

Submit an Assessment Payment

Use this procedure if

- You are a taxpayer in Georgia with GTC web access to a tax account;
- You need to make an assessment payment online.

What you need to begin

You should know the amount of the payment to submit, and the tax account and period for the payment. To make an assessment payment, you should know the payment number listed on the Proposed Assessment letter. To view the electronic version of this letter, refer to the instructions within this document to *View Mail*.

To pay via ACH Debit, you need the bank routing number, and the bank account number. When you pay by ACH Debit, you authorize the Department to electronically withdraw the specified amount of funds from your bank account

To pay via credit card, you need the name as it appears on the credit card, the credit card number, and the credit card expiration date. When you pay via credit card, you will be assessed a convenience fee by the credit card vendor, Official Payments Corp®.

Please note that the Department will withdraw funds only if it is authorized to do so for the amount and date you specify.

Instructional Video: For a demonstration of this procedure, refer to the instructional videos *Submit a Single Payment* and *File a Return and Make a Payment*.

Steps

1. Login to the GTC website: <https://gtc.dor.ga.gov/>.
2. Navigate to the **Tax Account** Page by clicking the Account Id hyperlink on the Home Page.
3. To make an assessment payment, select the **Make an Assessment Payment** link on the right side of the screen.
4. Enter the payment number, which is listed on your Proposed Assessment letter. Click the **Next** button.
5. The Payment Options screen appears.
 - a. If you will pay via credit card, select the **External Payment Options** button and follow the instructions that appear.
 - b. To pay directly from your bank account via **ACH Debit**, use the Payment Options screen. Move directly to Step 5.
6. Enter the **Payment Amount**, which will automatically populate with the amount due for the period based on the return. You can change the amount.
7. Enter the **Payment Date**. If the payment is not delinquent, you can enter a date in the future, but you cannot enter a date in the past.
8. The New Payment Source option is selected by default if you have not previously saved a payment source.
 - a. If you have previously saved a payment source in GTC and you wish to use that existing source, then check the box to **Use the Existing Payment Source**. Skip to Step 12 below.
9. Enter your **Bank Routing Number** and **Account Number**.
 - a. The Routing Number is the first 9 numbers from the left at the bottom of your check.
 - b. The Check Number is usually 4 digits and matches the Check Number in the upper right corner.
 - c. The numbers that remain (that are neither the Routing number nor the Check Number) are your Account Number.
10. Select the type of account: **Checking** or **Saving**.
11. If you want to save this debit payment source for future use, select the checkbox to **Save the payment source**. Give the source a name, and use the checkbox to note if this source should only be used for the given tax account.
 - a. Please note that the Department will withdraw funds only if it is authorized to do so for the amount and date you specify.
12. Answer the question using the drop-down menu: Is this a payment source originating from an account outside the U.S.?
13. Click the **Submit** button.
14. Enter your **Password**, and click **Yes** to submit your request to process the payment.
15. Save the **Confirmation Number** and Department of Revenue help desk phone number for your records.