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.

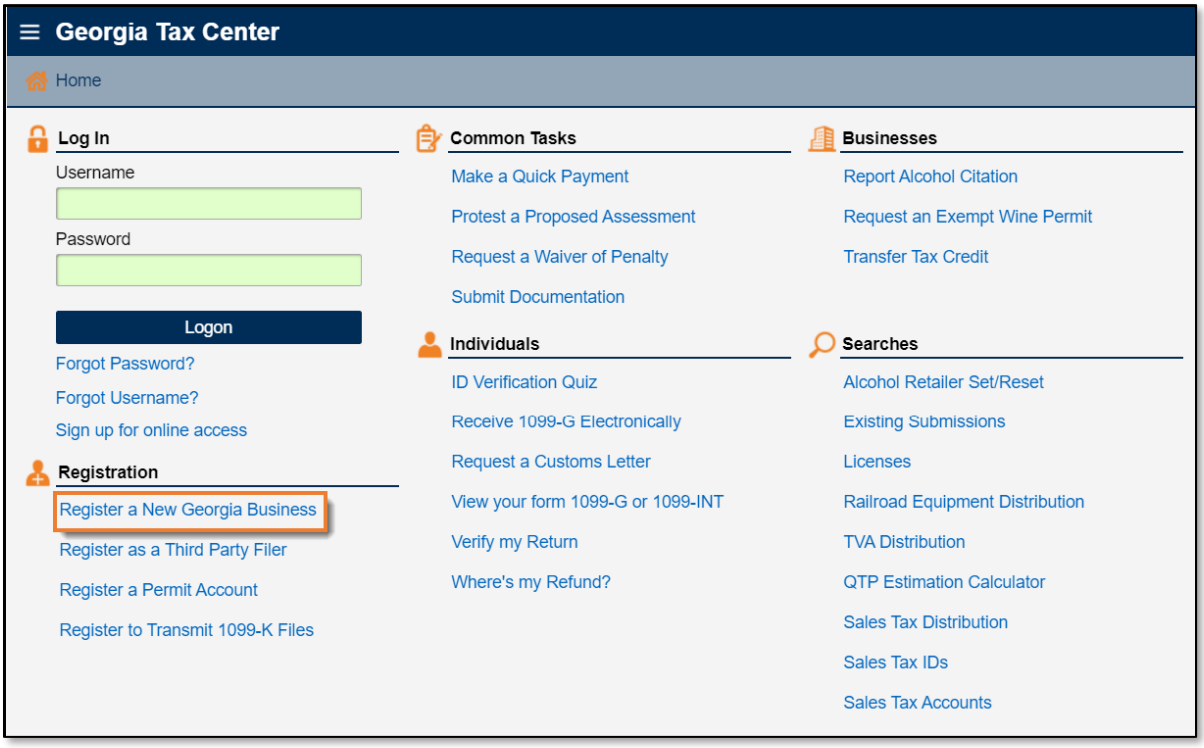
Contents

Register a New Business for a Retail Alcohol License: 1

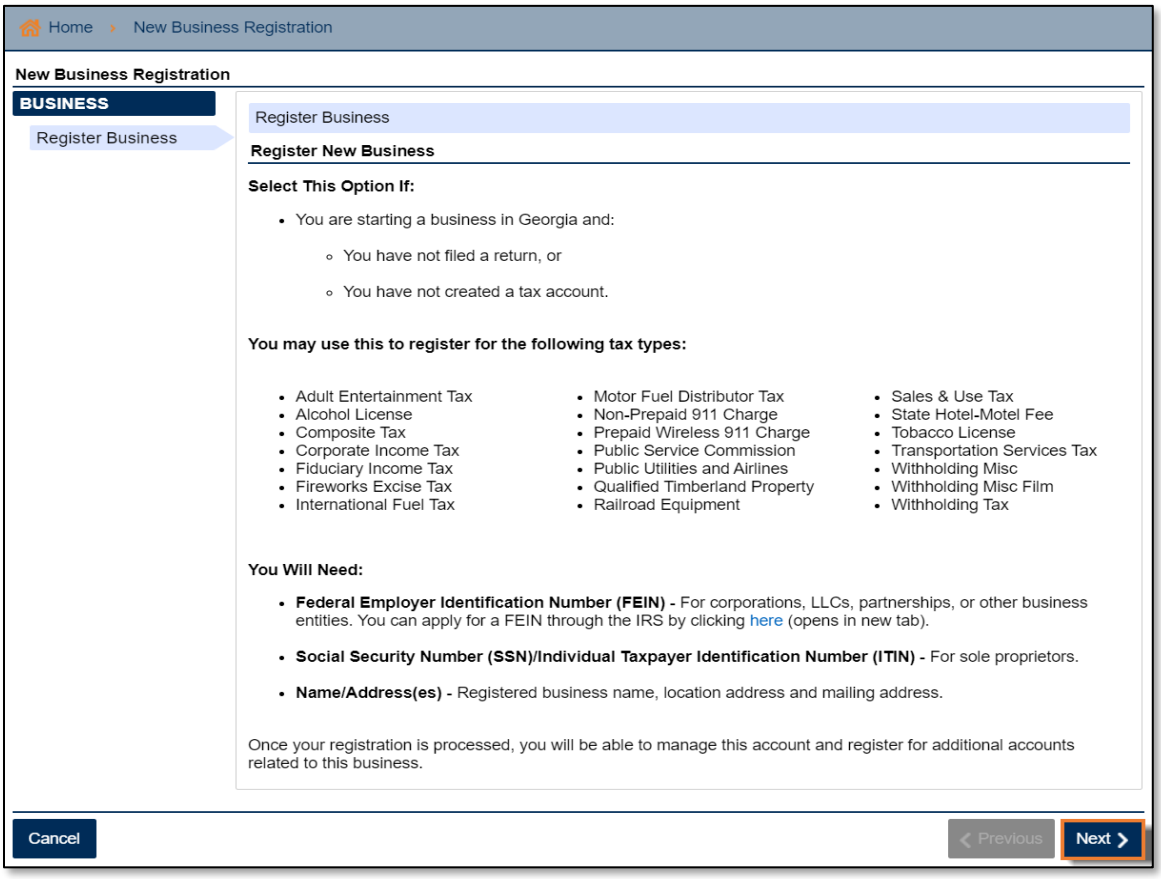
Register an Existing Business for a Retail Alcohol License: 18

Register a New Business for a Retail Alcohol License:

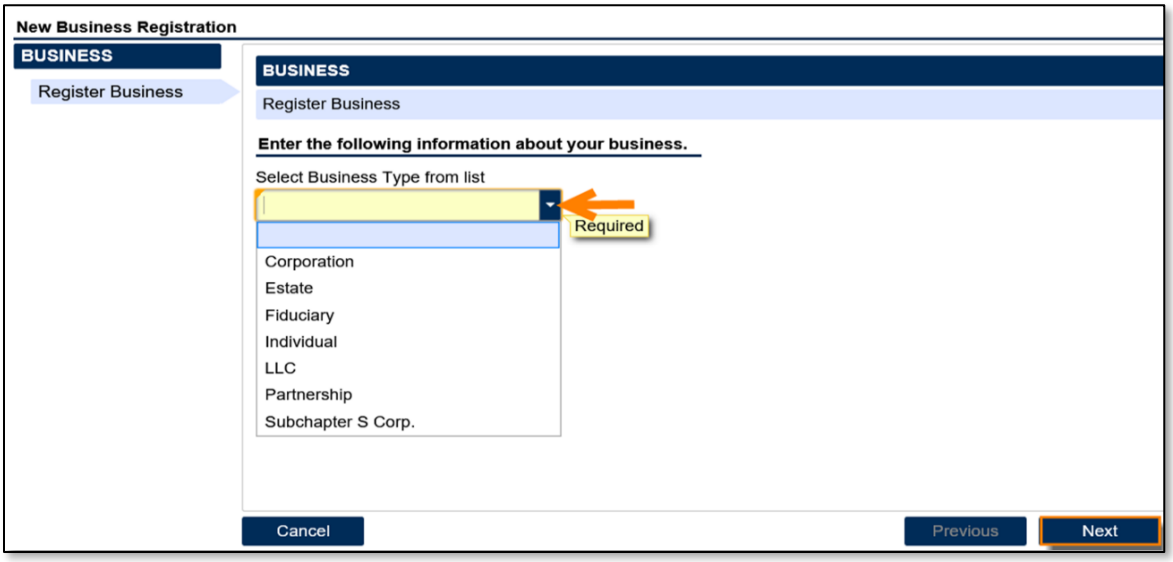
1. Navigate to the GTC website at https://gtc.dor.ga.gov and click the **Register a New Georgia Business** hyperlink.



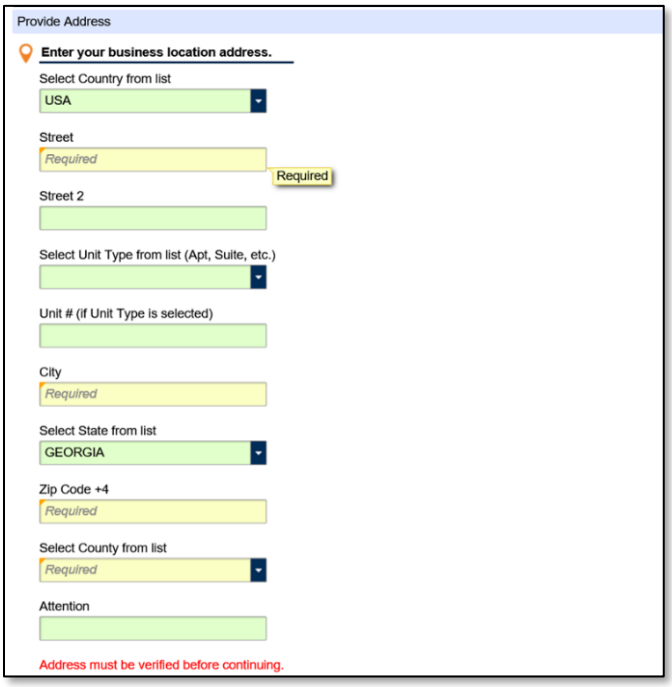
2. Review the information provided on completing the web request. Click the **Next** button.



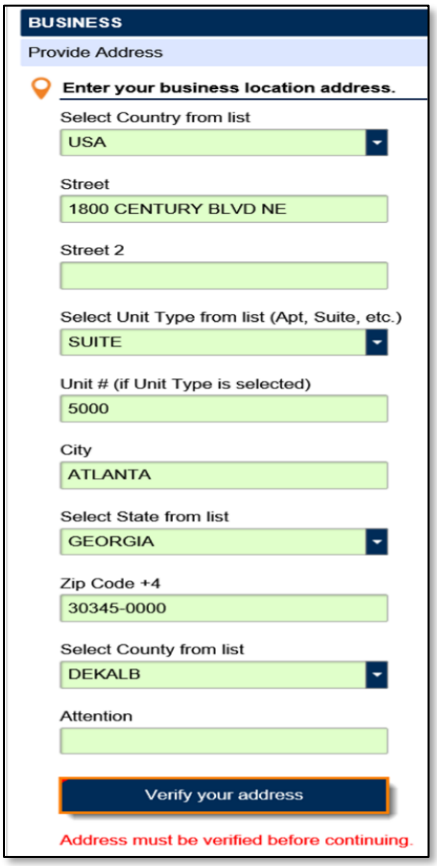
3. Select the **Business Type** from the drop-down list. Based on your selection, additional fields will appear. Yellow fields are required, and green fields are optional. Click the **Next** button.



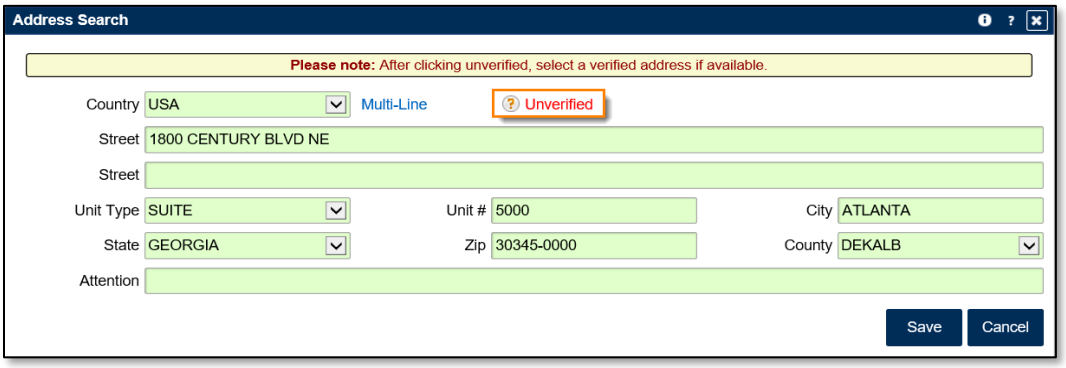
4. Provide the **Business Location Address**.



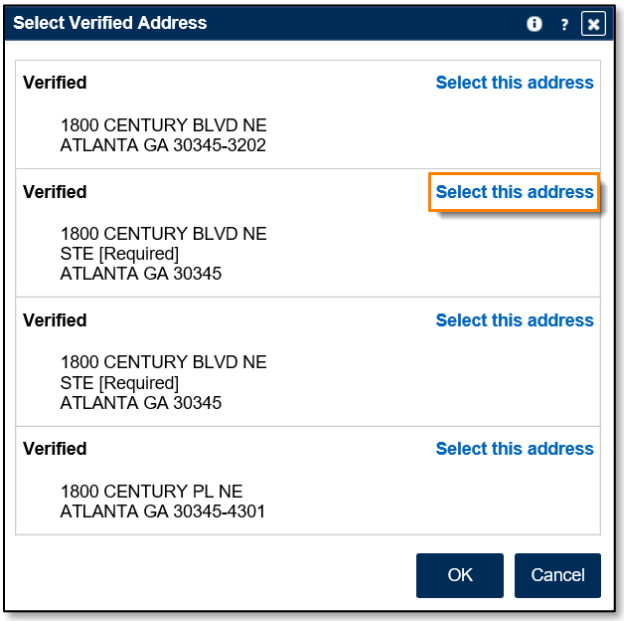
5. Click the **Verify your address** button to validate the address.



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

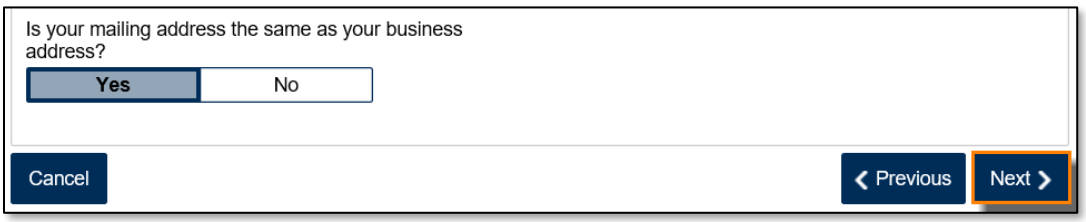


7. Select a verified address, if available, by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.



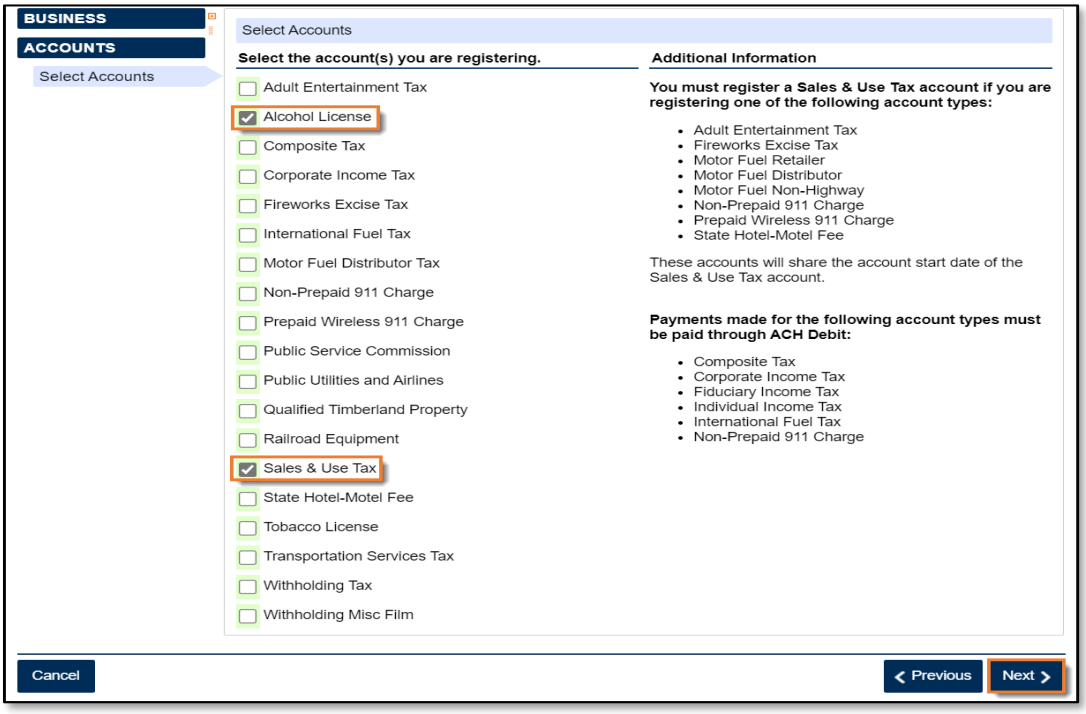
8. Confirm if your mailing address is the same as your business location address. Click the **Next** button.

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.

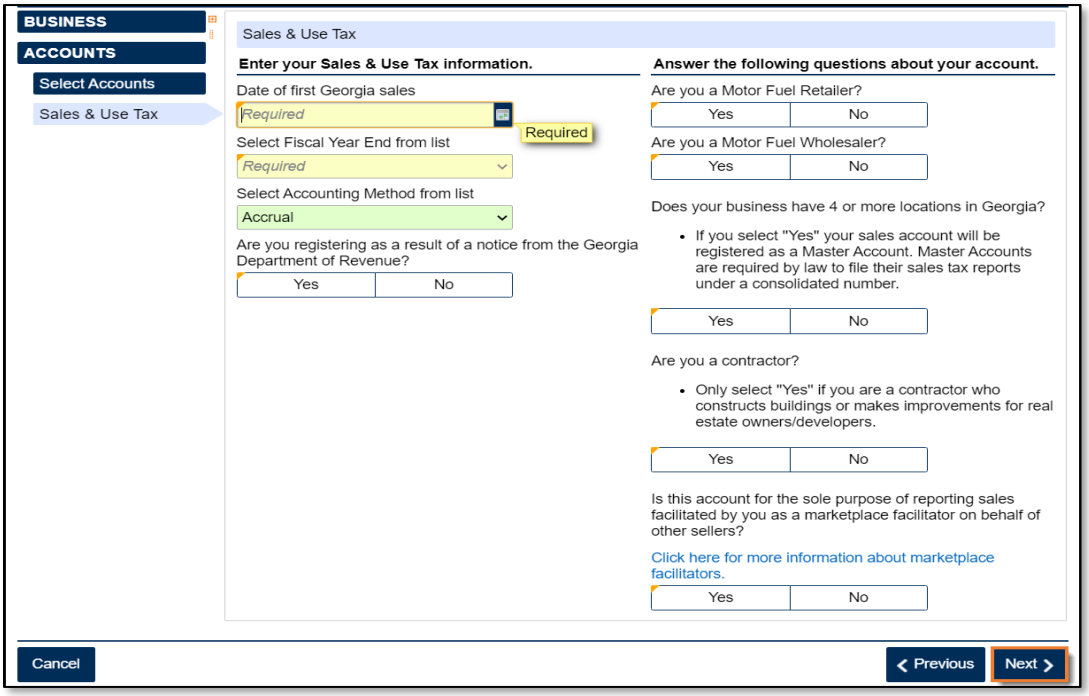


9. Check the boxes for **Alcohol License** and **Sales & Use Tax**. Click the **Next** button.

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

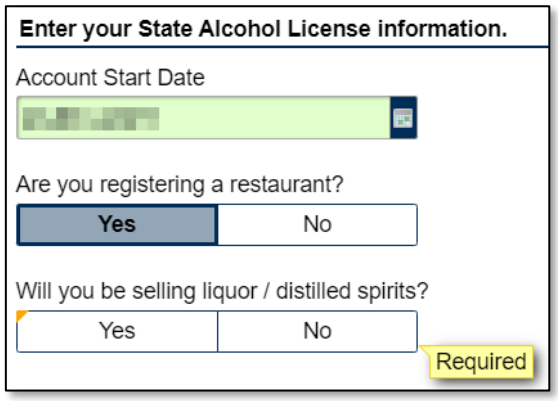


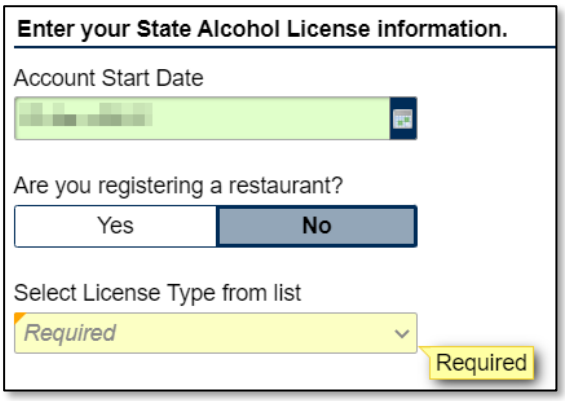
10. Answer the questions about the Sales & Use Tax account, if applicable. Click the **Next** button.



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

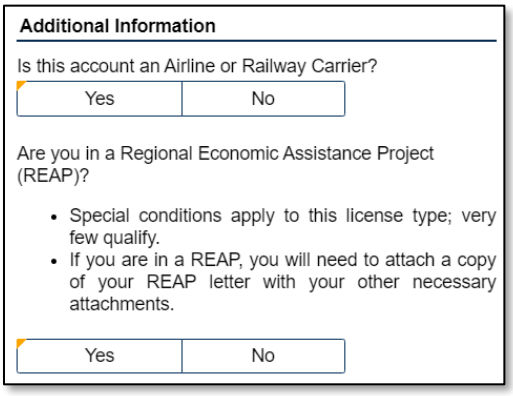
    a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, select the License Type from a list.



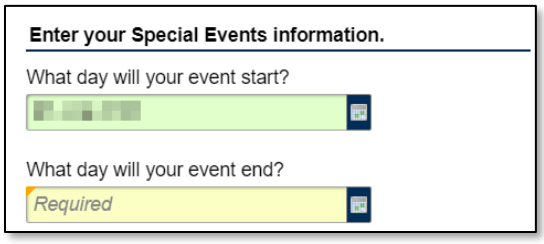


    b. Review or select the **Alcohol License's sales types**.

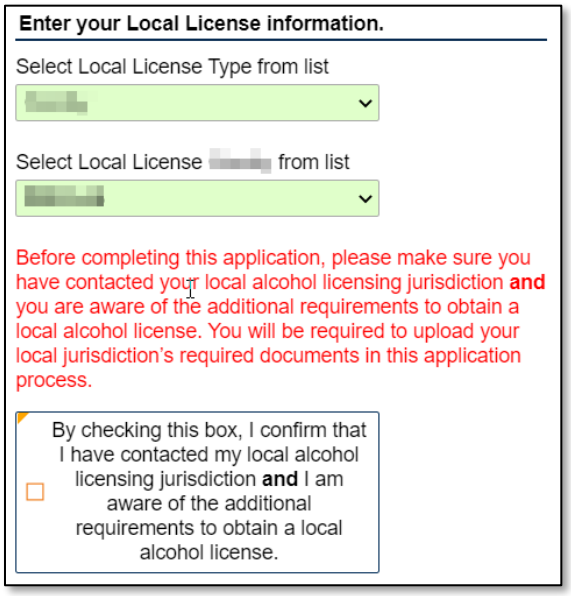
    c. If applicable, provide the requested **Additional Information** based on the license type.



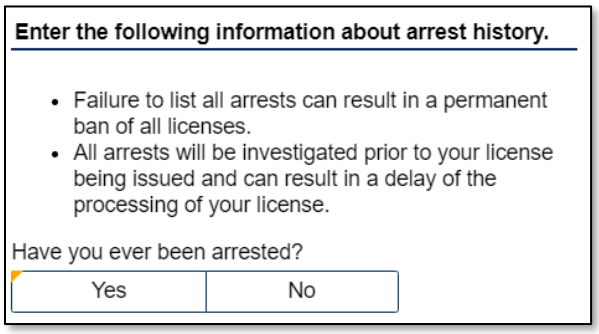
d. If applicable, provide the requested **Special Events information**.



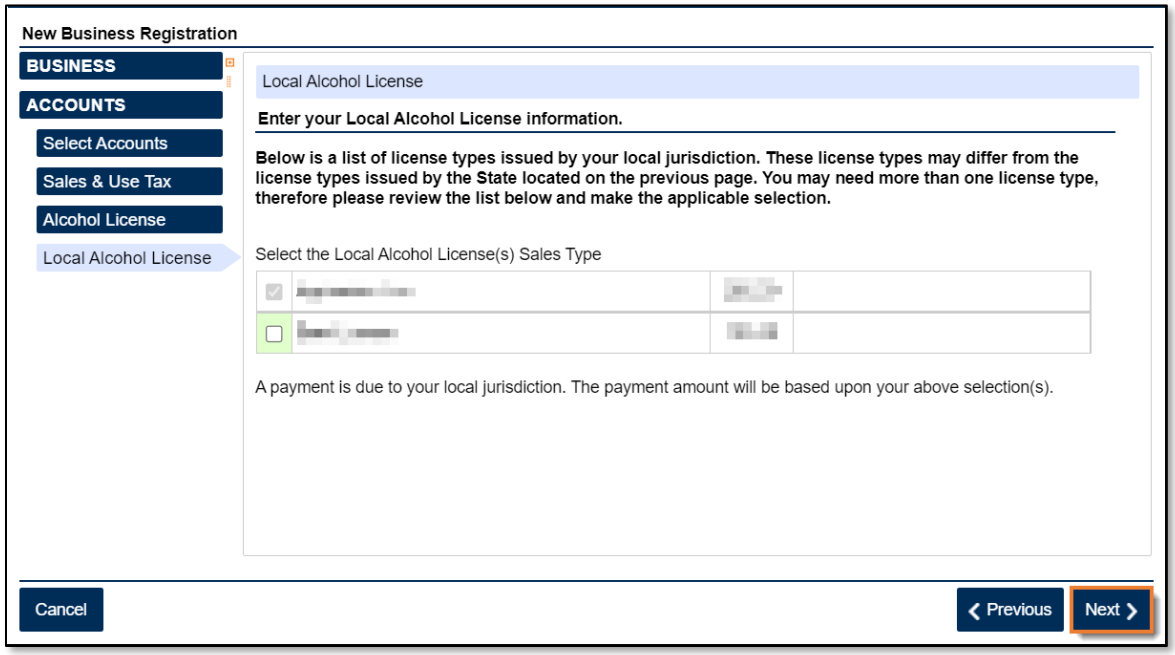
e. Enter your **Local License information**.



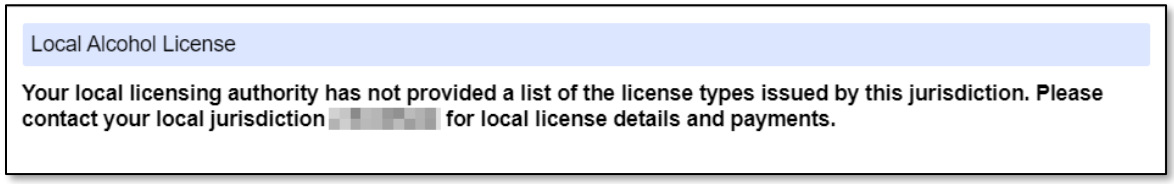
f. If requested, provide the **information about arrest history**.



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.

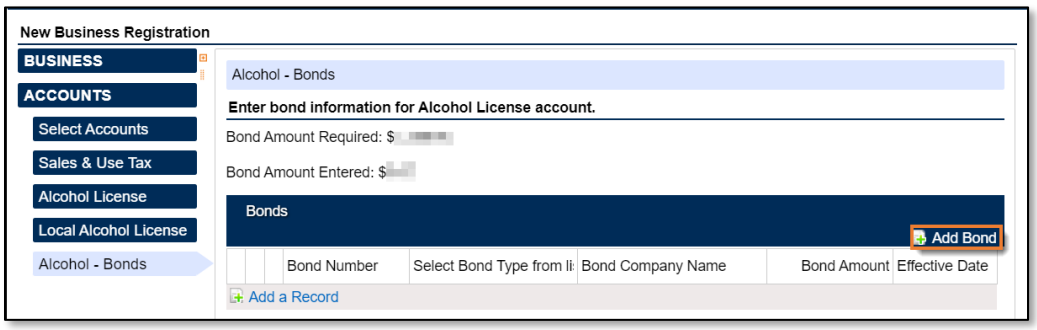


If your jurisdiction has not provided any information, you will see the following message:

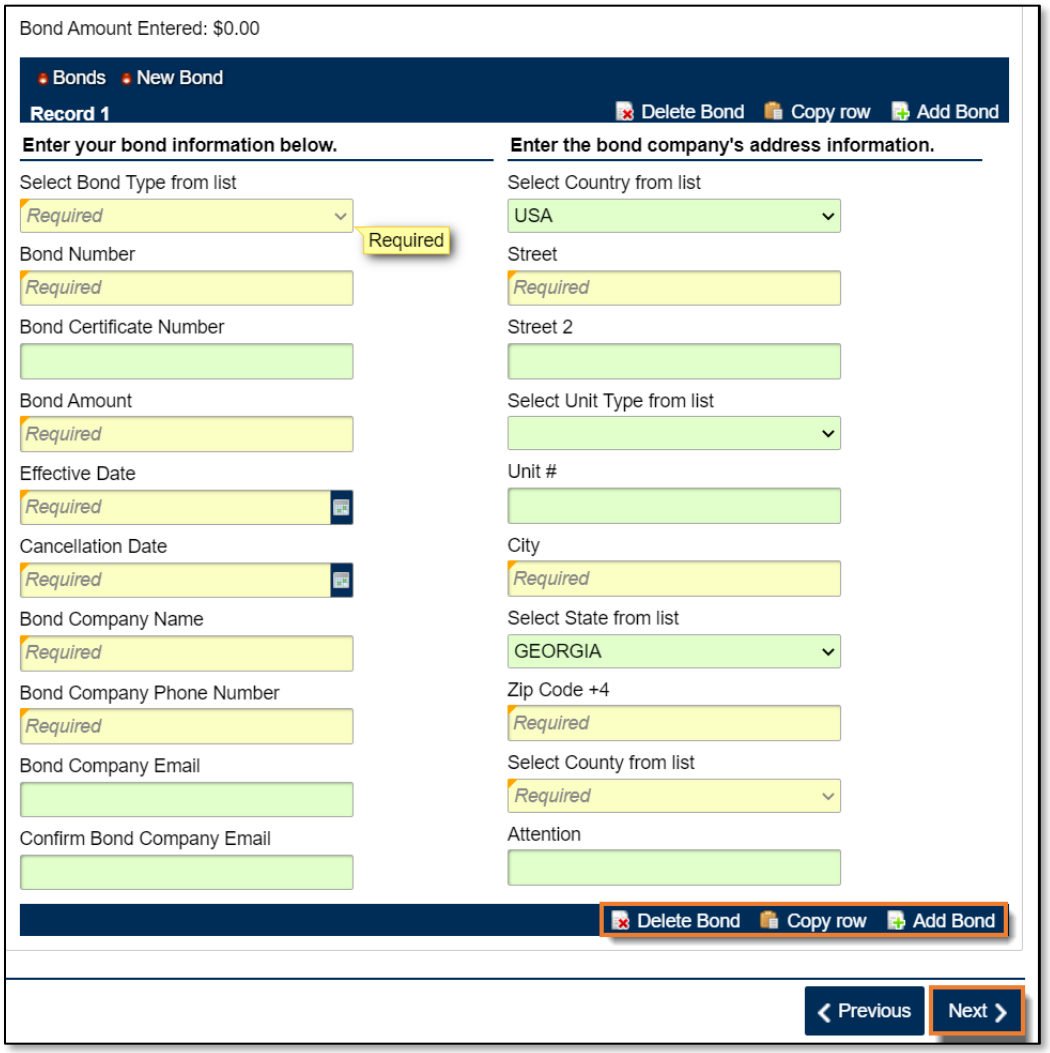


13. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 14 in this section.

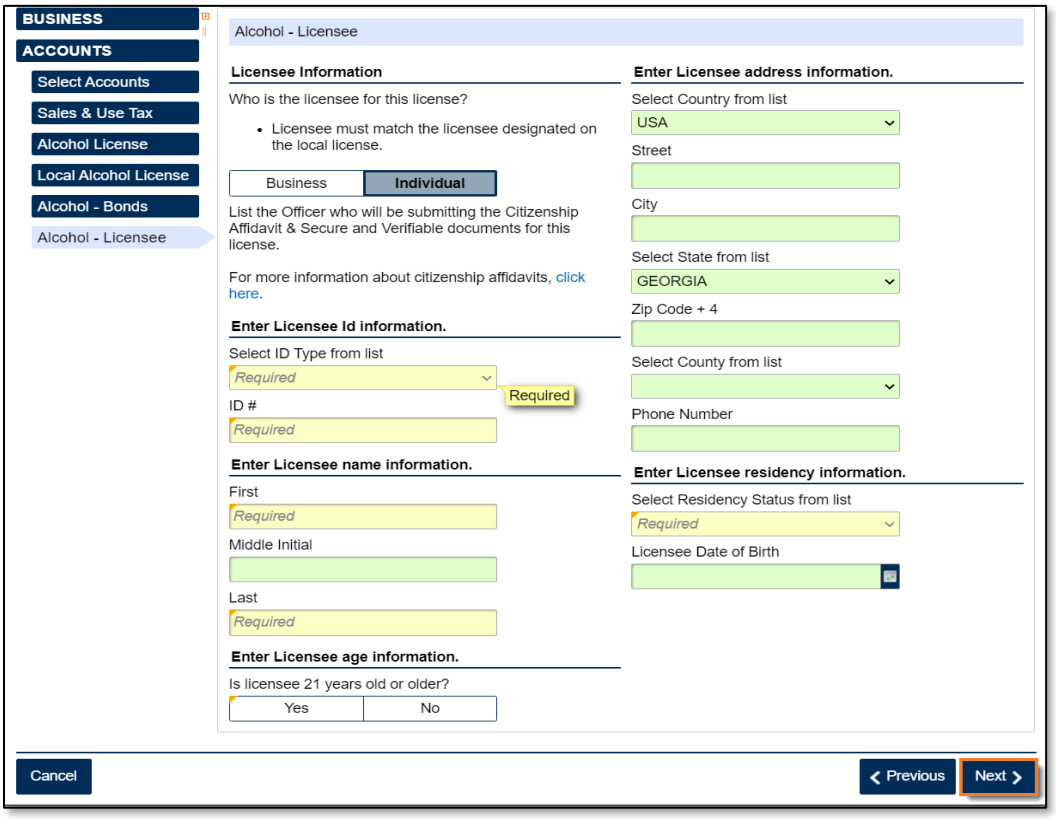
    a. Click **Add Bond**.



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

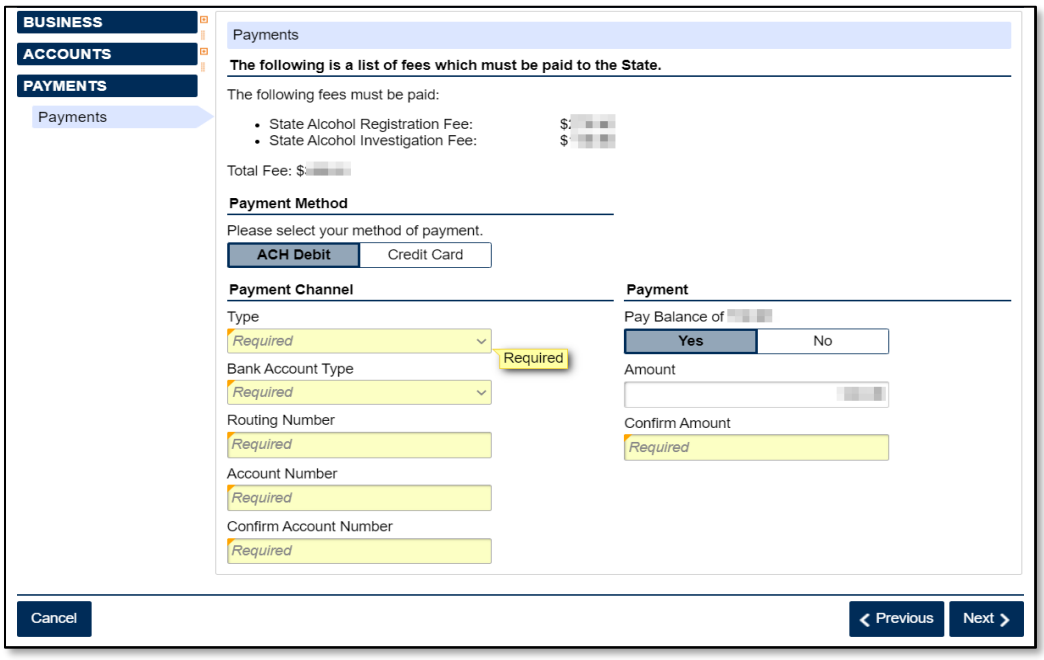


14. Complete the **Alcohol - Licensee** screen. Click the **Next** button.

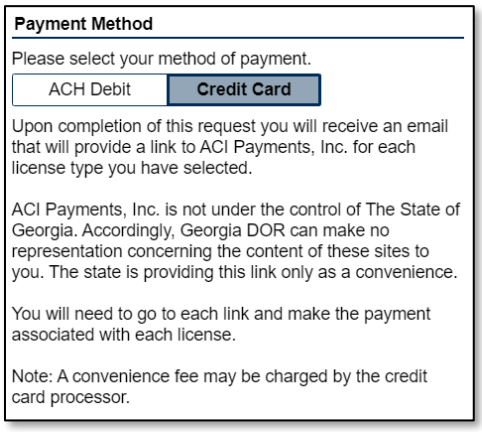


15. State alcohol licensing fees are due at the time of registration.

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

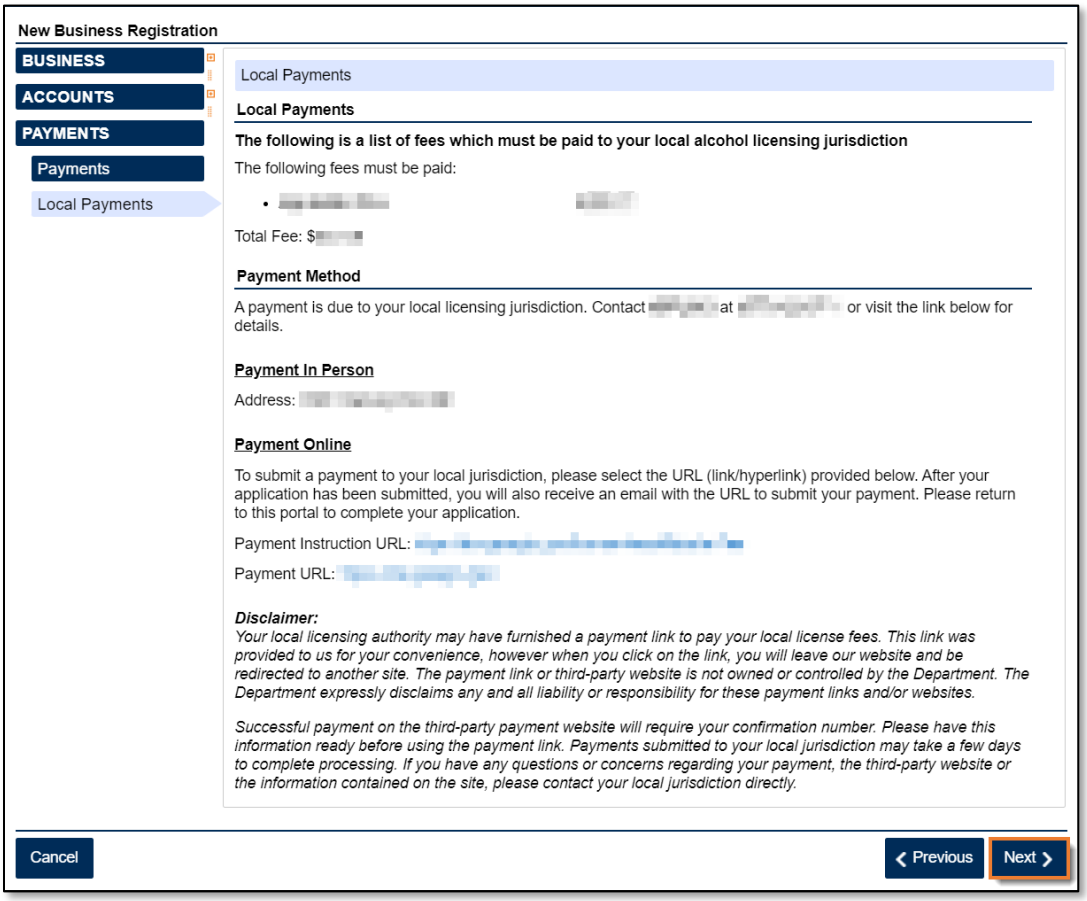


- For Credit Card, review the message provided and click the **Next** button.



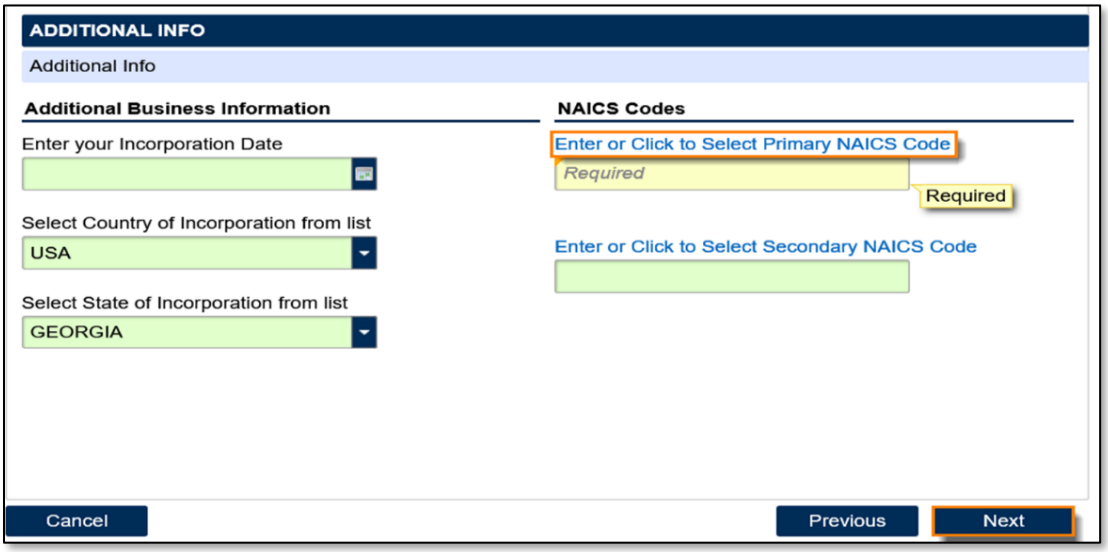
16. Review the local alcohol licensing payment information. Click the **Next** button.

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

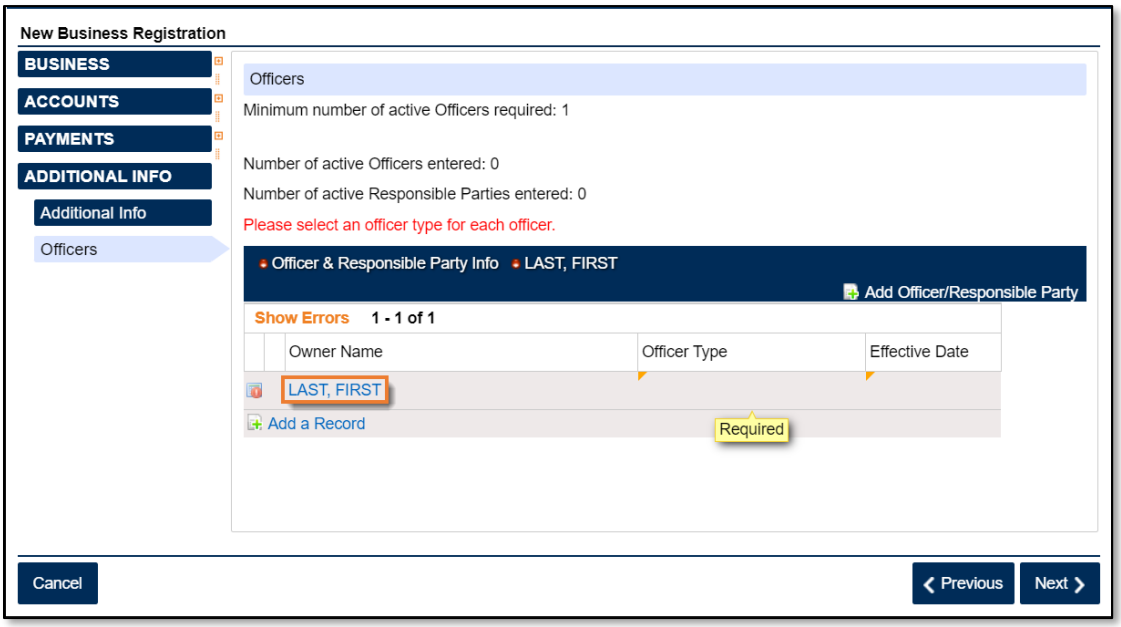


17. Complete the Additional Business Information section. Type your **NAICS** code(s).

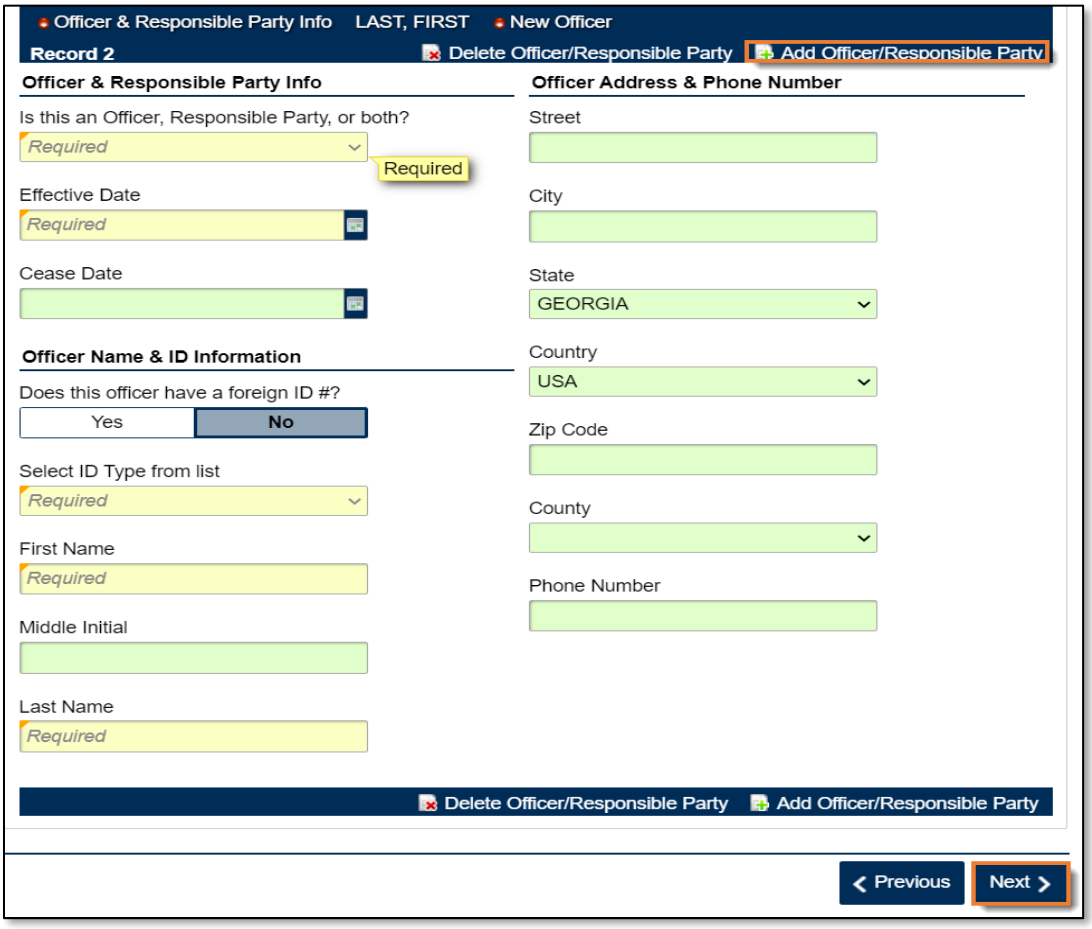
    If you do not know your NAICS code, click the **Enter or Click to Select Primary NAICS Code** hyperlink to search by keyword. Click the **Next** button.



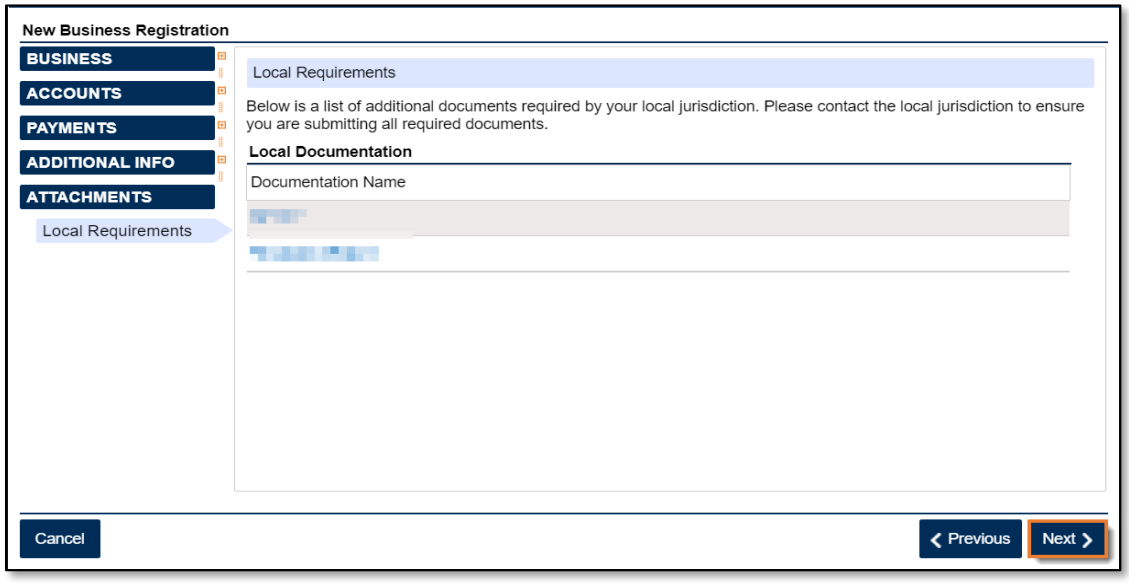
18. The alcohol licensee will appear as an officer/responsibility party. Click the hyperlink under the **Owner Name** column to update their information.



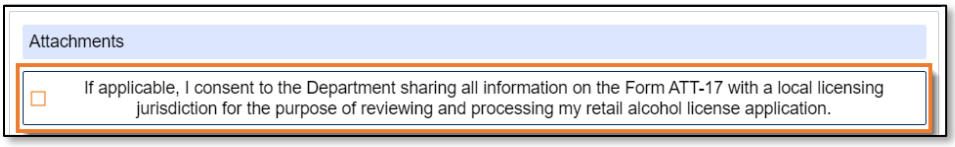
19. If needed, click **Add Officer/Responsibility Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.



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

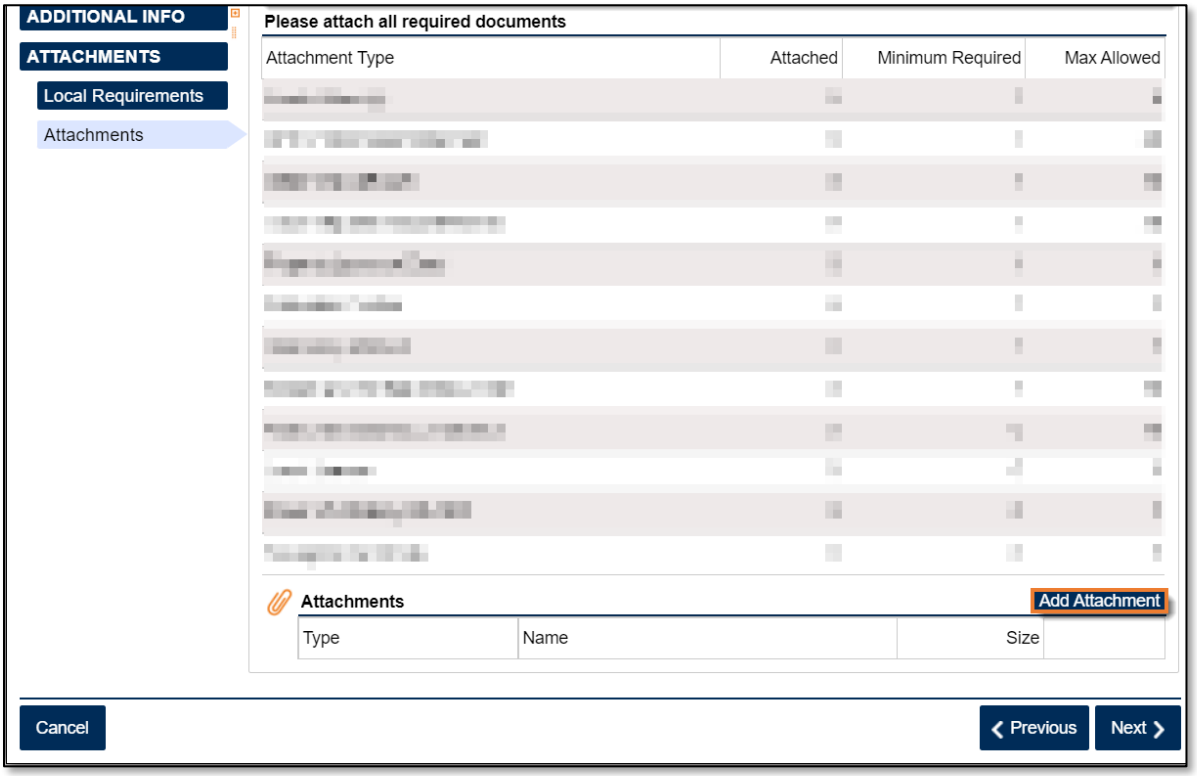


21. Review the consent statement regarding Form ATT-17 on the **Attachments** screen. If you agree, click the checkbox.

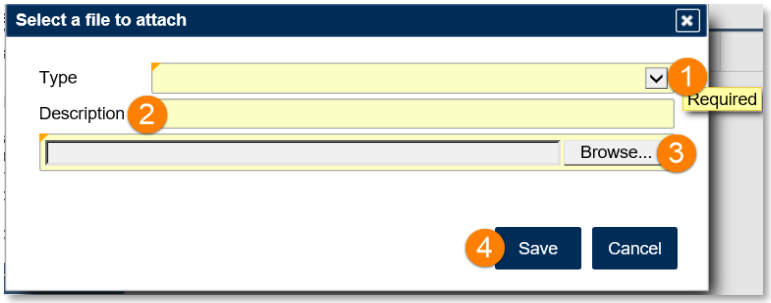


22. Click the **Add Attachment** button to upload documentation with your registration.

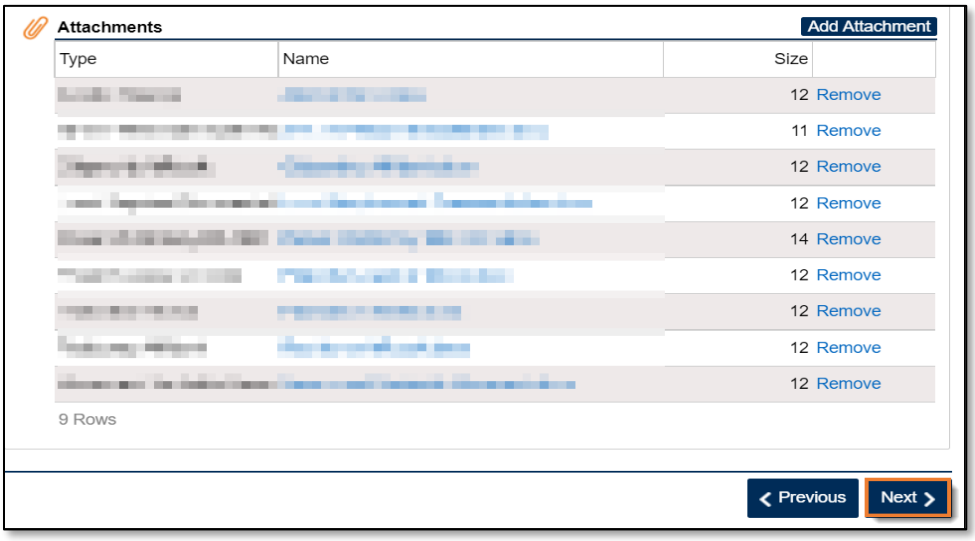
NOTE: You cannot continue if all <u>required</u> documents are not attached.



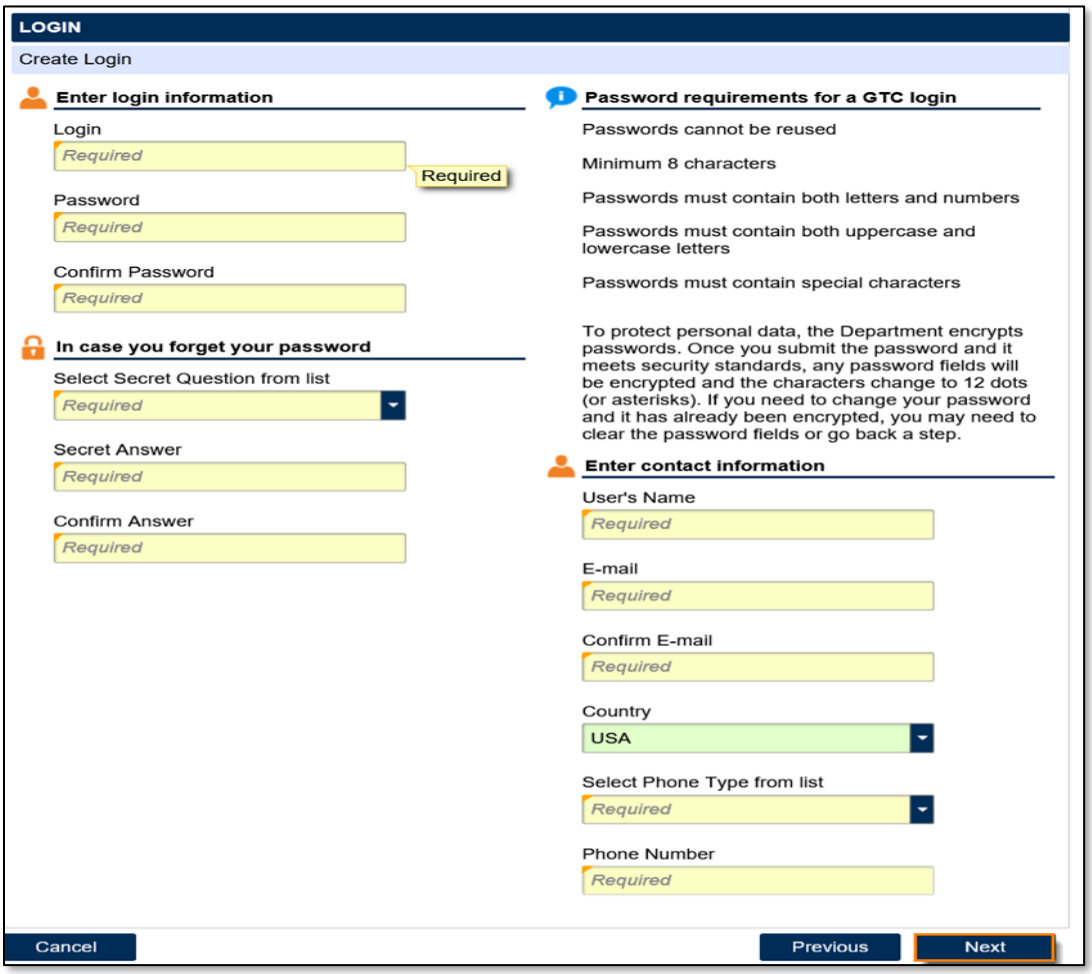
23. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.



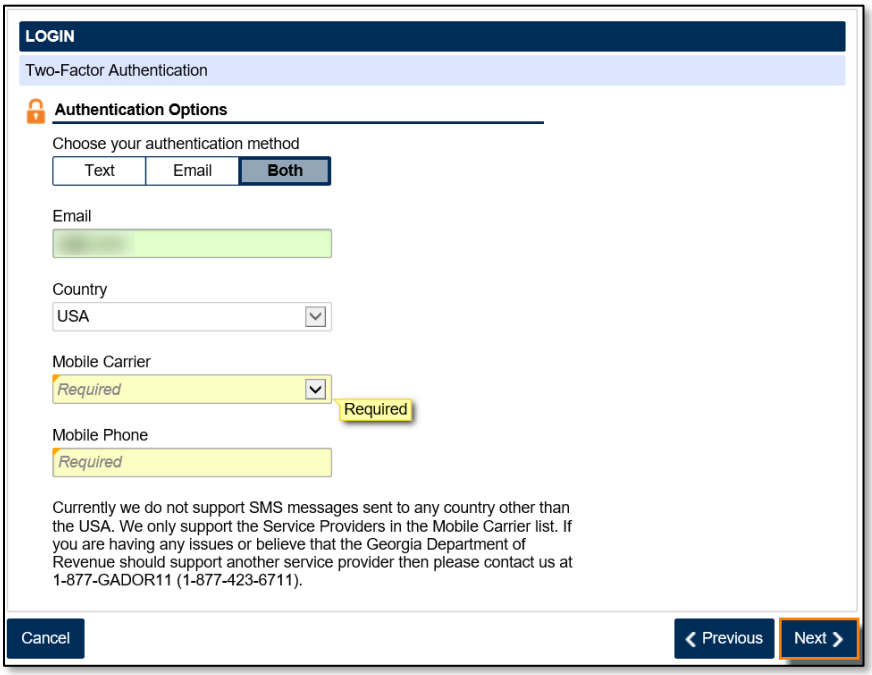
24. Repeat steps 22 and 23 until all attachments are added. Click the **Next** button.



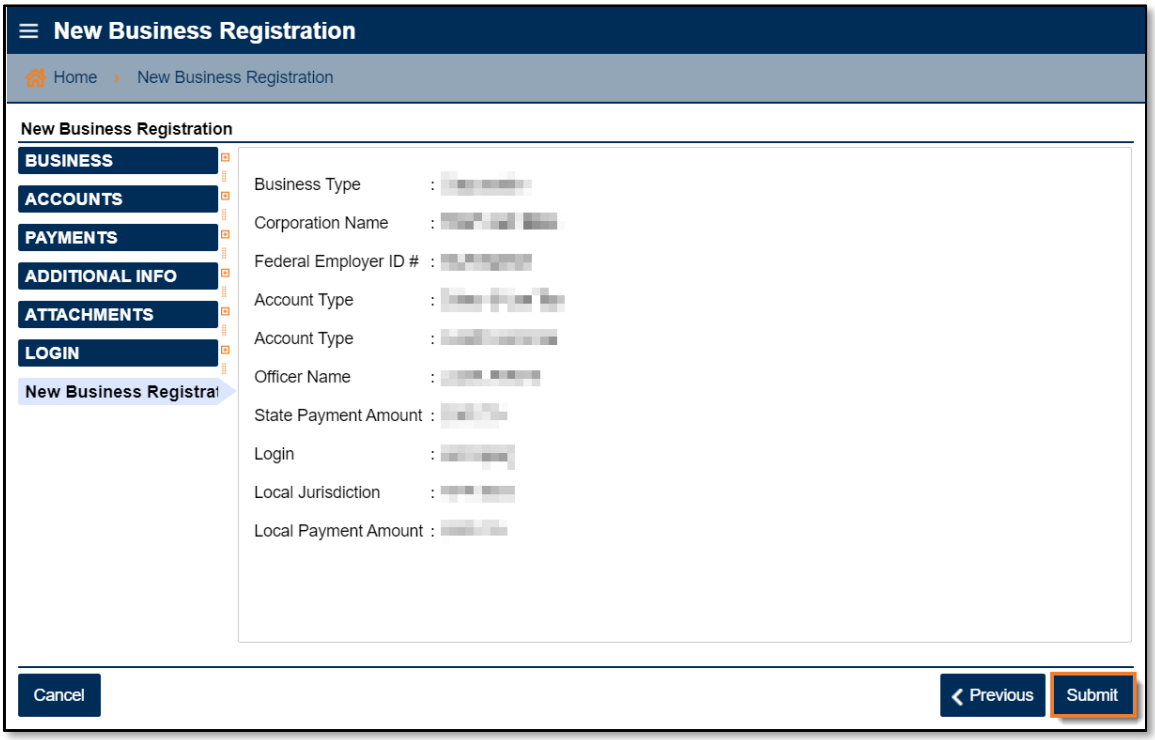
25. Enter a **Login**, **Password**, **Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.



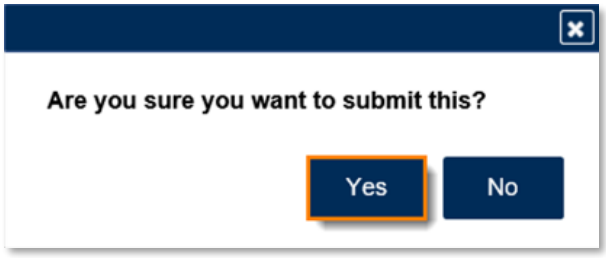
26. Select and provide the information for the preferred **Two-Factor Authentication** method. Click the **Next** button.



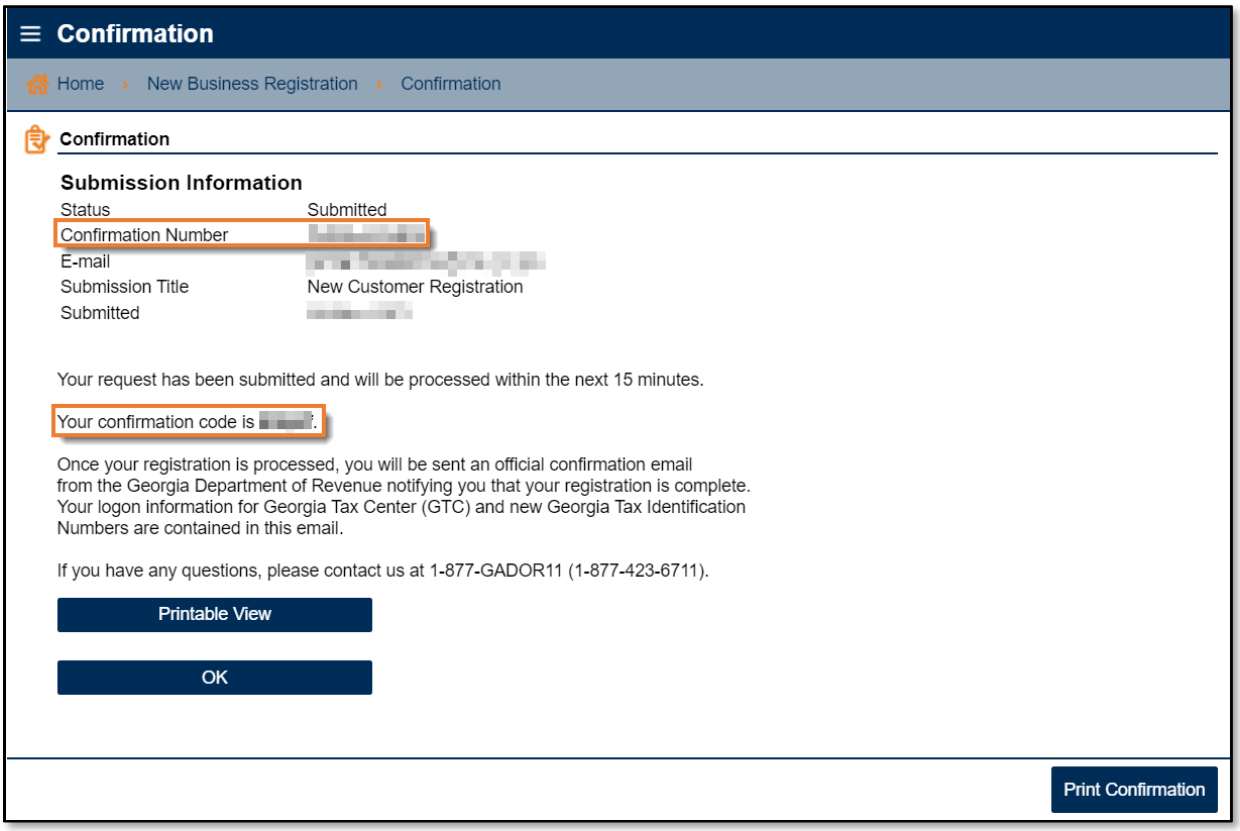
27. Review the summary of the request. Click the **Submit** button.



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



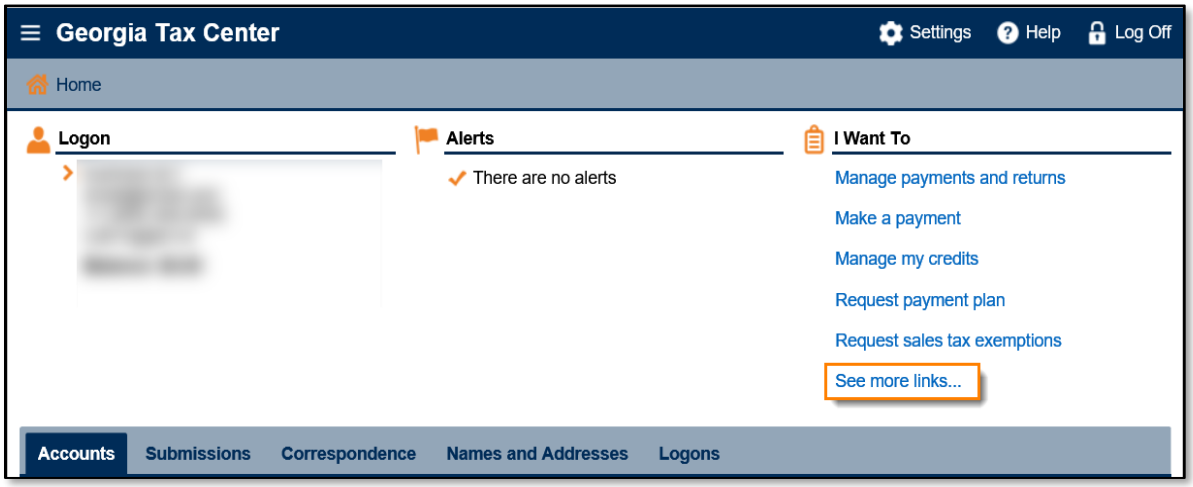
A confirmation page will appear with a confirmation number and confirmation code for the registration request. Please print the confirmation page and take it with you to make payment to your local jurisdiction, if an in-person payment is required.



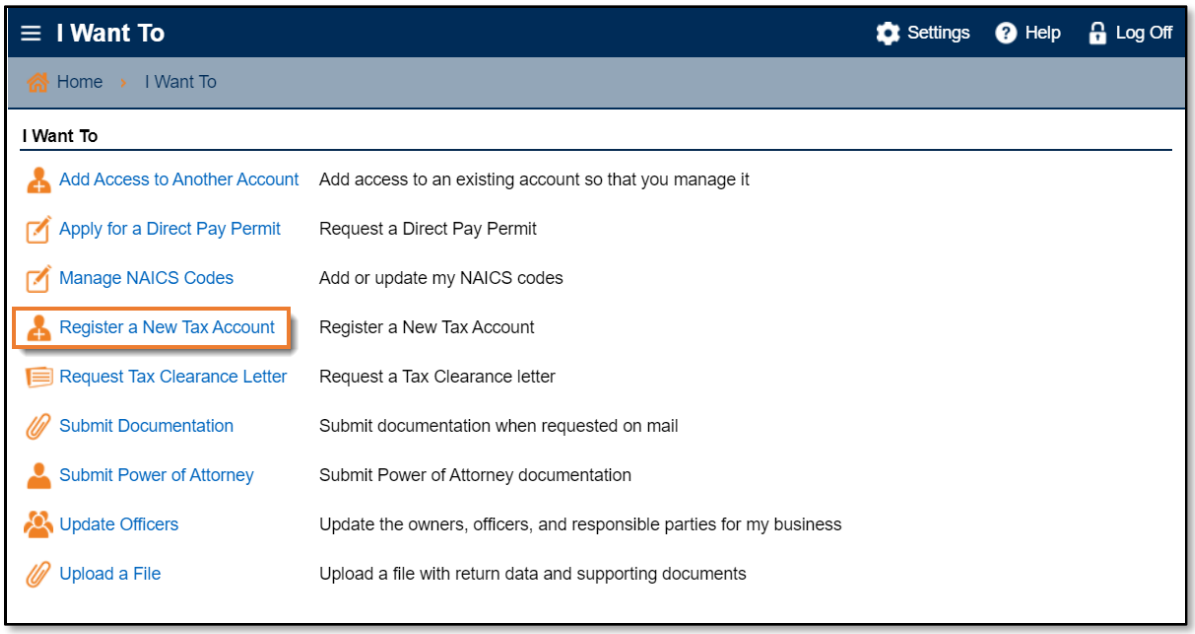
Register an Existing Business for a Retail Alcohol License:

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).

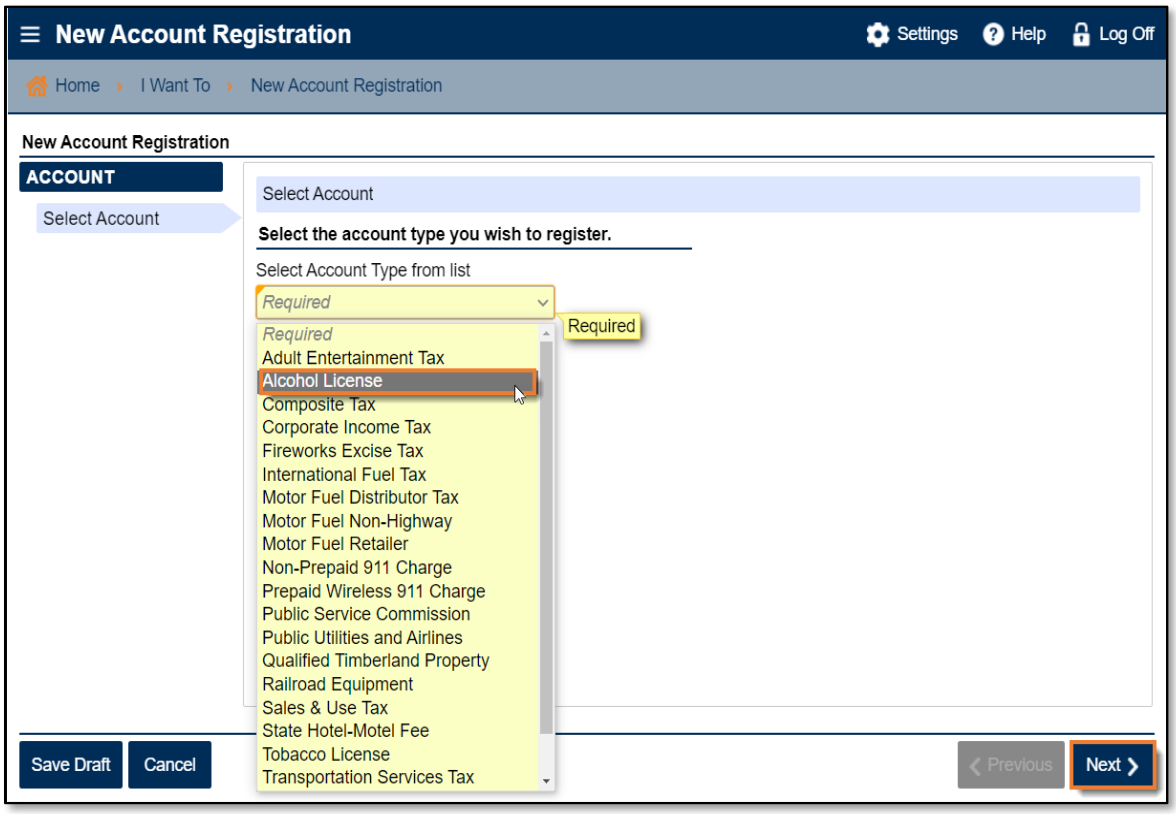
1. Navigate to the GTC website at https://gtc.dor.ga.gov and log into your GTC account.
2. Under the **I Want To** section on the Home screen, click the **See more links…** hyperlink.



3. Click the **Register a New Tax Account** hyperlink.

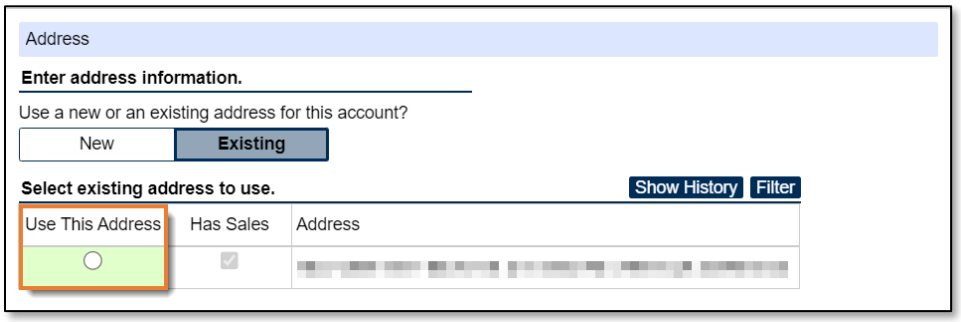


4. Select **Alcohol License** from the drop-down list. If prompted, provide any other requested information. Click the **Next** button.



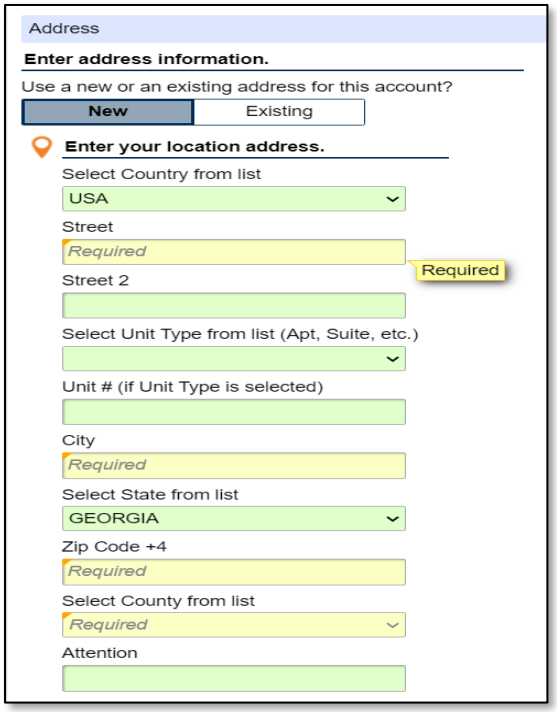
5. Provide the business location address for the alcohol license account.

   - If provided, you can select from an existing address with the applicable Sales and Use Tax account

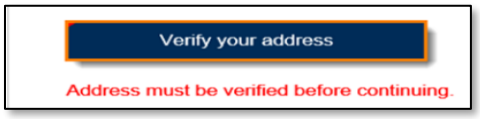


- Or you may enter a new address.

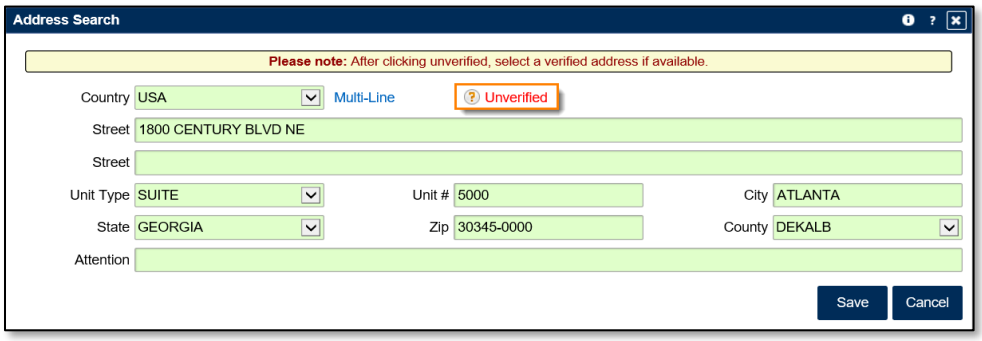
  a. Enter the location address.



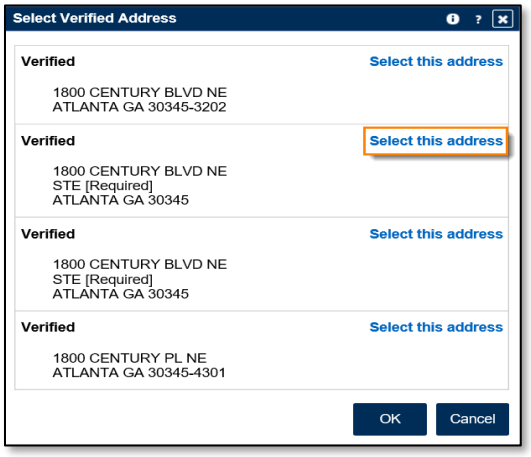
  b. Click the **Verify your address** button to validate the address.



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



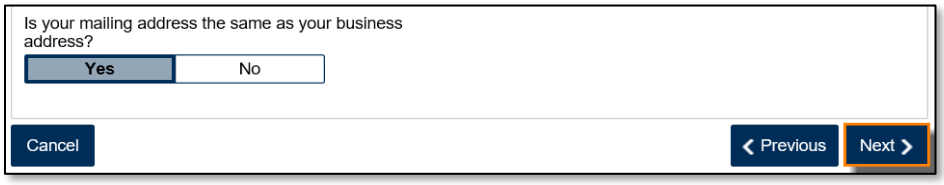
d. Select a verified address by clicking the applicable **Select this address** hyperlink if prompted. If a verified address isn't listed, you can select the address you entered.



- Or, if provided, you can select from an existing address:

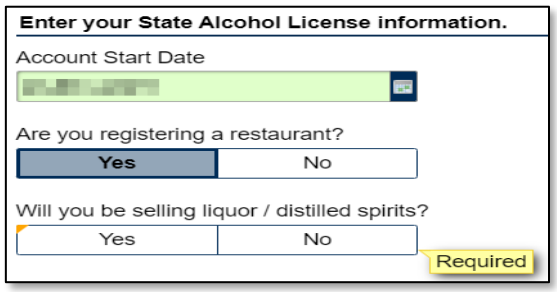
6. Confirm if your mailing address is the same as your business location address. Click the **Next** button.

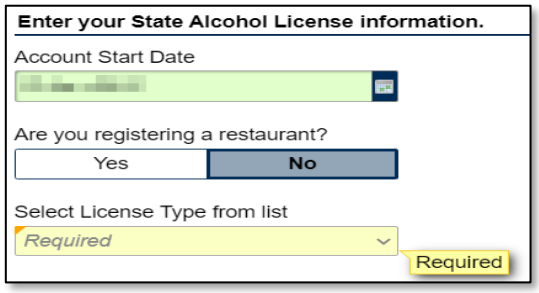
   NOTE: If the mailing address is not the same as the business location address, selecting "No" displays fields to enter the mailing address. Repeat the instructions under entering a new address to verify the mailing address.



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

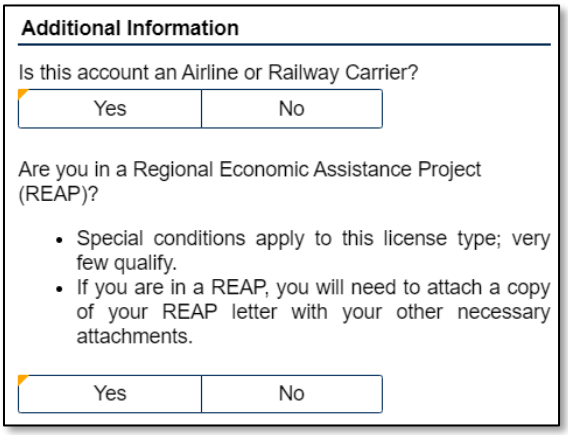
   a. Enter the requested **State Alcohol License information**. If you are not registering a restaurant, you will be prompted to select the License Type from a list.



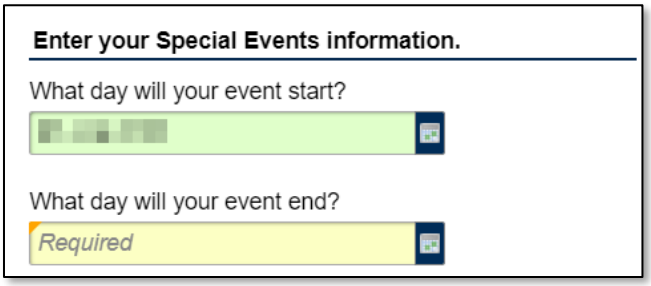


b. Review or select the **Alcohol License's sales types.**

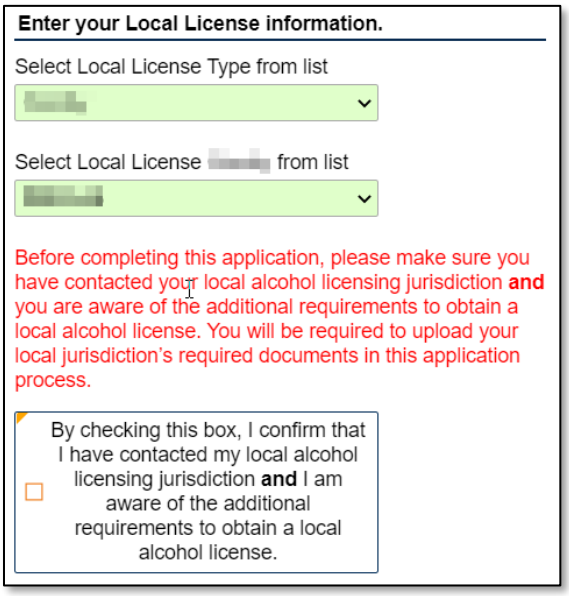
c. If applicable, provide the requested **Additional Information** based on the license type.



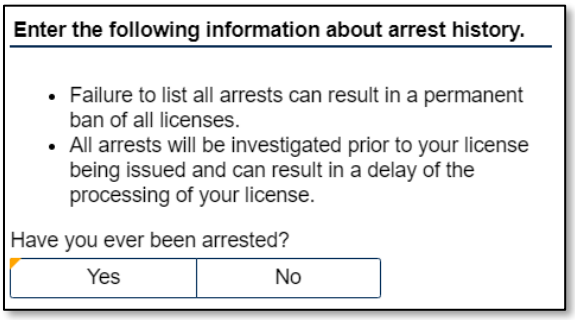
d. If applicable, provide the requested **Special Events information**.



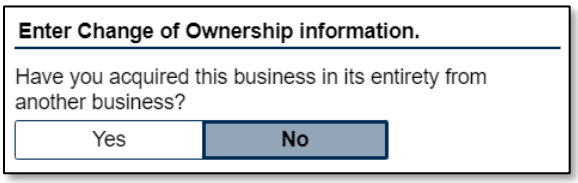
e. Enter your **Local License information**.



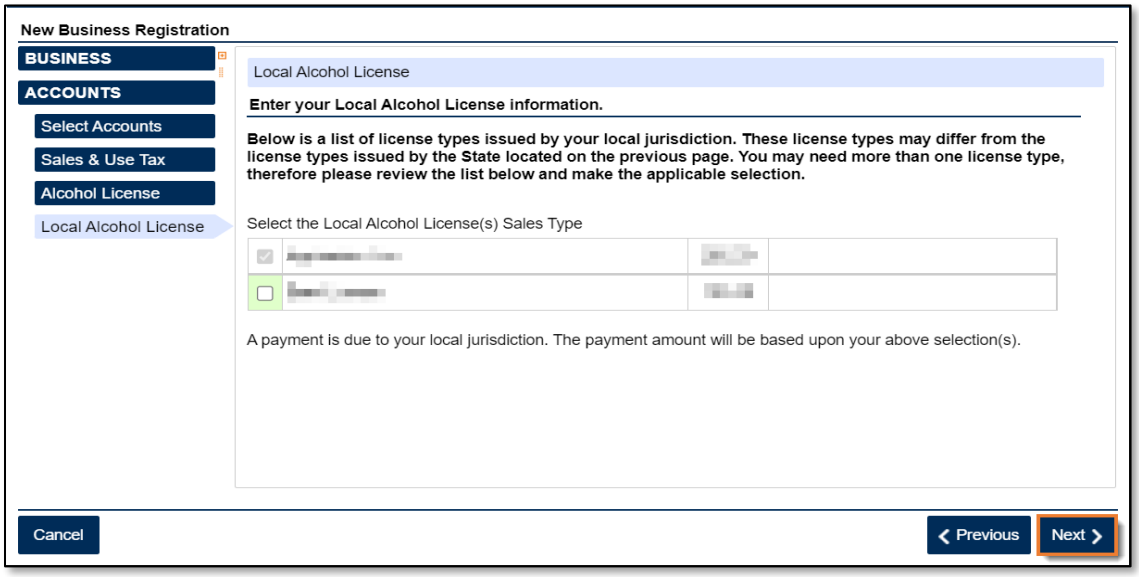
f. If requested, provide the **information about arrest history**.



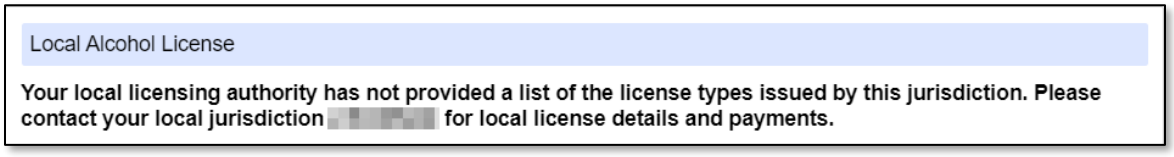
g. Review the **Change of Ownership** section and update if necessary.



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.

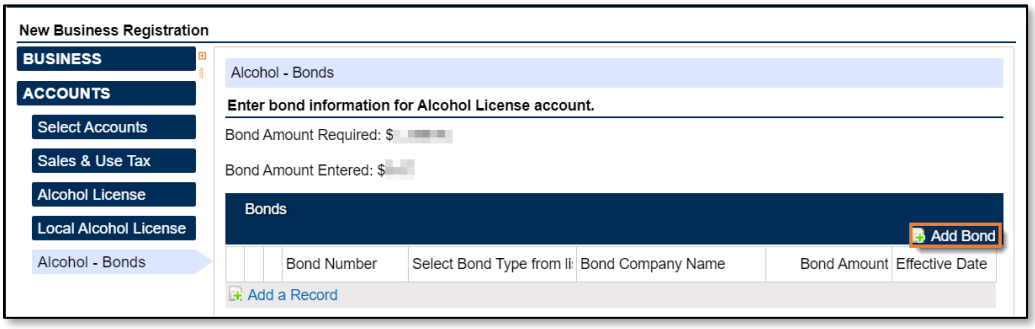


If your jurisdiction has not provided any information, you will see the following message:

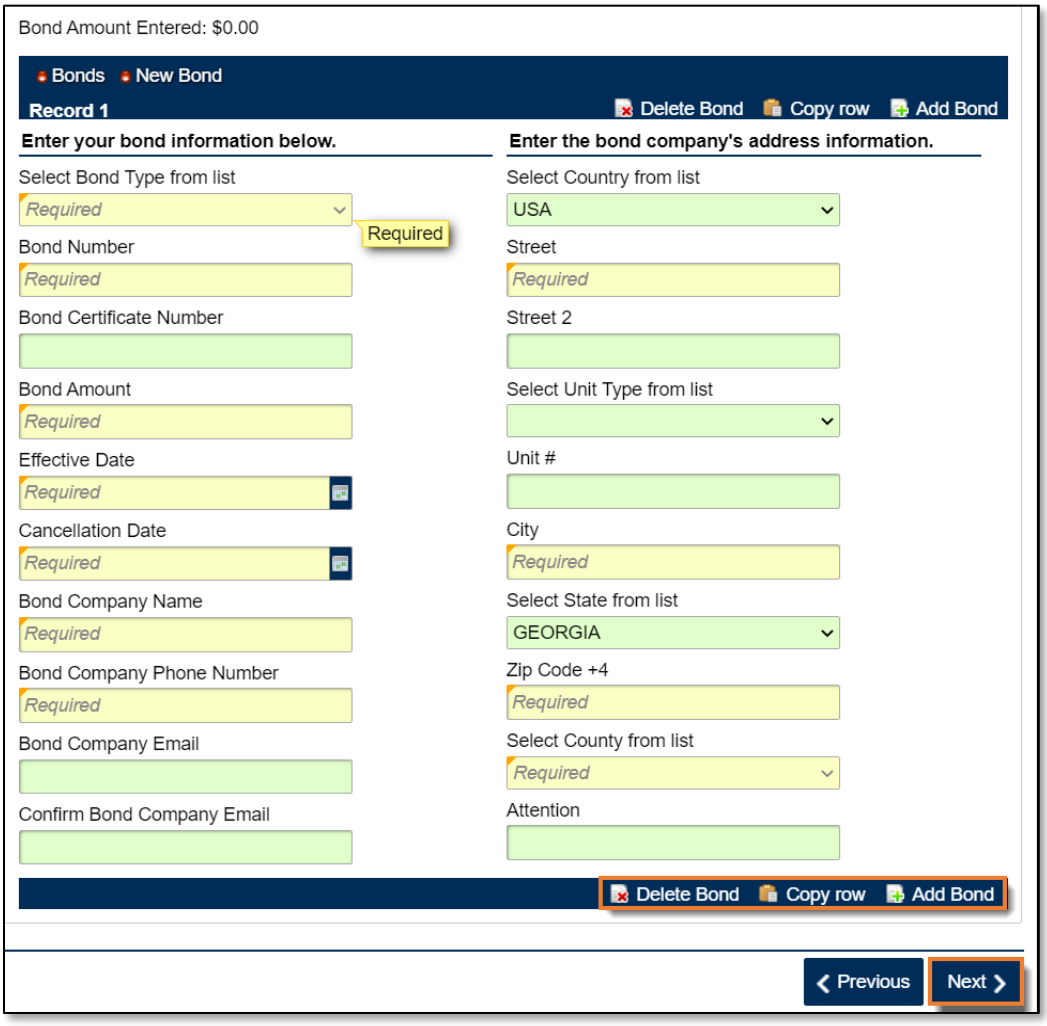


9. If you are registering a retail package license and selected *Liquor* as a sales type, you will be required to enter the bond information for the alcohol license account. Otherwise, skip to Step 10 in this section.

    a. Click **Add Bond**.

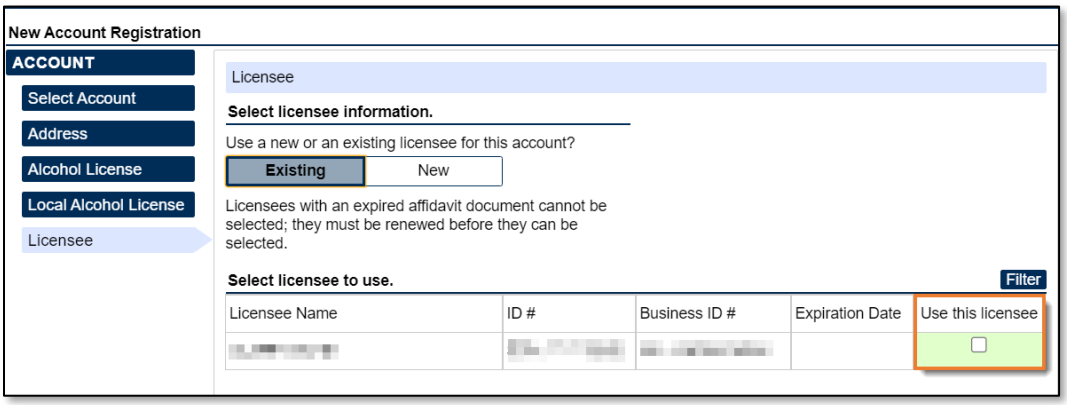


b. Enter the bond information and the bond company's information. You can **Delete**, **Copy**, or **Add** records. Once done, click the **Next** button.

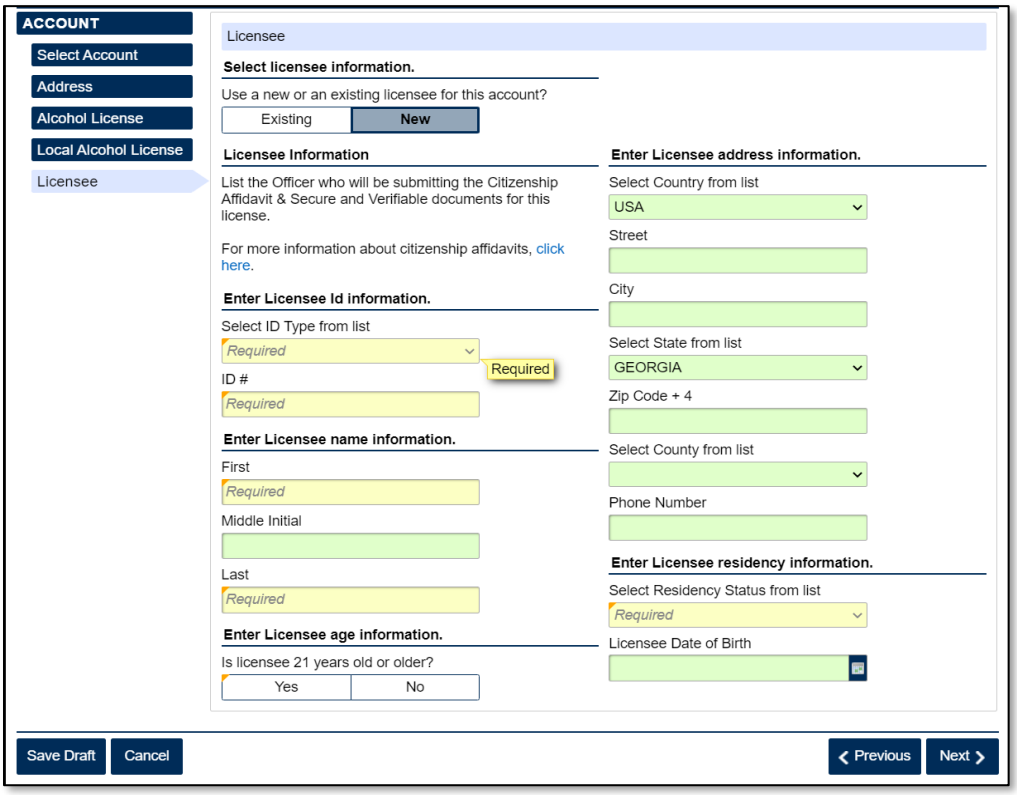


10. Provide an alcohol licensee. Click the **Next** button.

- Select from an existing licensee, if available,

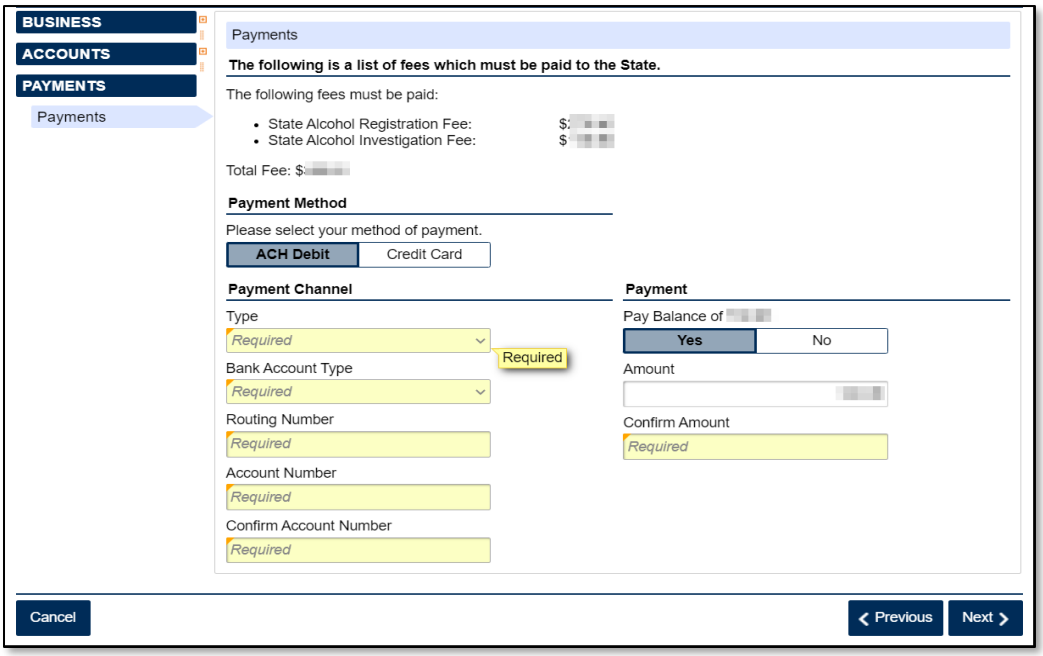


- Or enter the information for a new licensee.

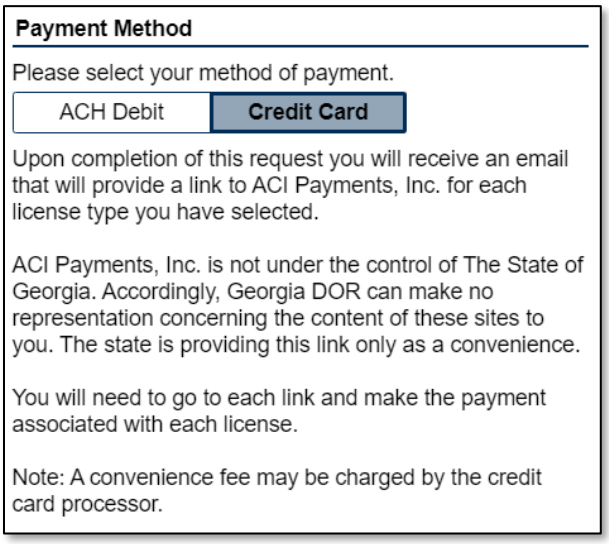


11. State alcohol licensing fees are due at the time of registration.

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

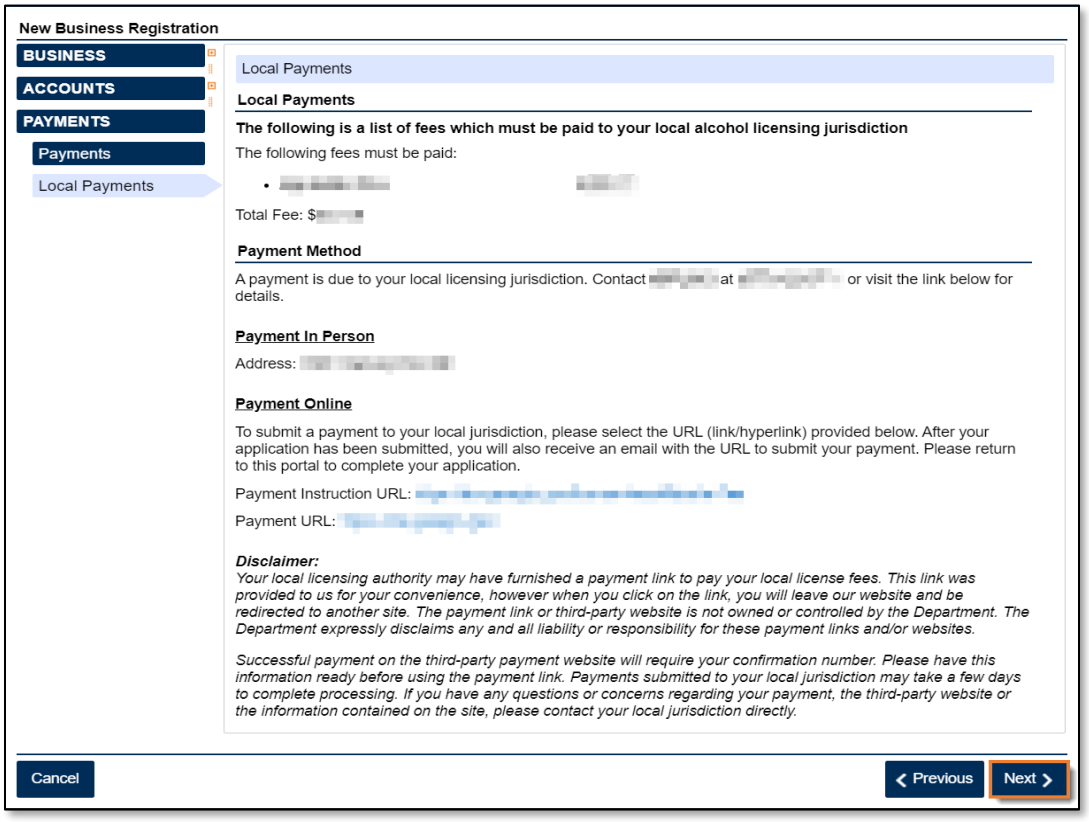


- For Credit Card, review the message provided and click the **Next** button.

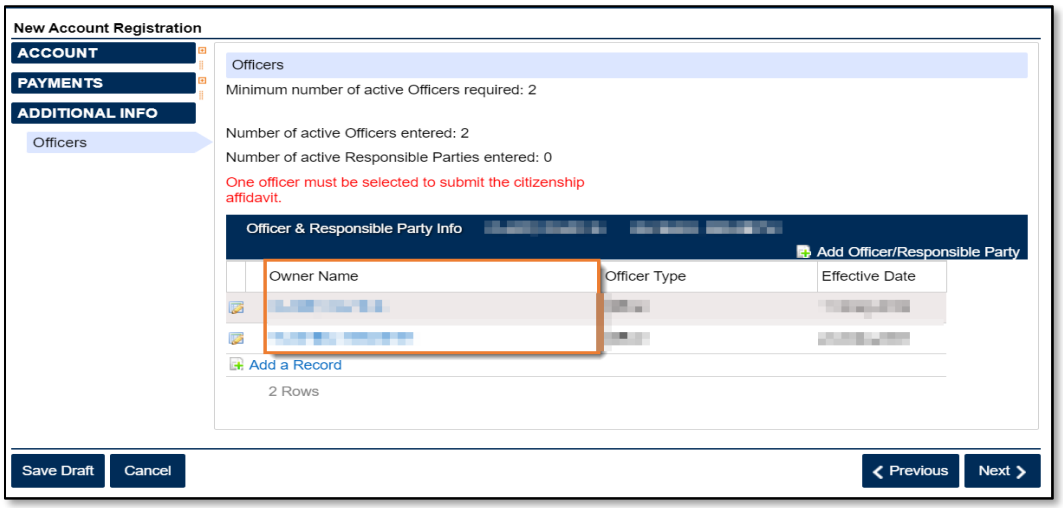


12. Review the local alcohol licensing payment information. Click the **Next** button.

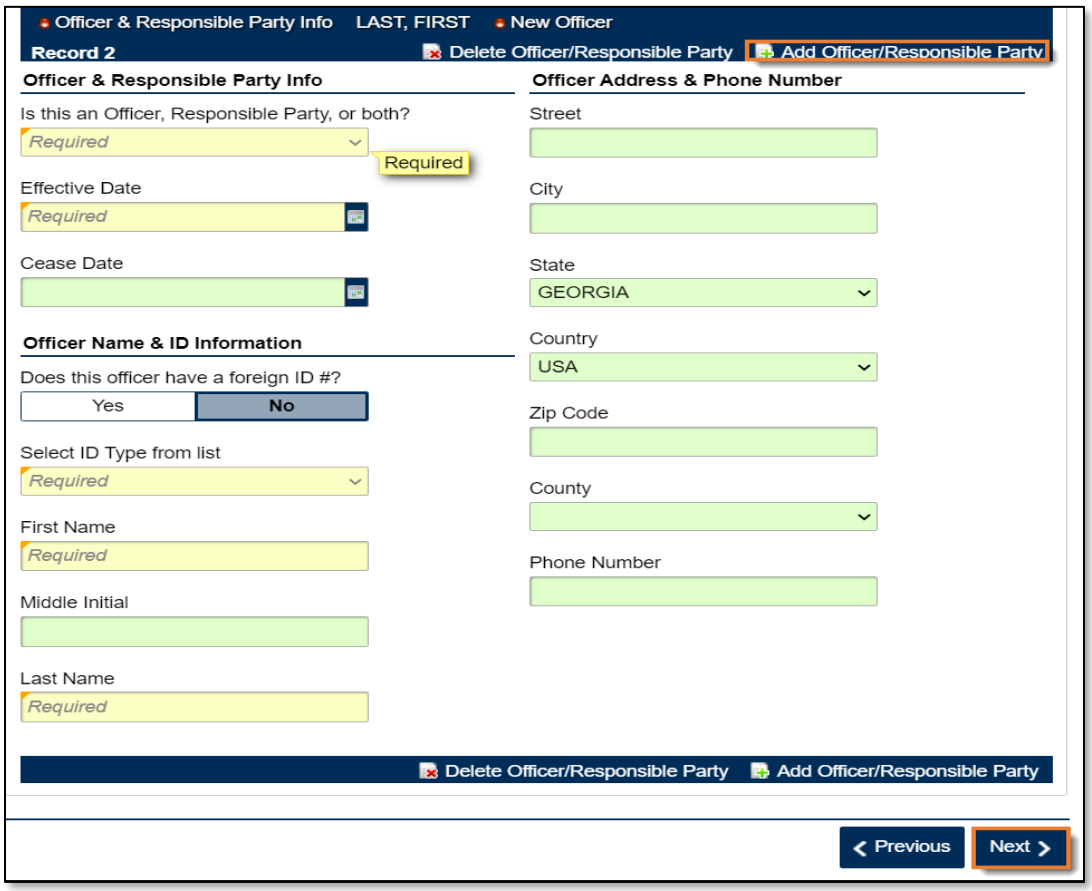
NOTE: If the local jurisdiction has not provided the Department with any information regarding payments, you will not see this screen.



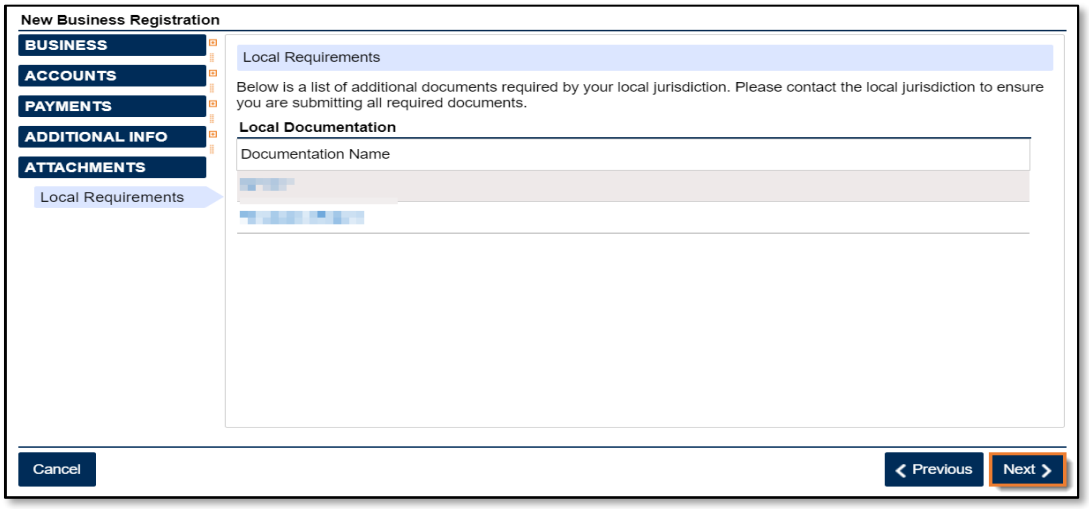
13. Officers and responsible parties currently linked to the business will appear. If you provided a new licensee previously on the request, they will also be listed. Click the hyperlink under the **Owner Name** column to review an officer's or responsibility party's information.



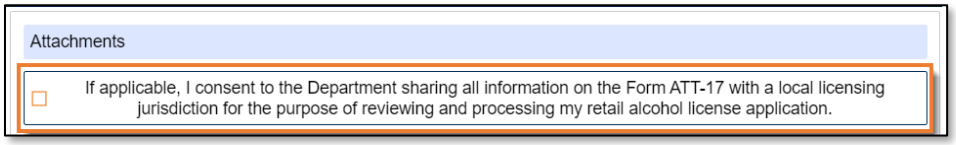
14. If needed, click **Add Officer/Responsibility Party** to add additional officers/responsible parties. Click the **Next** button after all officers/responsible parties have been entered.



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

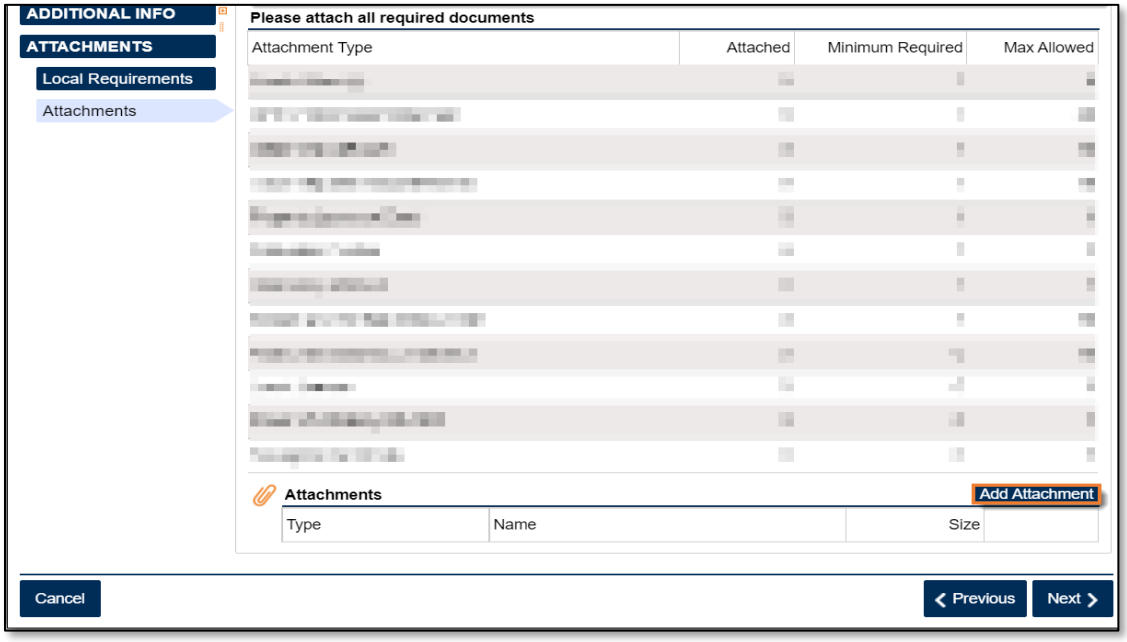


16. Review the consent statement regarding Form ATT-17 on the **Attachments** screen. If you agree, click the checkbox.

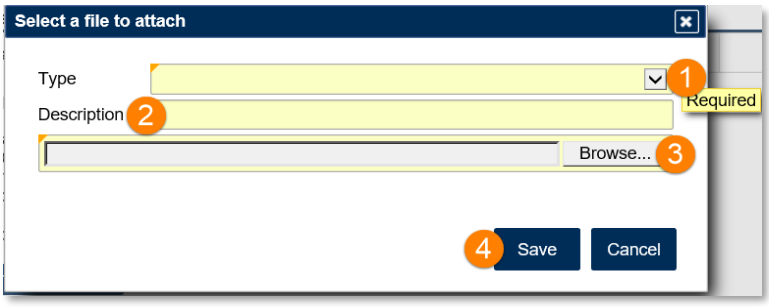


17. Click the **Add Attachment** button to upload documentation with your registration

    NOTE: You cannot continue if all <u>required</u> documents are not attached.

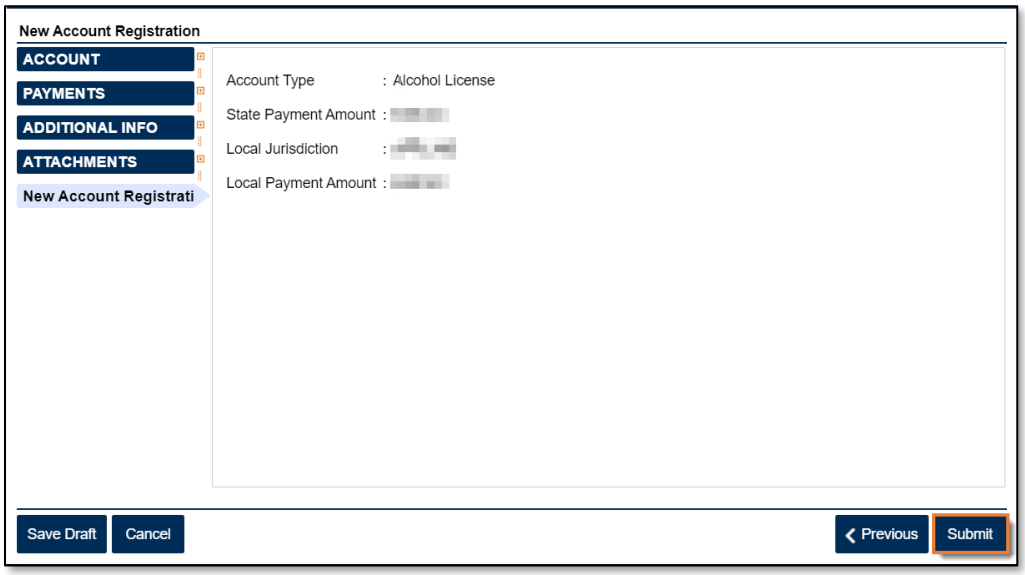


18. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.

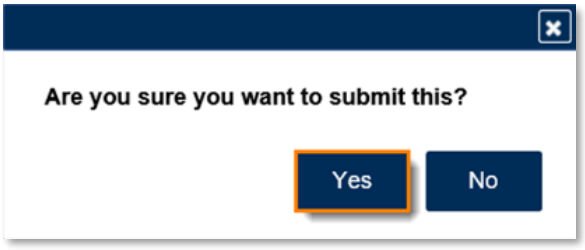
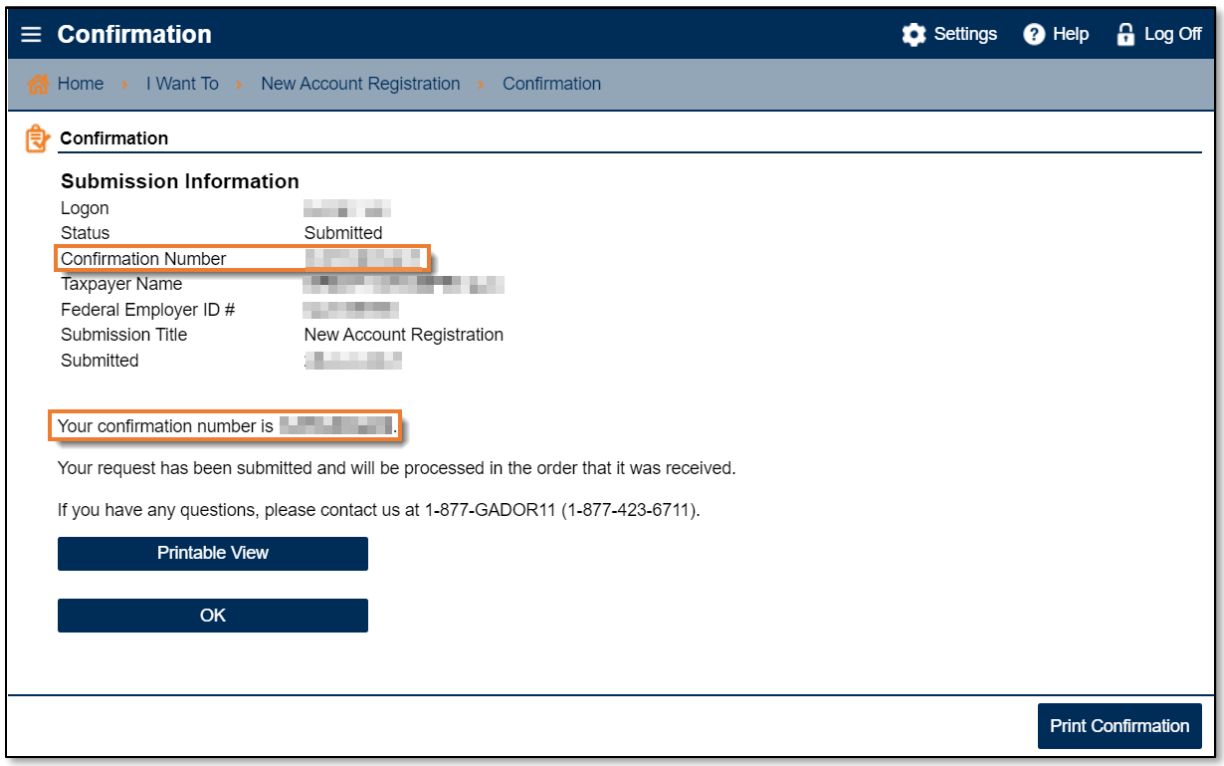


19. Repeat steps 17 and 18 until all attachments are added. Click the **Next** button.

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



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



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.