

## **GEORGIA STATE DUE PAYMENT INSTRUCTIONS**

There are two ways to pay the due amount

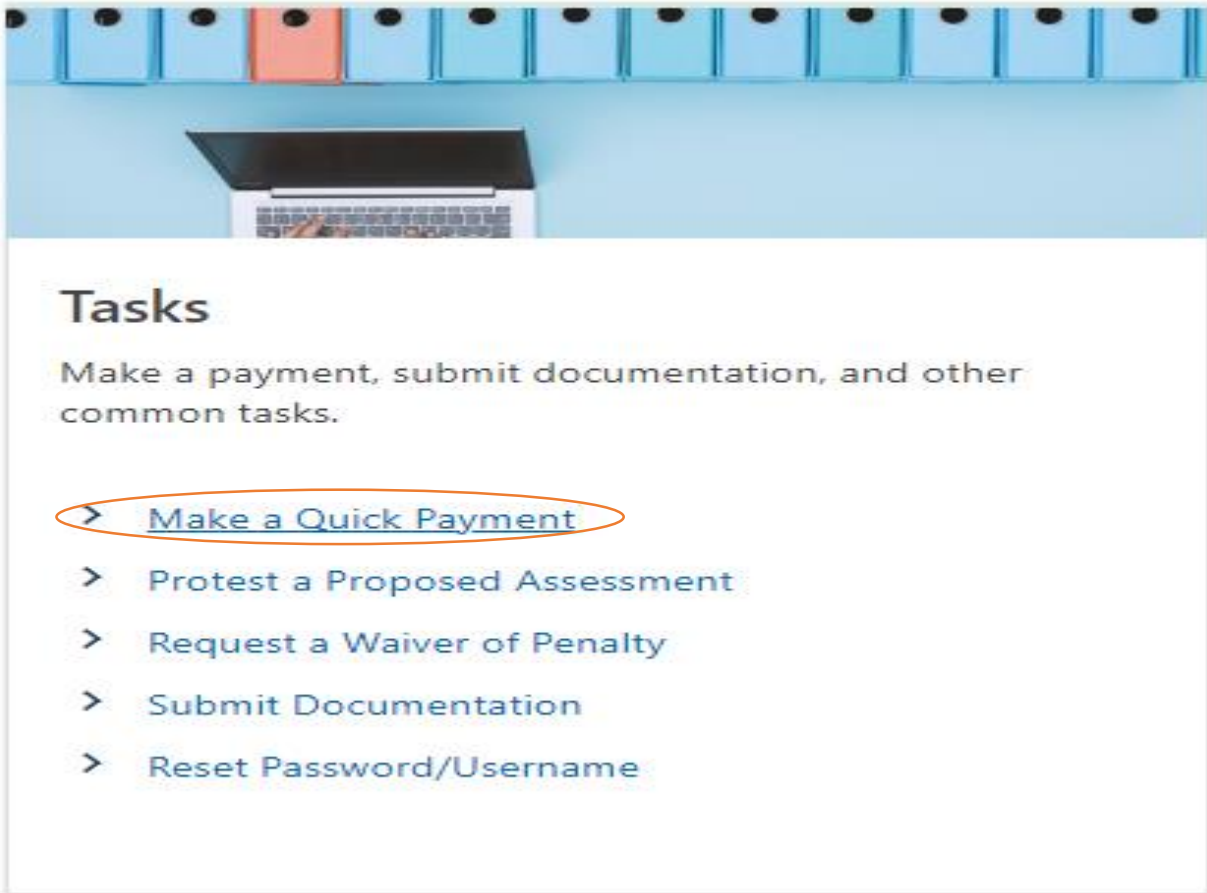
- 1) Bank account
- 2) Credit card

**The below process is for due payment using bank account**

**Step 1:** Click on the below link

[https://gtc.dor.ga.gov/ /](https://gtc.dor.ga.gov/)

**Step 2:** Click on make a quick payment.



### Step 3: Select customer type - Individual and Select ID type - Social security number, click on next

Quick Pay

Request Details  Customer Type

Provide the following information about your business

Select Customer Type from list

Business Individual

Select your ID type.

ID Type

Social Security # Individual Taxpayer ID #

Cancel Previous Next

### Step 4: Enter the required information and click on next.

Quick Pay

Request Details  Customer Type  ID Information

Enter the following information.

Do you have a payment number?

Yes No

Social Security # \*  
Required

Confirm Social Security # \*  
Required

Cancel Previous Next

## Step 5: Enter the payer information, Select options as below and click on next

Request Details ✓ Customer Type ✓ ID Information ✓ Payor Information >

Enter your payor information.

Name \*  
*Required*

Email \*  
*Required*

Confirm Email \*  
*Required*

Phone Number \*  
*Required*

Select Filing Frequency from list  
Individual Income Annual

Select Filing Period for payment from list  
12/31/2023

Cancel < Previous **Next** >

## Step 6: Enter the bank account information, Payment information and proceed with the further process.

Request Details ✓ Customer Type ✓ ID Information ✓ Payor Information ✓ Payment Information >

### Payment Channel

Type  
Direct Debit - US Bank

Bank Account Type \*  
 Business Checking  
 Business Savings  
 Personal Checking  
 Personal Savings

Routing Number \*  
*Required*

Account Number \*  
*Required*

Confirm Account Number \*  
*Required*

### Payment

This payment type should be utilized when making a payment that is not specific to a period but for a specific account and will be applied to the account based on Georgia Department of Revenue standards.

Payment Date

Amount \*  
*Required*

Confirm Amount \*  
*Required*

Cancel < Previous **Next** >

## The below process is for due payment using credit card

**Step 1:** Click on the below link

<https://www.officialpayments.com/index.jsp>

**Step 2:** Under State payments click on Make a payment

The screenshot shows the Official Payments website interface. At the top, there is a navigation bar with links for Home, Payment Center, Help, Official Extras, and En Español. The main content area features a large heading "Make A Payment. Make It Official." followed by a brief description of the service. Below this, there are four main payment categories: FEDERAL IRS PAYMENTS, STATE PAYMENTS, LOCAL PAYMENTS, and EDUCATION PAYMENTS. The "STATE PAYMENTS" category is circled in orange and includes a "Make A Payment" button. To the right of the main content, there is a "What Else Can I Pay?" section with a search input field and a "Submit" button. The footer contains various logos including digicert, TRUSTe, Nacha Certified, and IRS, along with a copyright notice for 2020.

## Step 3: Select State Payments and click on make payment

The screenshot shows a web browser window with the URL `officialpayments.com/pc_template_standard.jsp?body=pc_step2_body.jsp`. The page is titled "OFFICIAL PAYMENTS" and is a service of ACI Payments, Inc. The main navigation bar includes "Home", "Payment Center", "Help", "Official Extras", and "En Español".

The "My Account" section on the left includes a "Log In (Optional)" form with fields for "E-mail Address" and "Password", and a "Submit" button. Below this is a "Sign Up / Forgot Password?" link and a list of account actions: "Pay Now", "View History", "Schedule Payments", "Verify Payments", "Schedule Reminders", "My Account Dashboard", "E-Wallet", and "My Bills".

The "Make A Payment" section is the main focus. It features a breadcrumb trail: "Select Service > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt". Below this, it instructs the user to "Please select the State, Payment Entity and Payment Type from the menus below, or enter your Jurisdiction Code from your bill or statement. Click 'Make A Payment' button to continue with the payment process, or click 'Schedule Future Payments' to access the AutoPay feature." It also includes a "convenience fee" disclaimer and a "Fee Calculator" link.

The form contains the following fields:

- "Enter your Jurisdiction Code:" with an input field and an "OR" option.
- "State or Territory:" dropdown menu with "Georgia" selected.
- "Payment Entity:" dropdown menu with "Georgia Department of Revenue (Individual)" selected.
- "Payment Type:" dropdown menu with "Individual Income Tax Balance Due" selected.

At the bottom of the form are three buttons: "Cancel", "Schedule Future Payments", and "Make A Payment". The "Make A Payment" button is circled in red.

The footer of the page includes a security notice: "This page supports 128-bit SSL encryption as verified by DigiCert." and a navigation bar with links for "PRIVACY POLICY", "Complaints", "Legal Notices", "Pay By Phone", "Tax Professionals", "About Us", "Working With Official Payments", and "Sitemap". The Windows taskbar at the bottom shows the system clock as 5:17 AM on 1/26/2020.

## Step 4: Enter owe amount and click on continue

The screenshot shows the 'Make A Payment' page for the Georgia Department of Revenue (Individual) on the Official Payments website. The page title is 'Georgia Department of Revenue (Individual) Individual Income Tax Balance Due'. The breadcrumb trail is: Select Service > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt. The page contains a 'Payment Amount' field with a dollar sign and a numeric input field. Below this, there are 'Payment Options' including 'Credit Card' with logos for VISA, Discover, and MasterCard. At the bottom of the payment options, there are three buttons: 'Back', 'Cancel', and 'Continue'. The 'Continue' button is circled in red. The left sidebar has a 'My Account' section with a 'Log In (Optional)' form and a 'Pay Now' section with links to 'View History', 'Schedule Payments', 'Verify Payments', 'Schedule Reminders', 'My Account Dashboard', 'E-Wallet', and 'My Bills'. The footer includes a 'PRIVACY POLICY' link and copyright information for ACI Payments, Inc. © 2020.

## Step 5: Review the total payment amount and click on accept

The screenshot shows the 'Accept' page for the Georgia Department of Revenue (Individual) on the Official Payments website. The page title is 'Georgia Department of Revenue (Individual) Individual Income Tax Balance Due'. The breadcrumb trail is: Select Service > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt. The page displays the payment details: 'Payment Type: Individual Income Tax Balance Due', 'Payment Amount: \$1.00', 'Service Fee: \$1.00', and 'Total Payment: \$2.00'. Below this, there is a section for 'ACI Payments, Inc. Terms and Conditions' with a scrollable text area. At the bottom of the page, there are three buttons: 'Back', 'Decline', and 'Accept'. The 'Accept' button is circled in red. The left sidebar is identical to the previous screenshot. The right sidebar features an advertisement for 'Earn rewards, miles or money back when you pay your taxes.' with a 'Go to Special Offers!' link. The footer includes a 'Printer Friendly' link and a note: 'This page supports 128-bit SSL encryption as verified by DigiCert.'

## Step 6: Click on Continue as guest

The screenshot shows a web browser window with the URL `officialpayments.com/pc_step3_ma_login.jsp`. The page title is "OFFICIAL PAYMENTS" and it is a service of ACI Payments, Inc. The navigation bar includes links for Home, Payment Center, Help, Official Extras, and En Español. The main heading is "Make A Payment" with a breadcrumb trail: "Select Type > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt".

There are two main sections for user authentication:

- Yes, I have an account:** This section prompts the user to "Sign in for faster payments" and includes input fields for "E-mail Address:" and "Password:". A "Submit" button is located below these fields, along with a "Forgot Password?" link.
- No, I don't have an account:** This section explains that creating an account allows for faster payments, immediate verification, and automatic payments. It features a "Create an Account" button and a "Continue as Guest" button, which is circled in red in the image. A note below states, "You do not need an account to make a payment."

At the bottom of the page, there is a footer with links for "PRIVACY POLICY", "Complaints", "Legal Notices", "Pay By Phone", "Tax Professionals", "About Us", "Working With Official Payments", and "Sitemap". Copyright information for 2020 ACI Payments, Inc. is also present.

The Windows taskbar at the bottom shows the system tray with the time 5:19 AM and date 1/26/2020, along with various application icons.



# Step 7: Enter the payer information. Select and enter the credit card details proceed for further process.

**OFFICIAL PAYMENTS**  
a service of ACI Payments, Inc.

Home | **Payment Center** | Help | Official Extras | En Español

**My Account**  
Log In (Optional)  
Log in for expedited access to our enhanced payment services.  
E-mail Address:   
Password:   
  
[Sign Up / Forgot Password?](#)

**Make A Payment**  
Select Service > Enter Amount > Accept Terms > Provide Details > Confirm Details > Digital Receipt

**Georgia Department of Revenue (Individual)**  
**Individual Income Tax Balance Due**

To continue this payment, please fill out the form below.

- Note that the [\*] fields are required.
- All information is kept confidential.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

**Payer Information**  
(Information for the person making the payment.)

\*Country:   
\*First Name:   
Middle Name:   
\*Last Name:   
Suffix: (Jr., Sr. etc.)   
\*Street Address:

\*Daytime Phone: ( ) -  
E-mail Address:   
(Required for an e-mail confirmation and online verification.)  
Re-enter E-mail Address:

Check here to set up reminders for future payments after you complete the current payment.

\*Taxpayer ID (SSN): - - -  
\*Tax Year: - Select -  
\*Taxpayer Name:   
Contact Telephone Number: ( ) -  
Extension number where you can be reached if available:

**Payment Option**  
(May differ from the person owing the tax, bill, or fee.)

\*Card Type: - Select -   
\*Card Number:   
\*Expiration Date: -- / -- (mm/yy)

**Payment Information**

Payment Type:	Individual Income Tax Balance Due
Payment Amount:	\$1.00
Convenience Fee:	\$1.00
Total Payment:	\$2.00

This page supports 128-bit SSL encryption as verified by DigiCert.

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