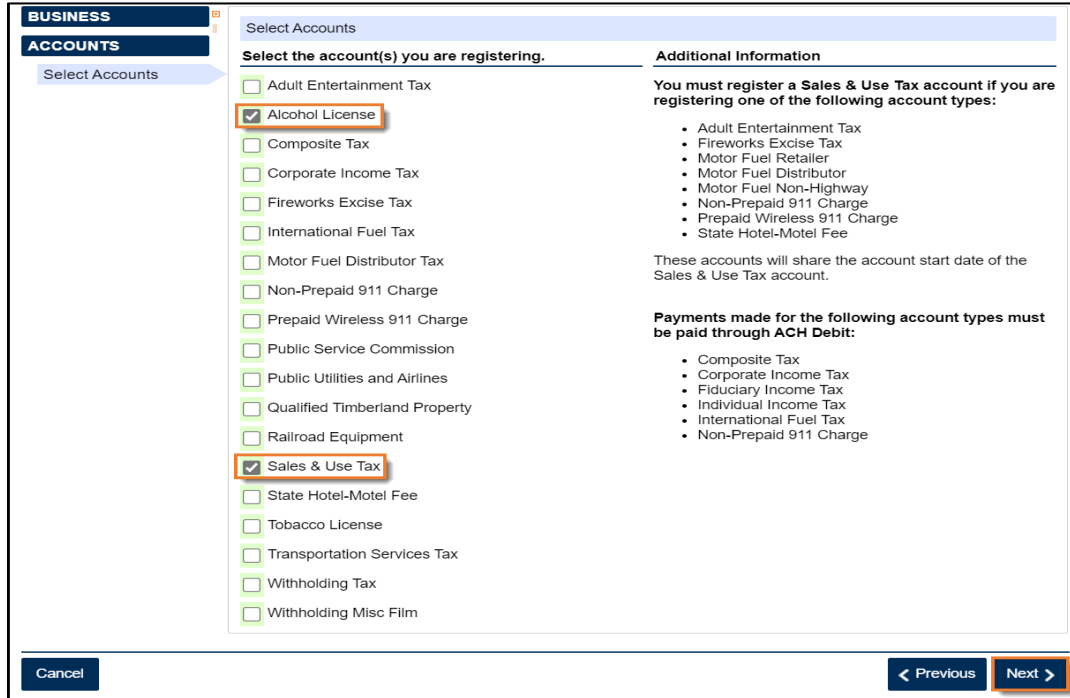
NOTE: If the mailing address is not the same as the business location address, selecting “No” displays fields to enter the mailing address. Repeat steps 5 through 7 to verify the mailing address.



Is your mailing address the same as your business address?

9. Check the boxes for **Alcohol License** and **Sales & Use Tax**. Click the **Next** button.

NOTE: Sales and Use Tax accounts are not a requirement to apply for special event licenses.



BUSINESS

ACCOUNTS

Select Accounts

Select the account(s) you are registering.

- ☐ Adult Entertainment Tax
- ☒ **Alcohol License**
- ☐ Composite Tax
- ☐ Corporate Income Tax
- ☐ Fireworks Excise Tax
- ☐ International Fuel Tax
- ☐ Motor Fuel Distributor Tax
- ☐ Non-Prepaid 911 Charge
- ☐ Prepaid Wireless 911 Charge
- ☐ Public Service Commission
- ☐ Public Utilities and Airlines
- ☐ Qualified Timberland Property
- ☐ Railroad Equipment
- ☒ **Sales & Use Tax**
- ☐ State Hotel-Motel Fee
- ☐ Tobacco License
- ☐ Transportation Services Tax
- ☐ Withholding Tax
- ☐ Withholding Misc Film

Additional Information

You must register a Sales & Use Tax account if you are registering one of the following account types:

- Adult Entertainment Tax
- Fireworks Excise Tax
- Motor Fuel Retailer
- Motor Fuel Distributor
- Motor Fuel Non-Highway
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- State Hotel-Motel Fee

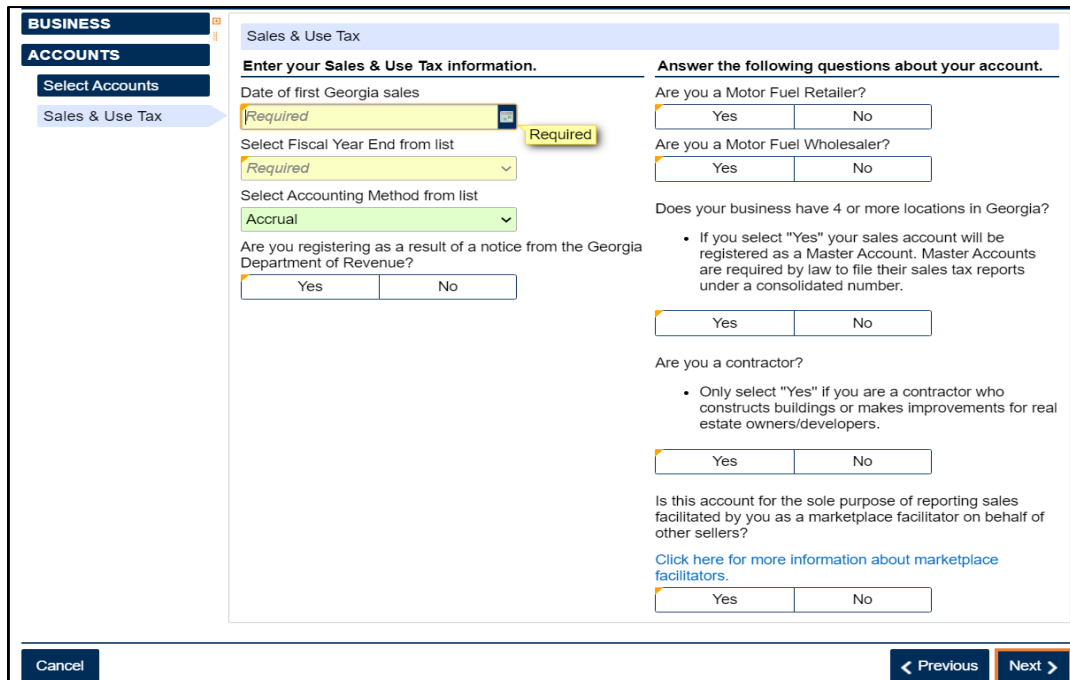
These accounts will share the account start date of the Sales & Use Tax account.

Payments made for the following account types must be paid through ACH Debit:

- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Individual Income Tax
- International Fuel Tax
- Non-Prepaid 911 Charge

Cancel Previous Next

10. Answer the questions about the Sales & Use Tax account, if applicable. Click the **Next** button.



BUSINESS

ACCOUNTS

Select Accounts

Sales & Use Tax

Sales & Use Tax

Enter your Sales & Use Tax information.

Date of first Georgia sales Required

Select Fiscal Year End from list Required

Select Accounting Method from list Accrual

Are you registering as a result of a notice from the Georgia Department of Revenue?

Yes No

Answer the following questions about your account.

Are you a Motor Fuel Retailer?

Yes No

Are you a Motor Fuel Wholesaler?

Yes No

Does your business have 4 or more locations in Georgia?

- If you select "Yes" your sales account will be registered as a Master Account. Master Accounts are required by law to file their sales tax reports under a consolidated number.

Yes No

Are you a contractor?

- Only select "Yes" if you are a contractor who constructs buildings or makes improvements for real estate owners/developers.

Yes No

Is this account for the sole purpose of reporting sales facilitated by you as a marketplace facilitator on behalf of other sellers?

[Click here for more information about marketplace facilitators.](#)

Yes No

Cancel Previous Next

11. Complete the **Alcohol License** screen. Based on your selections, additional questions and fields will appear. Click the **Next** button.

- a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, select the License Type from a list.

Enter your State Alcohol License information.

Account Start Date

Are you registering a restaurant?
☒ Yes ☐ No

Will you be selling liquor / distilled spirits?
☐ Yes ☒ No Required

Enter your State Alcohol License information.

Account Start Date

Are you registering a restaurant?
☐ Yes ☒ No

Select License Type from list
 Required

- b. Review or select the **Alcohol License's sales types**.

Select your Alcohol License's sales types.

Beer
☐ Yes ☐ No

Wine
☐ Yes ☐ No

Liquor / Distilled Spirits
☐ Yes ☐ No

You will not currently be registered for any Alcohol sales types.

Note: If registering a brand, please wait until the account registration is approved and register your brands via GTC

- c. If applicable, provide the requested **Additional Information** based on the license type.

Additional Information

Is this account an Airline or Railway Carrier?
☐ Yes ☐ No

Are you in a Regional Economic Assistance Project (REAP)?

- Special conditions apply to this license type; very few qualify.
- If you are in a REAP, you will need to attach a copy of your REAP letter with your other necessary attachments.

☐ Yes ☐ No

- d. If applicable, provide the requested **Special Events information**.

Enter your Special Events information.

What day will your event start?

What day will your event end?

Required

- e. Enter your **Local License information**.

Enter your Local License information.

Select Local License Type from list

Select Local License from list

Before completing this application, please make sure you have contacted your local alcohol licensing jurisdiction **and** you are aware of the additional requirements to obtain a local alcohol license. You will be required to upload your local jurisdiction's required documents in this application process.

By checking this box, I confirm that I have contacted my local alcohol licensing jurisdiction **and** I am aware of the additional requirements to obtain a local alcohol license.

☐

- f. If requested, provide the **information about arrest history**.

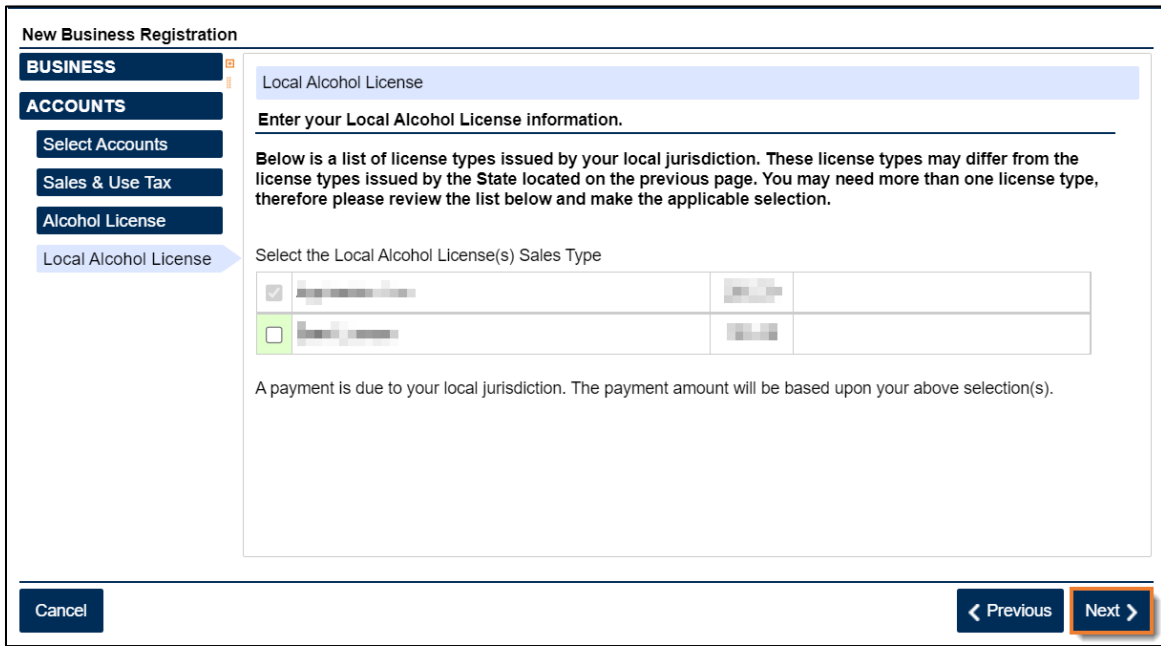
Enter the following information about arrest history.

- Failure to list all arrests can result in a permanent ban of all licenses.
- All arrests will be investigated prior to your license being issued and can result in a delay of the processing of your license.

Have you ever been arrested?

☐ Yes
 ☐ No

12. The **Local Alcohol License** screen displays license types and proposed fees issued by the local jurisdiction selected in the previous step. Review and make any appropriate selections. Click the **Next** button.



New Business Registration

BUSINESS

ACCOUNTS

Select Accounts

Sales & Use Tax

Alcohol License

Local Alcohol License

Local Alcohol License

Enter your Local Alcohol License information.

Below is a list of license types issued by your local jurisdiction. These license types may differ from the license types issued by the State located on the previous page. You may need more than one license type, therefore please review the list below and make the applicable selection.

Select the Local Alcohol License(s) Sales Type

☒	[Redacted]	[Redacted]	[Redacted]
☐	[Redacted]	[Redacted]	[Redacted]

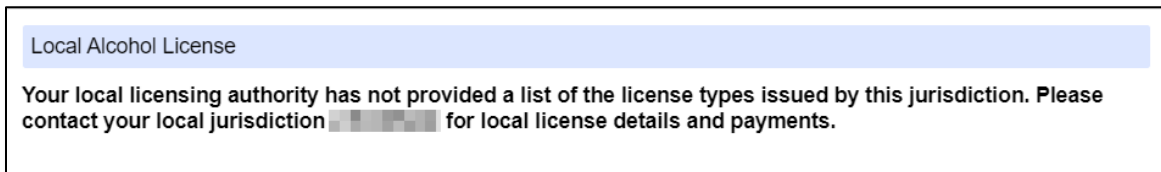
A payment is due to your local jurisdiction. The payment amount will be based upon your above selection(s).

Cancel

< Previous

Next >

If your jurisdiction has not provided any information, you will see the following message:

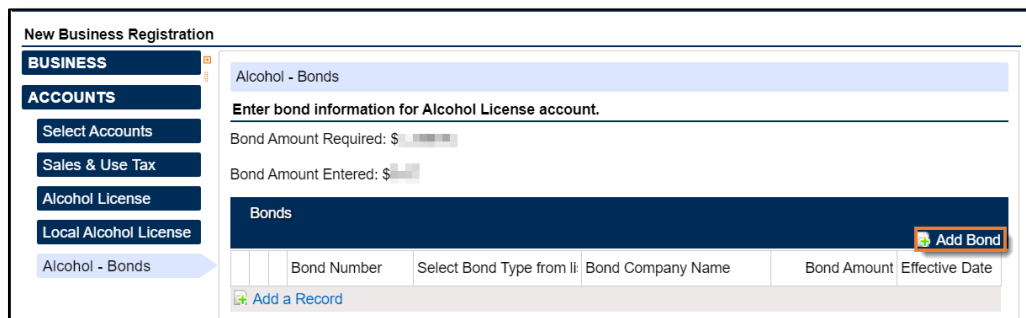


Local Alcohol License

Your local licensing authority has not provided a list of the license types issued by this jurisdiction. Please contact your local jurisdiction [Redacted] for local license details and payments.

13. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 14 in this section.

- a. Click **Add Bond**.



New Business Registration

BUSINESS

ACCOUNTS

Select Accounts

Sales & Use Tax

Alcohol License

Local Alcohol License

Alcohol - Bonds

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required: \$ [Redacted]

Bond Amount Entered: \$ [Redacted]

Bonds

Add Bond

Bond Number	Select Bond Type from li	Bond Company Name	Bond Amount	Effective Date
Add a Record				

- b. Enter the bond information and the bond company's information. You can **Delete**, **Copy**, or **Add** records. Once done, click the **Next** button.

Bond Amount Entered: \$0.00

Bonds **New Bond**

Record 1

Enter your bond information below.

Select Bond Type from list
Required

Bond Number
Required

Bond Certificate Number

Bond Amount
Required

Effective Date
Required

Cancellation Date
Required

Bond Company Name
Required

Bond Company Phone Number
Required

Bond Company Email

Confirm Bond Company Email

Enter the bond company's address information.

Select Country from list
USA

Street
Required

Street 2

Select Unit Type from list

Unit #

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

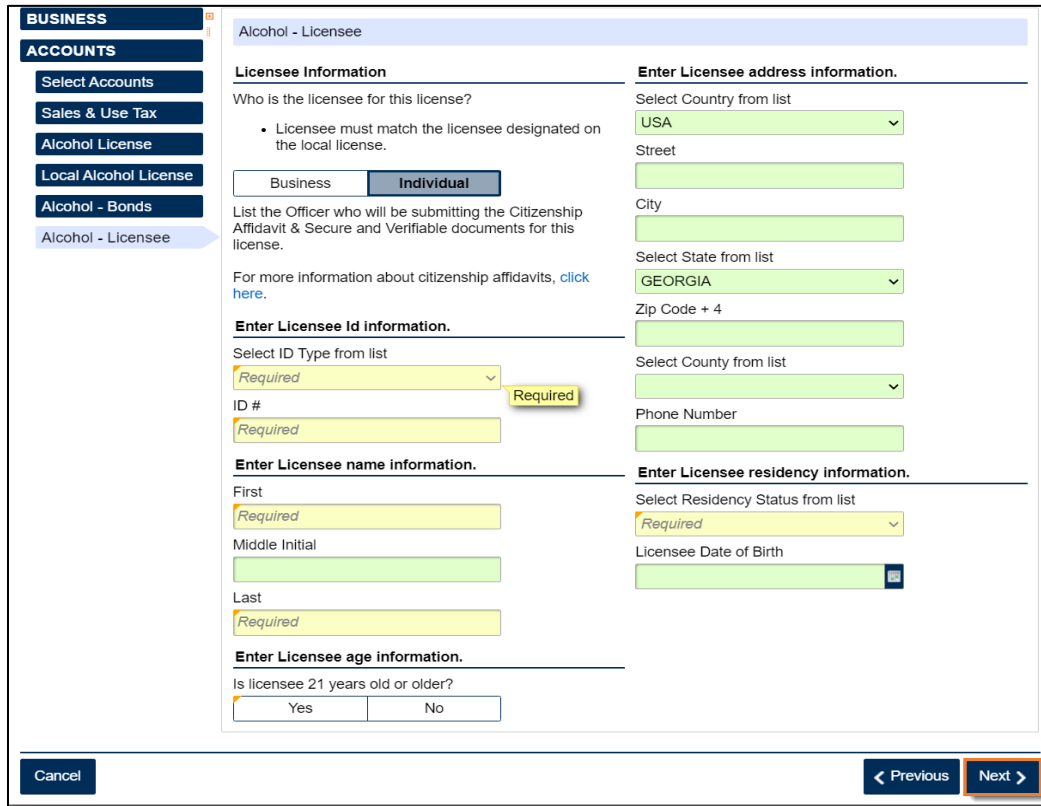
Select County from list
Required

Attention

Delete Bond Copy row Add Bond

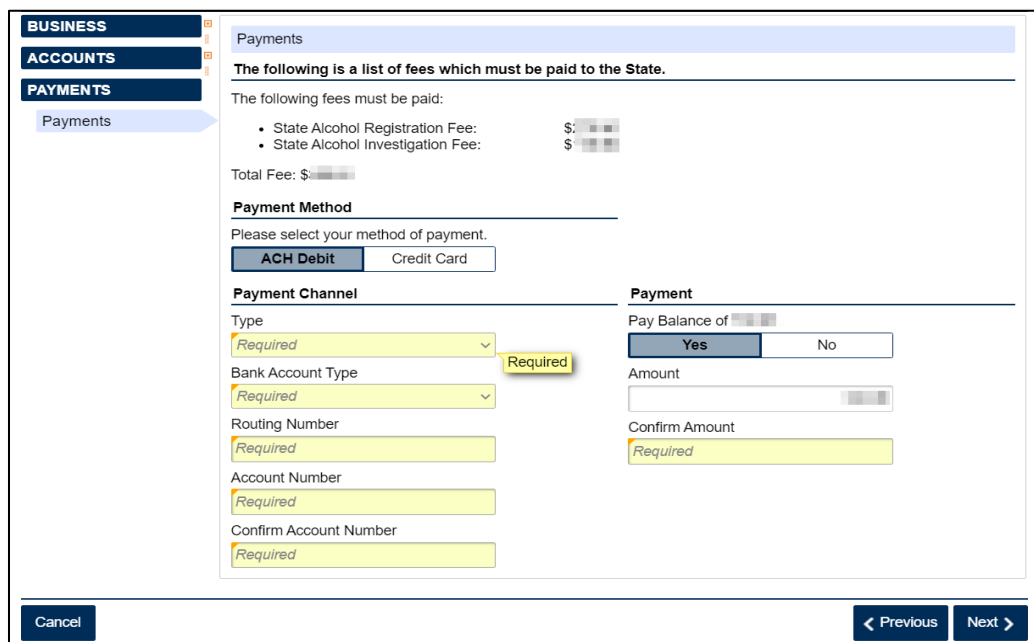
Previous Next

14. Complete the **Alcohol - Licensee** screen. Click the **Next** button.



15. State alcohol licensing fees are due at the time of registration.

- For ACH Debit, enter the payment information and click the **Next** button.



- For Credit Card, review the message provided and click the **Next** button.

Payment Method
Please select your method of payment.

ACH Debit
Credit Card

Upon completion of this request you will receive an email that will provide a link to ACI Payments, Inc. for each license type you have selected.

ACI Payments, Inc. is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of these sites to you. The state is providing this link only as a convenience.

You will need to go to each link and make the payment associated with each license.

Note: A convenience fee may be charged by the credit card processor.

16. Review the local alcohol licensing payment information. Click the **Next** button.

NOTE: If the local jurisdiction has not provided the Department with any information regarding their payments, you will not see this screen.

New Business Registration

BUSINESS
ACCOUNTS
PAYMENTS

Payments
Local Payments

Local Payments
Local Payments
The following is a list of fees which must be paid to your local alcohol licensing jurisdiction
The following fees must be paid:

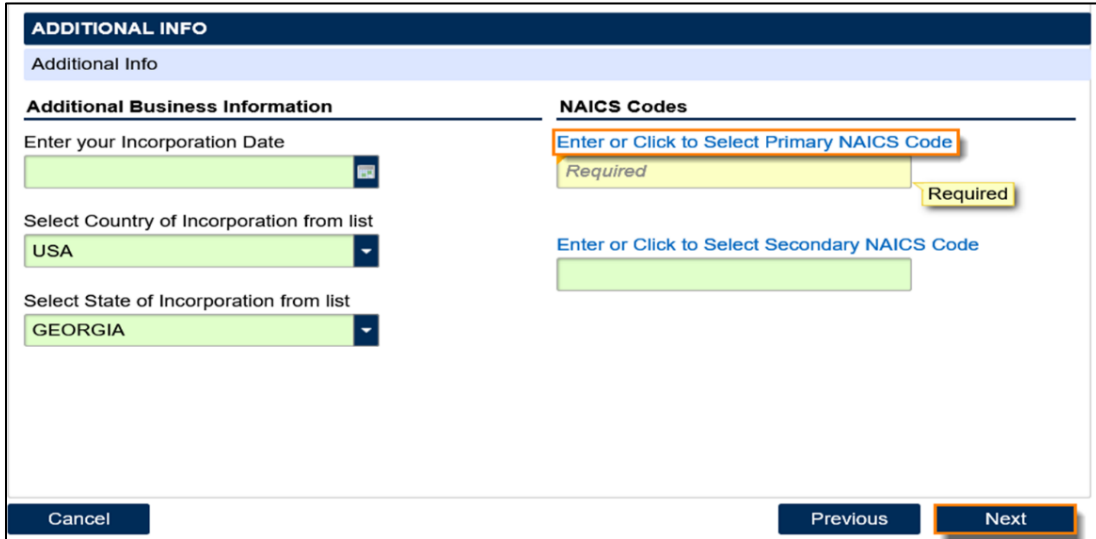
-

Total Fee: \$
Payment Method
A payment is due to your local licensing jurisdiction. Contact at or visit the link below for details.
Payment In Person
Address:
Payment Online
To submit a payment to your local jurisdiction, please select the URL (link/hyperlink) provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.
Payment Instruction URL:
Payment URL:
Disclaimer:
Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites.
Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

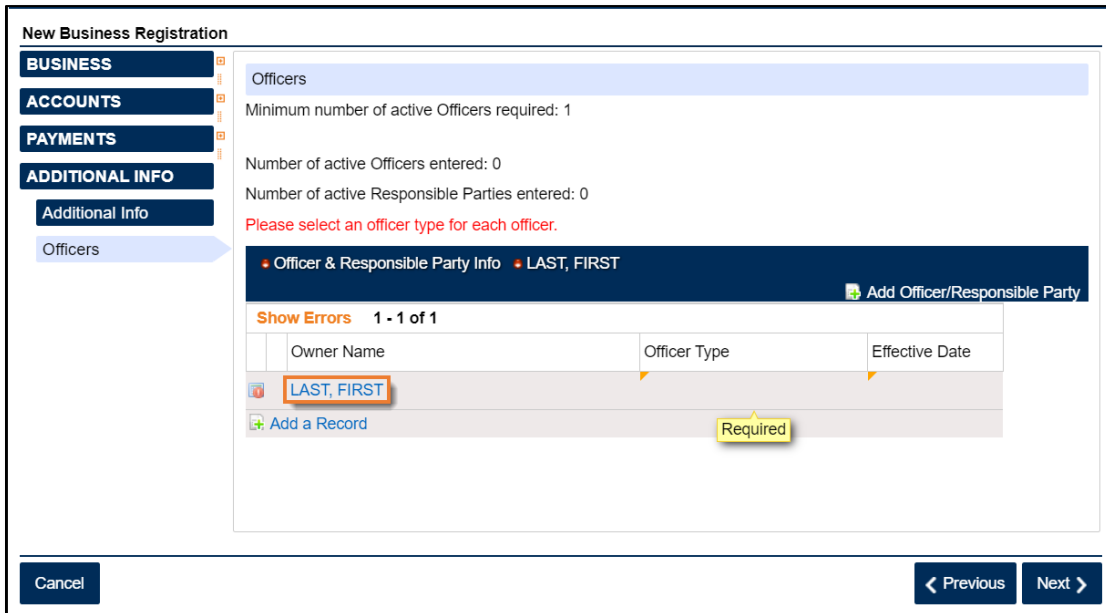
Cancel
Previous
Next

17. Complete the Additional Business Information section. Type your **NAICS** code(s).

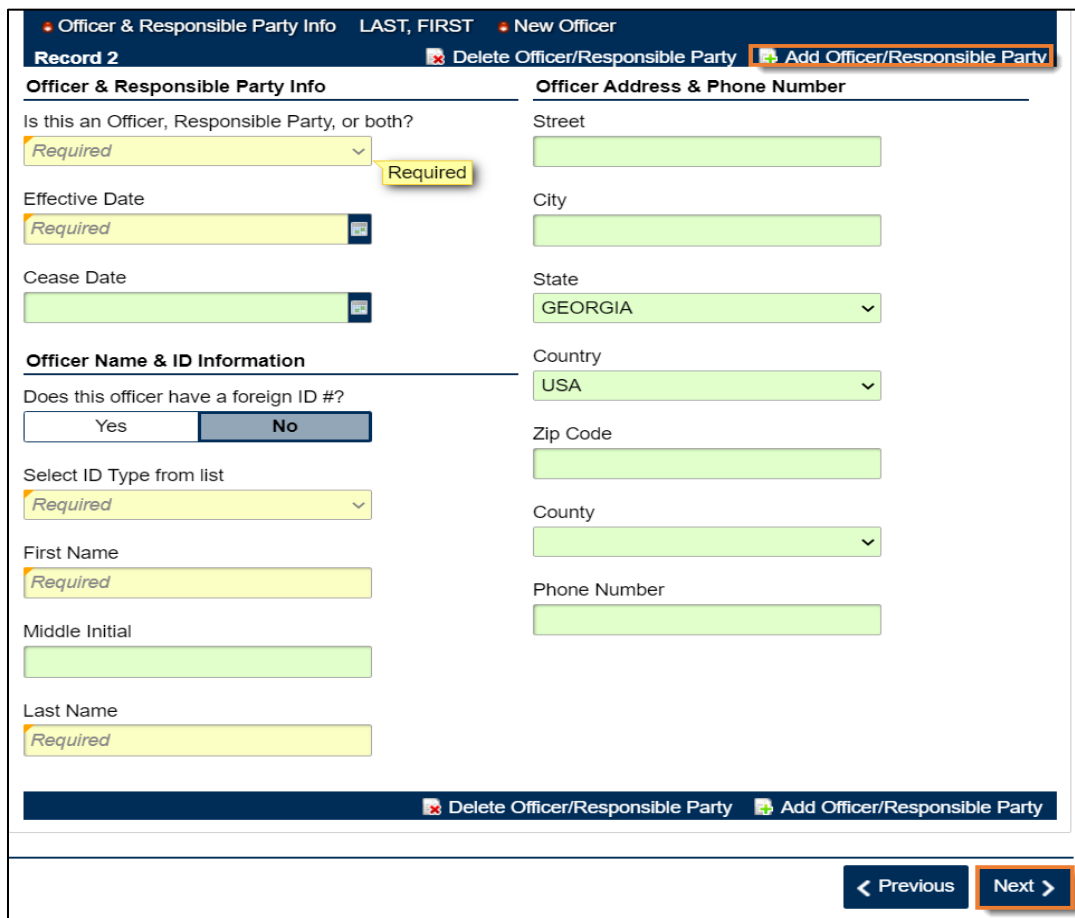
If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword. Click the **Next** button.



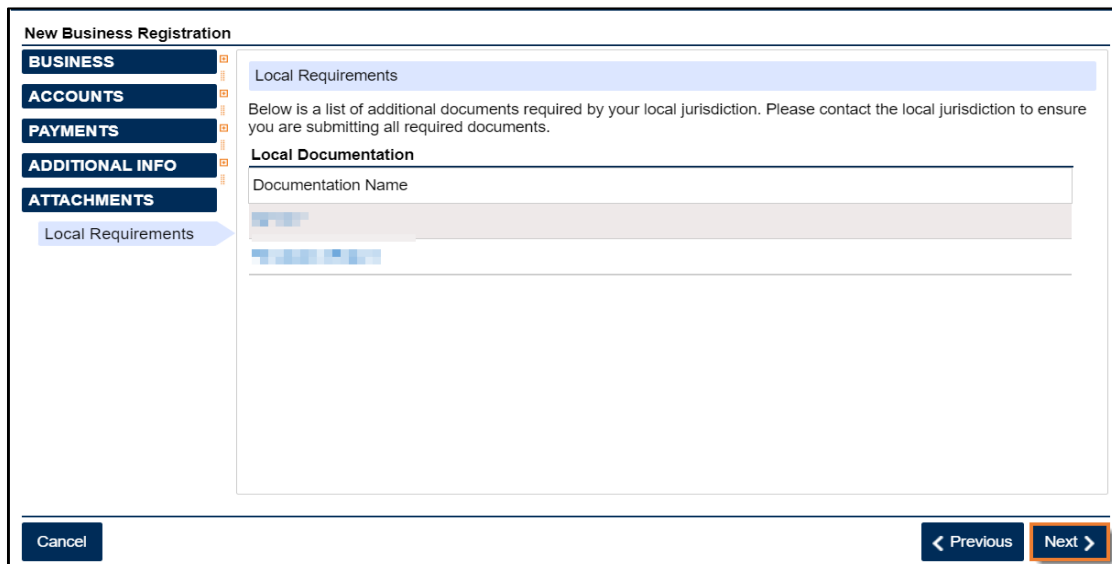
18. The alcohol licensee will appear as an officer/responsibility party. Click the hyperlink under the **Owner Name** column to update their information.



19. If needed, click **Add Officer/Responsibility Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.



20. Review the list of documentation required for your local jurisdiction. Click the **Next** button.



21. Review the consent statement regarding Form ATT-17 on the **Attachments** screen. If you agree, click the checkbox.

Attachments

☐ If applicable, I consent to the Department sharing all information on the Form ATT-17 with a local licensing jurisdiction for the purpose of reviewing and processing my retail alcohol license application.

22. Click the **Add Attachment** button to upload documentation with your registration.

NOTE: You cannot continue if all required documents are not attached.

ADDITIONAL INFO
ATTACHMENTS
 Local Requirements
 Attachments

Please attach all required documents

Attachment Type	Attached	Minimum Required	Max Allowed
...			
...			
...			
...			
...			
...			
...			
...			
...			
...			
...			
...			
...			

Attachments

Type	Name	Size

Add Attachment

Cancel

< Previous

Next >

23. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.

Select a file to attach

Type

v

1

Required

Description

v

2

v

3

Browse...

4

Save

Cancel

24. Repeat steps 22 and 23 until all attachments are added. Click the **Next** button.

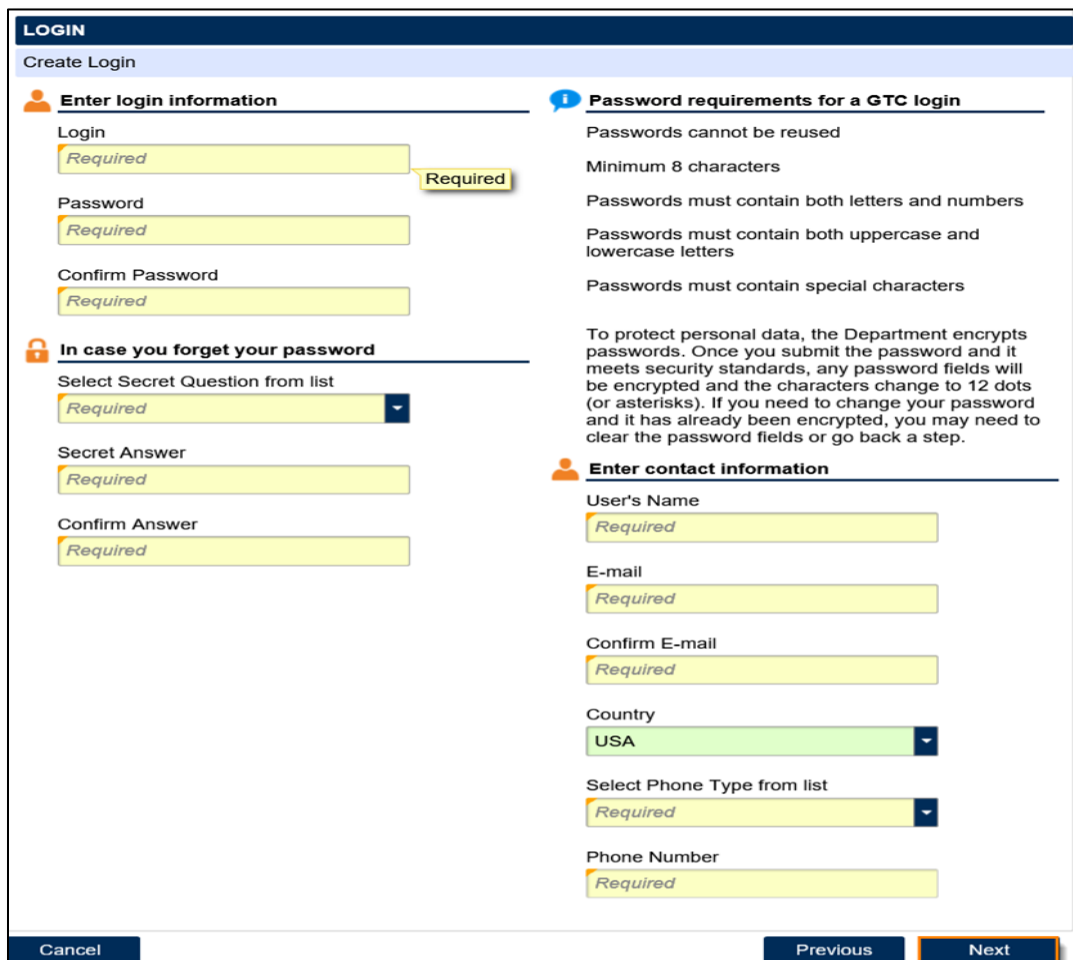


Type	Name	Size
Image	Image	12 Remove
Image	Image	11 Remove
Image	Image	12 Remove
Image	Image	12 Remove
Image	Image	14 Remove
Image	Image	12 Remove
Image	Image	12 Remove
Image	Image	12 Remove
Image	Image	12 Remove

9 Rows

< Previous **Next >**

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



LOGIN

Create Login

Enter login information

Login
Required

Password
Required

Confirm Password
Required

In case you forget your password

Select Secret Question from list
Required

Secret Answer
Required

Confirm Answer
Required

Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts password. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Enter contact information

User's Name
Required

E-mail
Required

Confirm E-mail
Required

Country
USA

Select Phone Type from list
Required

Phone Number
Required

Cancel Previous **Next**

26. Select and provide the information for the preferred **Two-Factor Authentication** method. Click the **Next** button.

LOGIN

Two-Factor Authentication

Authentication Options

Choose your authentication method

Text

Email

Both

Email

Country

USA

Mobile Carrier

Required

Required

Mobile Phone

Required

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Cancel

< Previous

Next >

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

New Business Registration

Home

New Business Registration

BUSINESS

ACCOUNTS

PAYMENTS

ADDITIONAL INFO

ATTACHMENTS

LOGIN

New Business Registration

Business Type

Corporation Name

Federal Employer ID #

Account Type

Account Type

Officer Name

State Payment Amount

Login

Local Jurisdiction

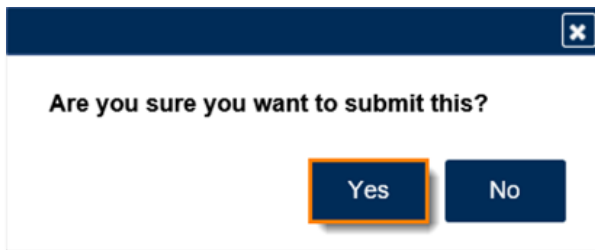
Local Payment Amount

Cancel

< Previous

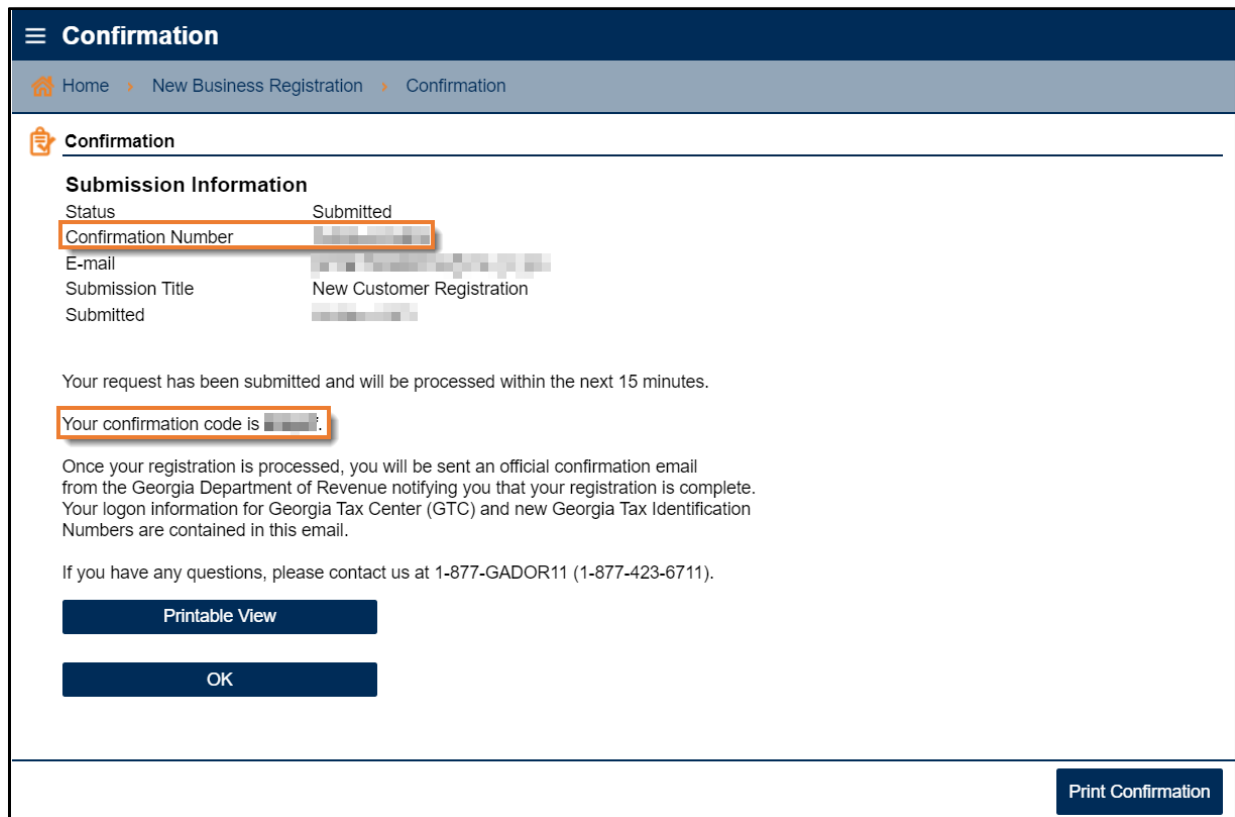
Submit

28. Click **Yes** to confirm you want to submit the request.



A confirmation dialog box with a dark blue header bar containing a close button (X). The main text asks "Are you sure you want to submit this?". Below the text are two buttons: "Yes" (highlighted with an orange border) and "No".

A confirmation page will appear with a confirmation number and confirmation code for the registration request. Please print the confirmation page and take it with you to make payment to your local jurisdiction, if an in-person payment is required.



The confirmation page has a dark blue header with a menu icon and the word "Confirmation". Below the header is a breadcrumb trail: Home > New Business Registration > Confirmation. The main content area is titled "Confirmation" with a document icon. Under "Submission Information", there is a table:

Status	Submitted
Confirmation Number	[Redacted]
E-mail	[Redacted]
Submission Title	New Customer Registration
Submitted	[Redacted]

Below the table, it states: "Your request has been submitted and will be processed within the next 15 minutes." followed by "Your confirmation code is [Redacted]." The page includes instructions about receiving a confirmation email from the Georgia Department of Revenue and provides contact information: "If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711)." At the bottom, there are two buttons: "Printable View" and "OK". A "Print Confirmation" button is located in the bottom right corner of the page.

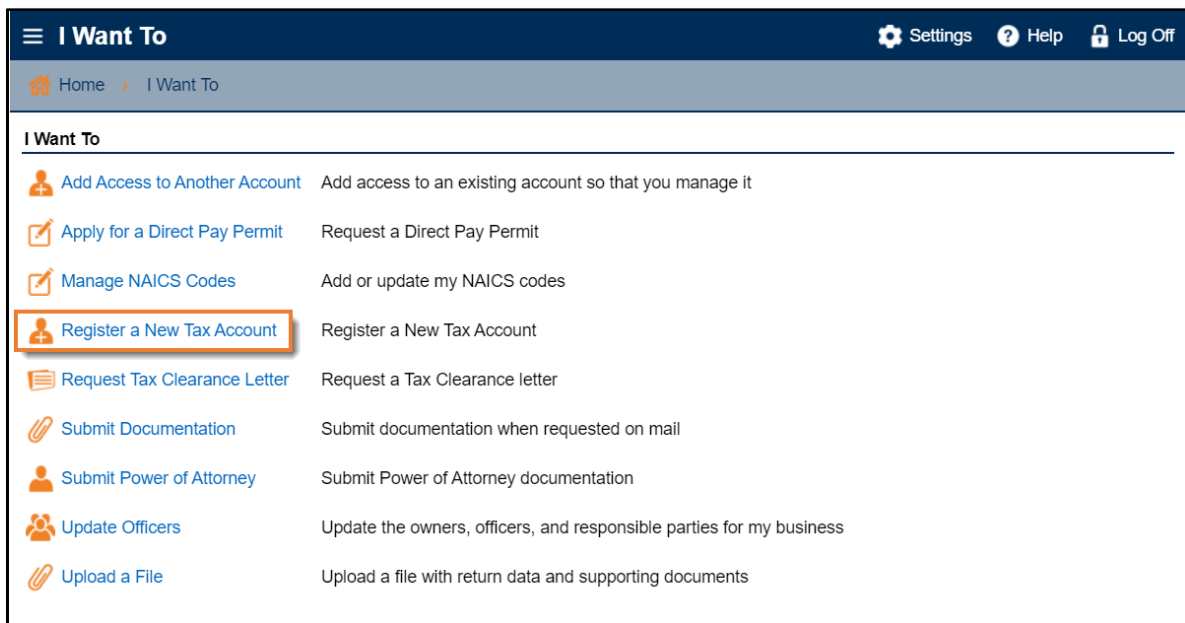
Register an Existing Business for a Retail Alcohol License:

Retail licenses, excluding special event licenses, require a Sales and Use Tax account. You will need to apply for a Sales and Use Tax account first if you do not already have one for the business location ([How to Register a Sales and Use Tax Account Instructional Guide](#)).

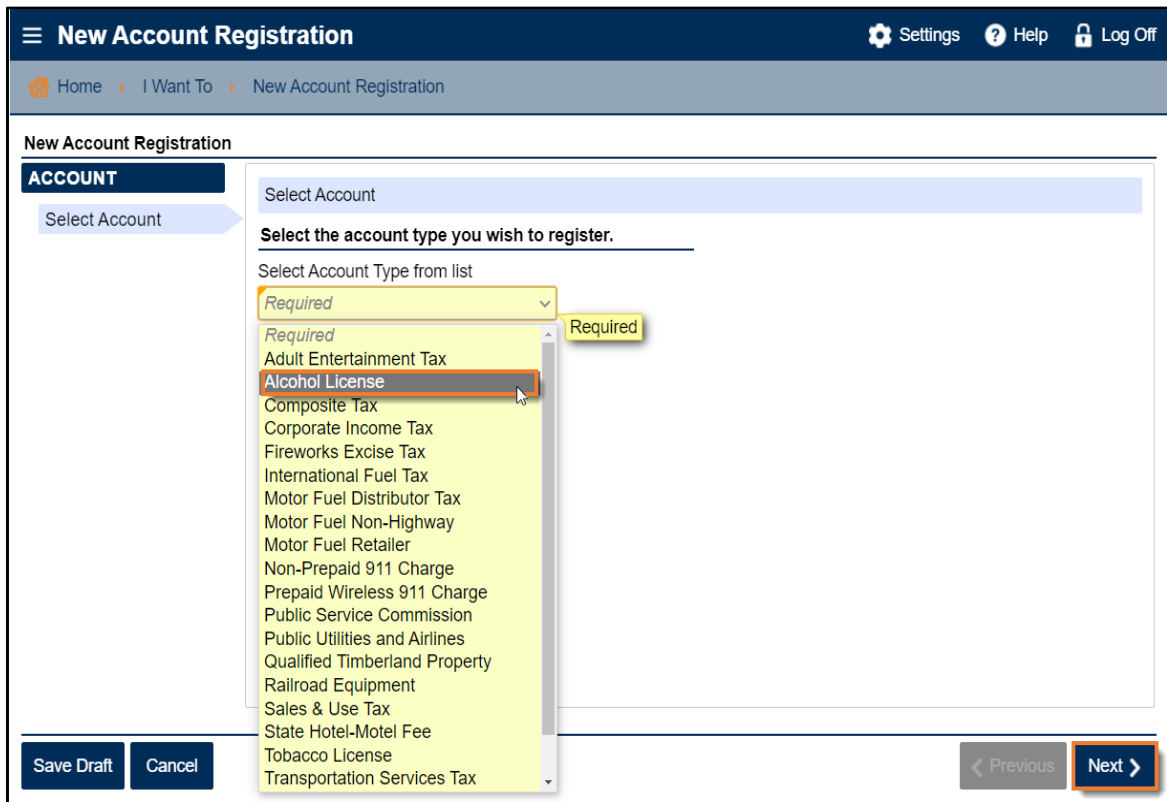
1. Navigate to the GTC website at <https://gtc.dor.ga.gov> and log into your GTC account.
2. Under the **I Want To** section on the Home screen, click the [See more links...](#) hyperlink.



3. Click the [Register a New Tax Account](#) hyperlink.



4. Select **Alcohol License** from the drop-down list. If prompted, provide any other requested information. Click the **Next** button.



New Account Registration Settings Help Log Off

Home > I Want To > New Account Registration

New Account Registration

ACCOUNT

Select Account

Select Account Type from list

Required

Required

Adult Entertainment Tax

Alcohol License

Composite Tax

Corporate Income Tax

Fireworks Excise Tax

International Fuel Tax

Motor Fuel Distributor Tax

Motor Fuel Non-Highway

Motor Fuel Retailer

Non-Prepaid 911 Charge

Prepaid Wireless 911 Charge

Public Service Commission

Public Utilities and Airlines

Qualified Timberland Property

Railroad Equipment

Sales & Use Tax

State Hotel-Motel Fee

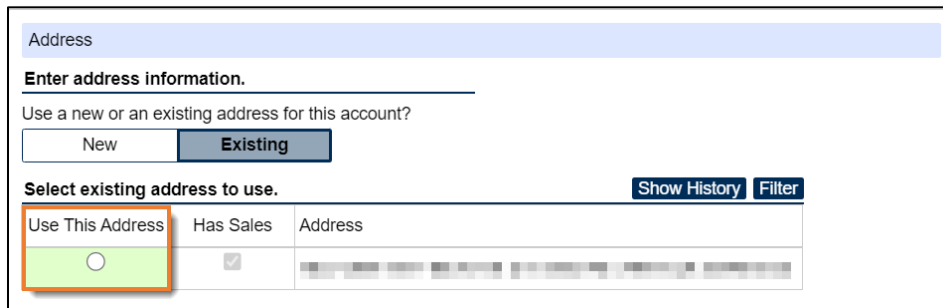
Tobacco License

Transportation Services Tax

Save Draft Cancel

Previous Next

5. Provide the business location address for the alcohol license account.
 - If provided, you can select from an existing address with the applicable Sales and Use Tax account



Address

Enter address information.

Use a new or an existing address for this account?

New Existing

Select existing address to use. Show History Filter

Use This Address	Has Sales	Address
☐	☒	[Redacted Address]

- Or you may enter a new address.
 - a. Enter the location address.

Address

Enter address information.

Use a new or an existing address for this account?

Enter your location address.

Select Country from list
USA

Street
Required

Street 2
Required

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

Select County from list
Required

Attention

- b. Click the **Verify your address** button to validate the address.

Verify your address

Address must be verified before continuing.

- c. Click the red **Unverified** hyperlink on the **Address Search** pop-up window.

Address Search

Please note: After clicking unverified, select a verified address if available.

Country USA Multi-Line ? Unverified

Street 1800 CENTURY BLVD NE

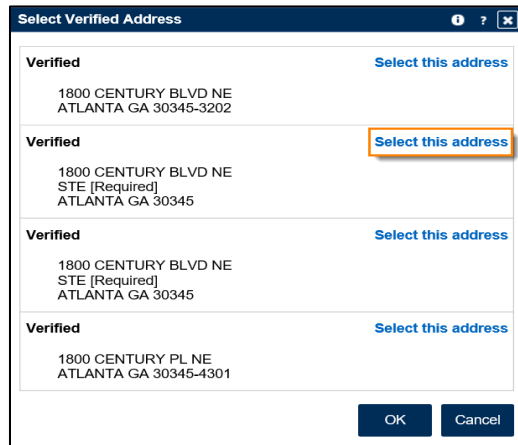
Street

Unit Type SUITE Unit # 5000 City ATLANTA

State GEORGIA Zip 30345-0000 County DEKALB

Attention

- d. Select a verified address by clicking the applicable [Select this address](#) hyperlink if prompted. If a verified address isn't listed, you can select the address you entered.

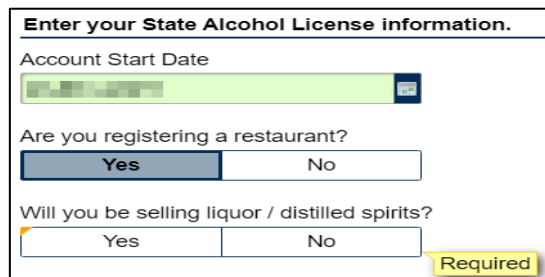
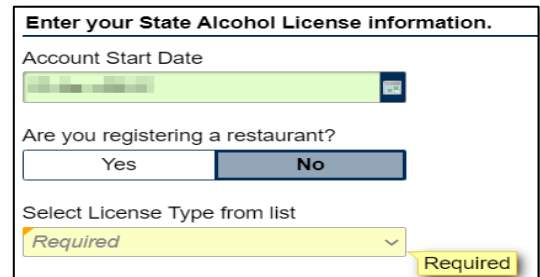


- Or, if provided, you can select from an existing address:
6. Confirm if your mailing address is the same as your business location address. Click the **Next** button.

NOTE: If the mailing address is not the same as the business location address, selecting “No” displays fields to enter the mailing address. Repeat the instructions under entering a new address to verify the mailing address.



7. Complete the **Alcohol License** screen. Based on your selections, additional questions and fields will appear. Click the **Next** button.
 - a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, you will be prompted to select the License Type from a list.

- b. Review or select the **Alcohol License's sales types**.

Select your Alcohol License's sales types.

Beer

☐ Yes
 ☐ No

Wine

☐ Yes
 ☐ No

Liquor / Distilled Spirits

☐ Yes
 ☐ No

You will not currently be registered for any Alcohol sales types.

Note: If registering a brand, please wait until the account registration is approved and register your brands via GTC

- c. If applicable, provide the requested **Additional Information** based on the license type.

Additional Information

Is this account an Airline or Railway Carrier?

☐ Yes
 ☐ No

Are you in a Regional Economic Assistance Project (REAP)?

- Special conditions apply to this license type; very few qualify.
- If you are in a REAP, you will need to attach a copy of your REAP letter with your other necessary attachments.

☐ Yes
 ☐ No

- d. If applicable, provide the requested **Special Events information**.

Enter your Special Events information.

What day will your event start?



What day will your event end?



Required

e. Enter your **Local License information**.

Enter your Local License information.

Select Local License Type from list

Select Local License from list

Before completing this application, please make sure you have contacted your local alcohol licensing jurisdiction **and** you are aware of the additional requirements to obtain a local alcohol license. You will be required to upload your local jurisdiction's required documents in this application process.

By checking this box, I confirm that I have contacted my local alcohol licensing jurisdiction **and** I am aware of the additional requirements to obtain a local alcohol license.

☐

f. If requested, provide the **information about arrest history**.

Enter the following information about arrest history.

- Failure to list all arrests can result in a permanent ban of all licenses.
- All arrests will be investigated prior to your license being issued and can result in a delay of the processing of your license.

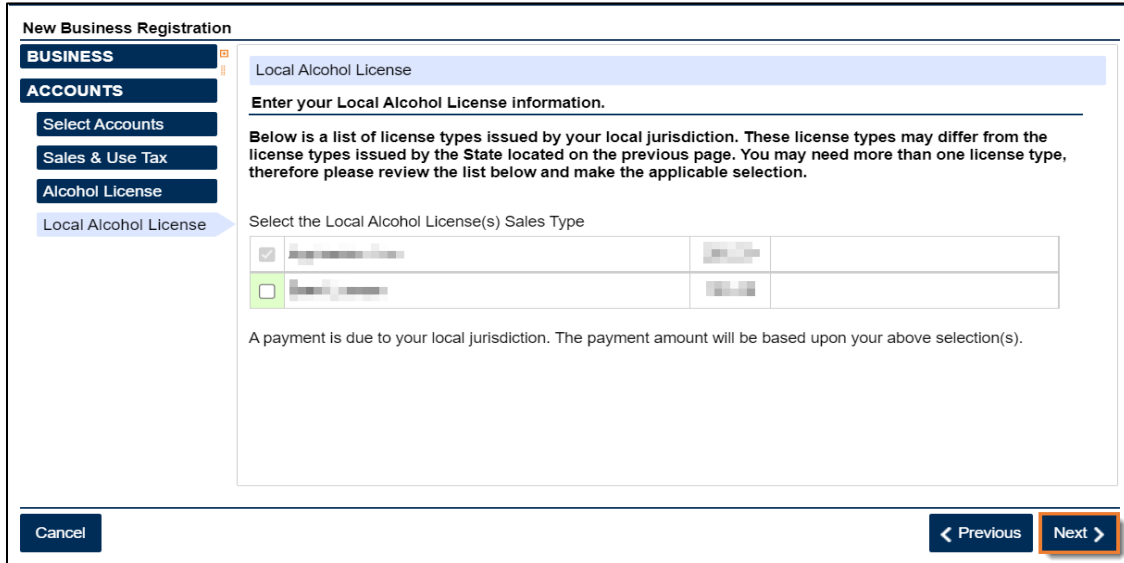
Have you ever been arrested?

g. Review the **Change of Ownership** section and update if necessary.

Enter Change of Ownership information.

Have you acquired this business in its entirety from another business?

8. The **Local Alcohol License** screen displays license types and proposed fees issued by the local jurisdiction selected in the previous step. Review and make any appropriate selections. Click the **Next** button.



New Business Registration

BUSINESS

ACCOUNTS

Select Accounts

Sales & Use Tax

Alcohol License

Local Alcohol License

Local Alcohol License

Enter your Local Alcohol License information.

Below is a list of license types issued by your local jurisdiction. These license types may differ from the license types issued by the State located on the previous page. You may need more than one license type, therefore please review the list below and make the applicable selection.

Select the Local Alcohol License(s) Sales Type

☒	[Redacted]	[Redacted]	[Redacted]
☐	[Redacted]	[Redacted]	[Redacted]

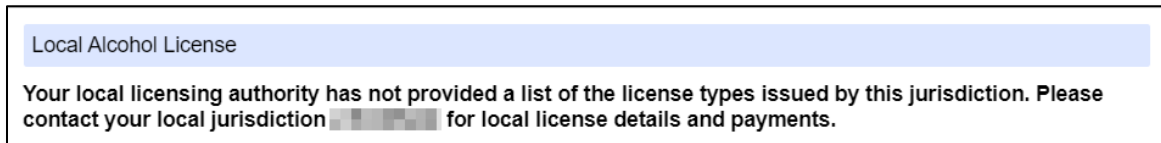
A payment is due to your local jurisdiction. The payment amount will be based upon your above selection(s).

Cancel

< Previous

Next >

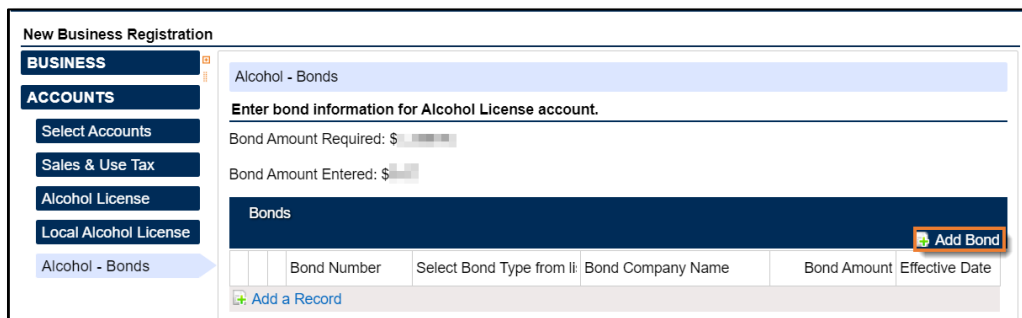
If your jurisdiction has not provided any information, you will see the following message:



Local Alcohol License

Your local licensing authority has not provided a list of the license types issued by this jurisdiction. Please contact your local jurisdiction [Redacted] for local license details and payments.

9. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 10 in this section.
 - a. Click **Add Bond**.



New Business Registration

BUSINESS

ACCOUNTS

Select Accounts

Sales & Use Tax

Alcohol License

Local Alcohol License

Alcohol - Bonds

Alcohol - Bonds

Enter bond information for Alcohol License account.

Bond Amount Required: \$ [Redacted]

Bond Amount Entered: \$ [Redacted]

Bonds

Add Bond

Bond Number	Select Bond Type from li	Bond Company Name	Bond Amount	Effective Date
Add a Record				

- b. Enter the bond information and the bond company's information. You can **Delete**, **Copy**, or **Add** records. Once done, click the **Next** button.

Bond Amount Entered: \$0.00

Bonds **New Bond**

Record 1 Delete Bond Copy row Add Bond

Enter your bond information below.

Select Bond Type from list
 Required

Bond Number
 Required

Bond Certificate Number

Bond Amount
 Required

Effective Date
 Required

Cancellation Date
 Required

Bond Company Name
 Required

Bond Company Phone Number
 Required

Bond Company Email

Confirm Bond Company Email

Enter the bond company's address information.

Select Country from list

Street
 Required

Street 2

Select Unit Type from list

Unit #

City
 Required

Select State from list

Zip Code +4
 Required

Select County from list
 Required

Attention

Delete Bond Copy row Add Bond

< Previous Next >

10. Provide an alcohol licensee. Click the **Next** button.

- Select from an existing licensee, if available,

New Account Registration

ACCOUNT

Select Account

Address

Alcohol License

Local Alcohol License

Licensee

Licensee

Select licensee information.

Use a new or an existing licensee for this account?

☒ Existing ☐ New

Licensees with an expired affidavit document cannot be selected; they must be renewed before they can be selected.

Select licensee to use. Filter

Licensee Name	ID #	Business ID #	Expiration Date	Use this licensee
[REDACTED]	[REDACTED]	[REDACTED]		☐

- Or enter the information for a new licensee.

ACCOUNT
Select Account
Address
Alcohol License
Local Alcohol License
Licensee

Licensee

Select licensee information.
Use a new or an existing licensee for this account?

Existing

New

Licensee Information
List the Officer who will be submitting the Citizenship Affidavit & Secure and Verifiable documents for this license.
For more information about citizenship affidavits, [click here](#).
Enter Licensee Id information.
Select ID Type from list

Required

ID #

Required

Enter Licensee name information.
First

Required

Middle Initial

Required

Last

Required

Enter Licensee age information.
Is licensee 21 years old or older?

Yes

No

Enter Licensee address information.
Select Country from list

USA

Street

City

Select State from list

GEORGIA

Zip Code + 4

Select County from list

Phone Number

Enter Licensee residency information.
Select Residency Status from list

Required

Licensee Date of Birth

Save Draft

Cancel

Previous

Next

11. State alcohol licensing fees are due at the time of registration.

- For ACH Debit, enter the payment information and click the **Next** button.

BUSINESS
ACCOUNTS
PAYMENTS
Payments

Payments

The following is a list of fees which must be paid to the State.
The following fees must be paid:

- State Alcohol Registration Fee: \$:
- State Alcohol Investigation Fee: \$:

Total Fee: \$:

Payment Method
Please select your method of payment.

ACH Debit

Credit Card

Payment Channel
Type

Required

Bank Account Type

Required

Routing Number

Required

Account Number

Required

Confirm Account Number

Required

Payment
Pay Balance of

Yes

No

Amount

Confirm Amount

Required

Cancel

Previous

Next

- For Credit Card, review the message provided and click the **Next** button.

Payment Method

Please select your method of payment.

ACH Debit
Credit Card

Upon completion of this request you will receive an email that will provide a link to ACI Payments, Inc. for each license type you have selected.

ACI Payments, Inc. is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of these sites to you. The state is providing this link only as a convenience.

You will need to go to each link and make the payment associated with each license.

Note: A convenience fee may be charged by the credit card processor.

- Review the local alcohol licensing payment information. Click the **Next** button.

NOTE: If the local jurisdiction has not provided the Department with any information regarding payments, you will not see this screen.

New Business Registration

BUSINESS
ACCOUNTS
PAYMENTS
Payments
Local Payments

Local Payments

The following is a list of fees which must be paid to your local alcohol licensing jurisdiction

The following fees must be paid:

-

Total Fee: \$

Payment Method

A payment is due to your local licensing jurisdiction. Contact at or visit the link below for details.

Payment In Person

Address:

Payment Online

To submit a payment to your local jurisdiction, please select the URL (link/hyperlink) provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.

Payment Instruction URL:

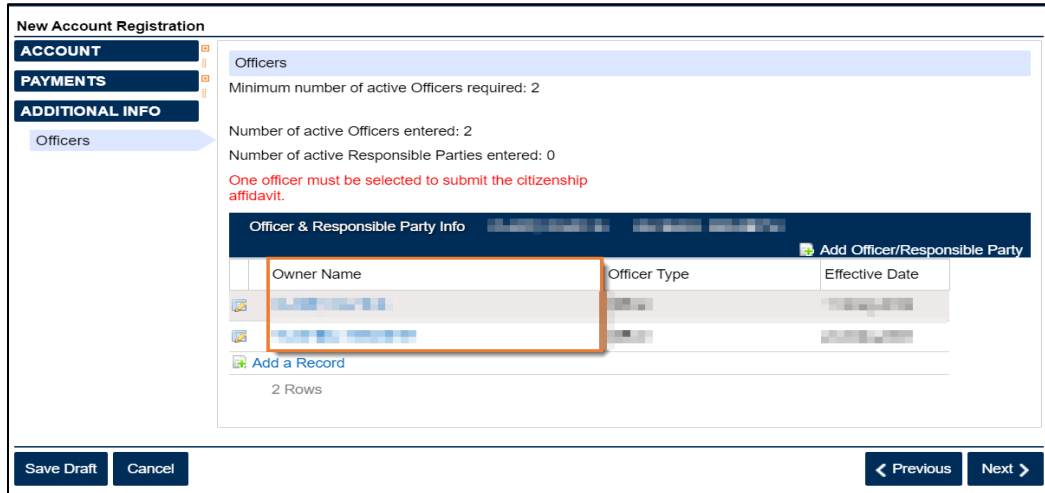
Payment URL:

Disclaimer:
Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites.

Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

Cancel
Previous
Next

13. Officers and responsible parties currently linked to the business will appear. If you provided a new licensee previously on the request, they will also be listed. Click the hyperlink under the **Owner Name** column to review an officer's or responsibility party's information.



New Account Registration

ACCOUNT
PAYMENTS
ADDITIONAL INFO
 Officers

Officers
 Minimum number of active Officers required: 2
 Number of active Officers entered: 2
 Number of active Responsible Parties entered: 0
 One officer must be selected to submit the citizenship affidavit.

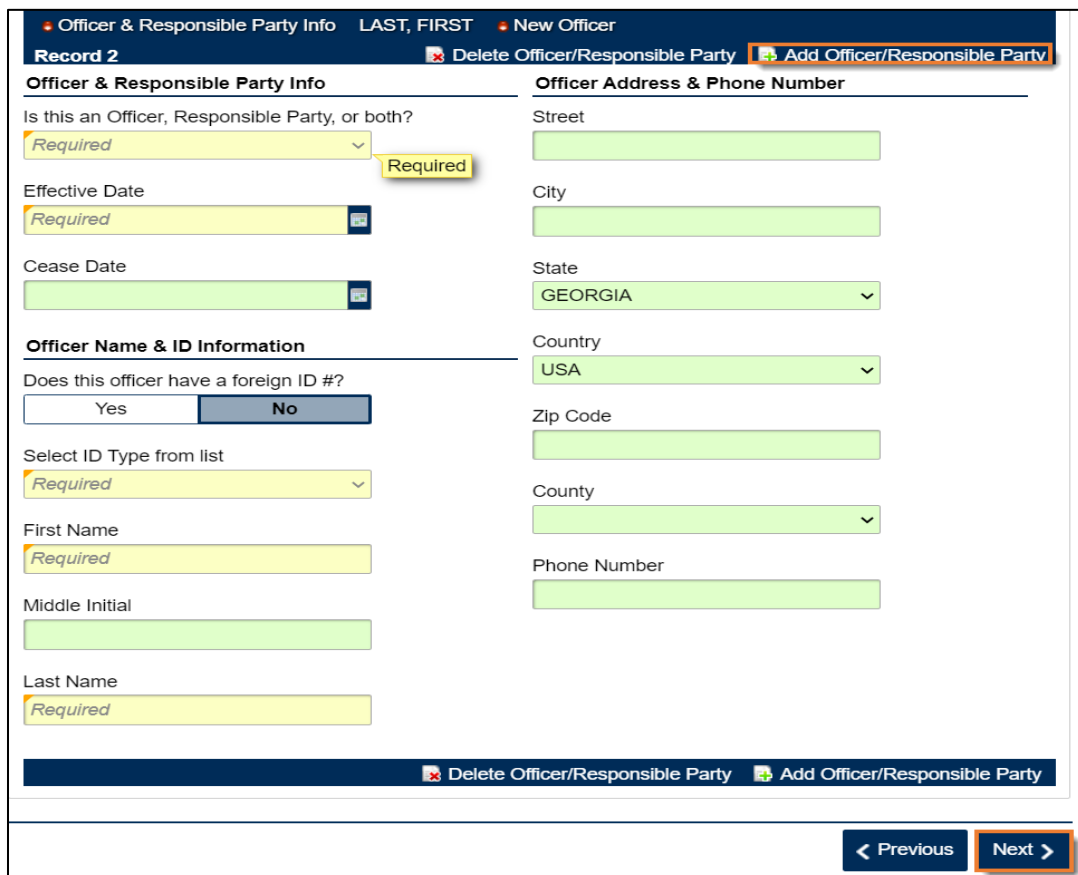
Officer & Responsible Party Info [Add Officer/Responsible Party](#)

Owner Name	Officer Type	Effective Date
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

[Add a Record](#)
 2 Rows

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

14. If needed, click **Add Officer/Responsibility Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.



Officer & Responsible Party Info LAST, FIRST **New Officer**

Record 2 [Delete Officer/Responsible Party](#) [Add Officer/Responsible Party](#)

Officer & Responsible Party Info

Is this an Officer, Responsible Party, or both?
 Required

Effective Date
 Required

Cease Date

Officer Name & ID Information

Does this officer have a foreign ID #?
 Yes No

Select ID Type from list
 Required

First Name
 Required

Middle Initial

Last Name
 Required

Officer Address & Phone Number

Street

City

State
 GEORGIA

Country
 USA

Zip Code

County

Phone Number

[Delete Officer/Responsible Party](#) [Add Officer/Responsible Party](#)

[Previous](#) [Next](#)

- New Business Registration

BUSINESS

ACCOUNTS

PAYMENTS

ADDITIONAL INFO

ATTACHMENTS

Local Requirements

Local Requirements

Below is a list of additional documents required by your local jurisdiction. Please contact the local jurisdiction to ensure you are submitting all required documents.

Local Documentation

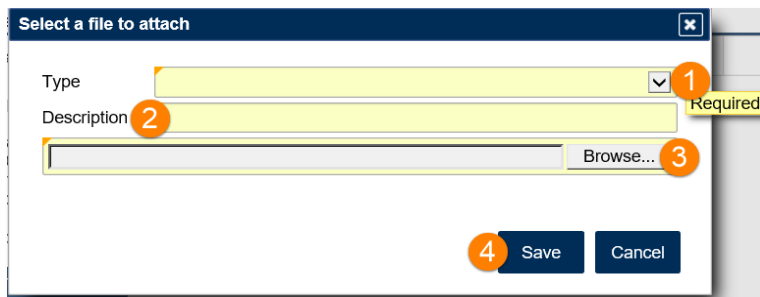
Documentation Name

- ☐ If applicable, I consent to the Department sharing all information on the Form ATT-17 with a local licensing jurisdiction for the purpose of reviewing and processing my retail alcohol license application.

- NOTE:** You cannot continue if all required documents are not attached.

29 Georgia Department of Revenue | December 2021

18. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.

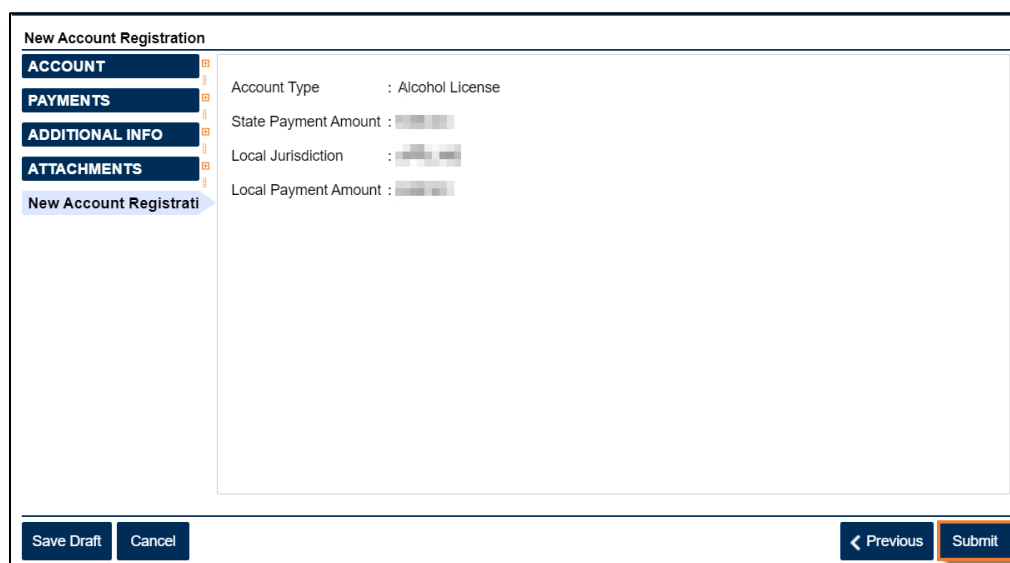


19. Repeat steps 17 and 18 until all attachments are added. Click the **Next** button.

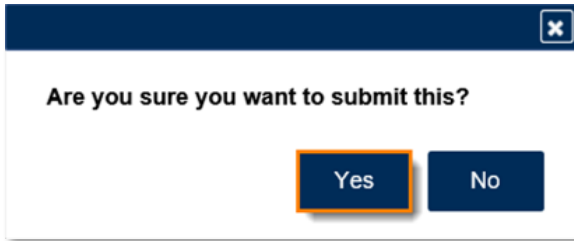


Type	Name	Size	
...	...	12	Remove
...	...	11	Remove
...	...	12	Remove
...	...	12	Remove
...	...	14	Remove
...	...	12	Remove
...	...	12	Remove
...	...	12	Remove
...	...	12	Remove

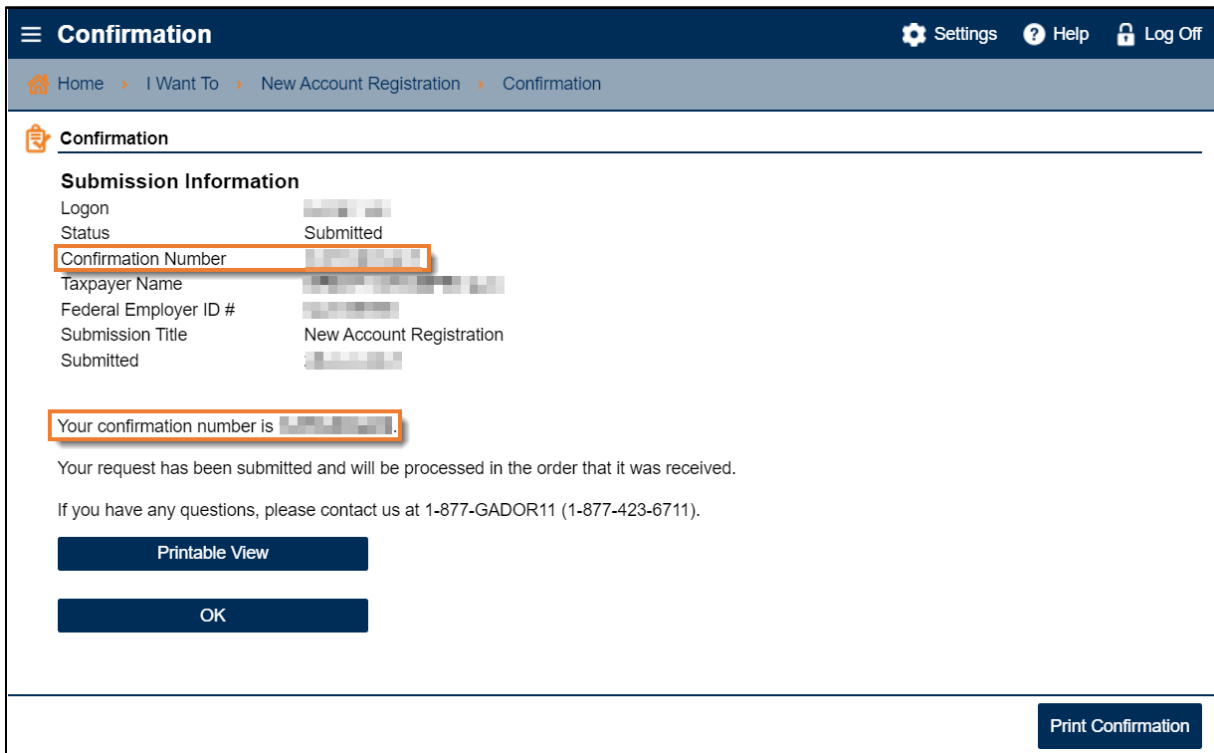
20. Review the summary of the request. Click the **Submit** button.



21. Click **Yes** to confirm you want to submit the request.

A modal dialog box with a dark blue header bar containing a close button (X). The main content area is white and contains the text "Are you sure you want to submit this?" in bold. Below the text are two buttons: "Yes" (highlighted with an orange border) and "No" (dark blue).

A confirmation page will appear with a confirmation number and confirmation code for the registration request. Please print the confirmation page and take it with you to make payment to your local jurisdiction, if an in-person payment is required.

A screenshot of the "Confirmation" page in the Georgia Tax Center system. The page has a dark blue header with a menu icon, the word "Confirmation", and links for "Settings", "Help", and "Log Off". Below the header is a breadcrumb trail: "Home > I Want To > New Account Registration > Confirmation". The main content area is titled "Confirmation" and contains a section for "Submission Information" with the following details: Ligon (redacted), Status (Submitted), Confirmation Number (highlighted with an orange border), Taxpayer Name (redacted), Federal Employer ID # (redacted), Submission Title (New Account Registration), and Submitted (redacted). Below this, a text box shows "Your confirmation number is [redacted]" (also highlighted with an orange border). A message states: "Your request has been submitted and will be processed in the order that it was received." and "If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711)." At the bottom left are two buttons: "Printable View" and "OK". At the bottom right is a button labeled "Print Confirmation".