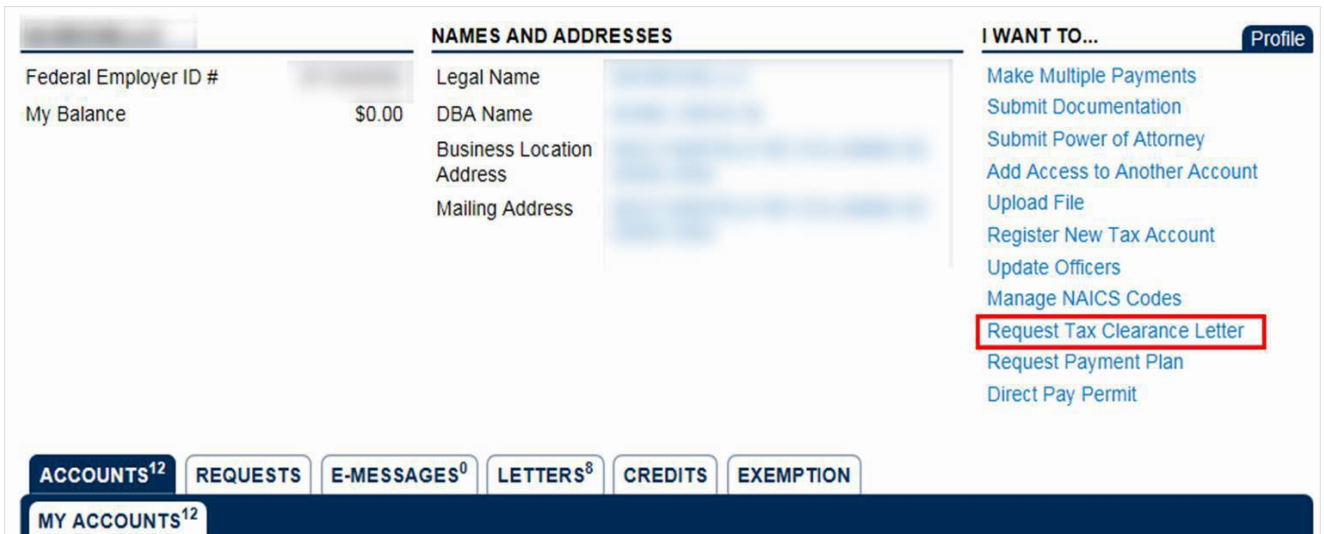


You can request a Tax Clearance Letter using the tax clearance web request on Georgia Tax Center (GTC) from the Home page after logging in. This request is available for all tax types, including individuals and sole proprietors.

To submit the web request:

1. Log into **GTC** (<https://gtc.dor.ga.gov>)
2. On the home page after logging in, under the **I Want To...** menu, click the **Request Tax Clearance Letter** hyperlink



The screenshot displays the GTC user interface. On the left, there are fields for 'Federal Employer ID #' and 'My Balance \$0.00'. The central section is titled 'NAMES AND ADDRESSES' and includes fields for 'Legal Name', 'DBA Name', 'Business Location Address', and 'Mailing Address'. On the right, the 'I WANT TO...' menu is visible, with 'Request Tax Clearance Letter' highlighted in a red box. Other menu items include 'Make Multiple Payments', 'Submit Documentation', 'Submit Power of Attorney', 'Add Access to Another Account', 'Upload File', 'Register New Tax Account', 'Update Officers', 'Manage NAICS Codes', 'Request Payment Plan', and 'Direct Pay Permit'. At the bottom, there are navigation tabs for 'ACCOUNTS<sup>12</sup>', 'REQUESTS', 'E-MESSAGES<sup>0</sup>', 'LETTERS<sup>8</sup>', 'CREDITS', and 'EXEMPTION'. A 'MY ACCOUNTS<sup>12</sup>' tab is also visible at the bottom left.

3. Click the **Submit** button

### What you need to know:

- Requires a GTC logon
- Available for all tax types
- Checks for tax balances and delinquent periods under all accounts under the taxpayer
- If all accounts are cleared, a Tax Clearance Letter will generate with the account types listed
- If any of the accounts have a balance due or delinquent periods, a denial letter will be generated
- The letter is generated overnight and viewable on GTC the next day
- It will also be mailed