



Georgia Department of Public Health

Retrieving Sales and Use Returns (ST-3 Forms)

Presentation to: Vendor Advisory Forum

Presented by: Edwardo Hebbert

Date: December 8th, 2015



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LEARNING OBJECTIVES

1

Proper retrieval of the Sales and Use Tax (ST-3) forms from the Georgia Department of Revenue for the designated reporting period.

2

Submission process for self-reporting and ST-3 documents to Georgia WIC.

3

Itemized Spreadsheets submission for Corporate Vendors.

Logging In to the GA Tax Center

GEORGIA GOV

georgia tax center

Department of Revenue Trucking Portal Frequently Asked Questions Georgia Tax Center Info

The Department of Revenue Newly Adopted Regulations are now available. [Click here to view.](#)

2016 Alcohol Renewal starts September 1, 2015. [Click here to view.](#)

LOGIN

Username
Required

Password
Required

Authorization Code ⓘ

Login

[Forgot my username](#)
[Forgot my password](#)

SIGN UP

Create my username
Why create a username?

Quick Links

Individual Business

Where's my refund? Return Verification Find an existing request F.A.Q. Video tutorials

Step 1: Log-In using the username and password provided by the GA Department of Revenue.

Please Note: If you forgot the username and password, click on the "**Forgot Username**" or "**Forgot Password**" link.

Selecting an Account

georgia tax center

MENU Log Off

Home

NAVIGATION

» My Accounts

All Accounts

HELP

FAQs

Video Tutorials

GA DEPARTMENT OF REVENUE

STI 20018245621

My Balance \$0.00

NAMES AND ADDRESSES

Legal Name GA DEPARTMENT OF REVENUE

DBA Name E-FILE TEST #2

Business Location Address 1800 CENTURY BLVD NE STE 8203 ATLANTA GA 30345-3202

Mailing Address Add

I WANT TO... Profile

Make Multiple Payments

Submit Documentation

Submit Power of Attorney

Transfer Tax Credit

Add Access to Another Account

Upload File

Register New Tax Account

Update Officers

Manage NAICS Codes

ACCOUNTS¹ REQUESTS⁰ E-MESSAGES⁶ LETTERS⁰

MY ACCOUNTS¹

MY ACCOUNTS Hide History Filter

Account Id	Account Type	Name	Frequency	Address	Balance
303-477623	Sales & Use Tax	E-FILE TEST #2	Monthly	1800 CENTURY BLVD NE STE	0.00

Step 2: Click on the "**Accounts**" tab.

Step 3: Click on your account number.

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Searching and Selecting a Tax Period

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MENU

Log Off

SALES & USE TAX

STI 20018245621
Sales & Use Monthly 303-477623
My Balance \$0.00
Pending \$0.00
Payment Source [Setup](#)

NAMES AND ADDRESSES

Legal Name GA DEPARTMENT OF REVENUE
DBA Name E-FILE TEST #2
Business Location 1800 CENTURY BLVD NE STE 8203
Address ATLANTA GA 30345-3202
Mailing Address PO BOX 49512 ATLANTA GA 30359-1512
Site of Business [Add](#)
Records Address

I WANT TO...

[Profile](#)

[Accounts](#)

[Protest Proposed Assessment](#)
[Request to Close Account](#)
[Request Statement of Account](#)
[Request Payment Statement](#)
[Request Waiver of Penalty](#)
[Change Filing Frequency](#)
[Make a Payment](#)
[File Return](#)
[Manage NAICS Codes](#)

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NAVIGATION

[My Accounts](#)

» Account: 303-477623

HELP

[FAQs](#)

PERIODS

REQUESTS⁰

ACTIVITY

E-MESSAGES¹

LETTERS⁰

ATTENTION NEEDED⁶⁰

ALL PERIODS / PERIOD SEARCH

PERIODS FROM 03-DEC-2013

[Change Date](#)

[Filter](#)

Period	Return Status			Tax	Penalty	Interest	Credits	Balance	Messages
31-Dec-2015	Generated	File Return	Pay	0.00	0.00	0.00	0.00	0.00	File Return
30-Nov-2015	Generated	File Return	Pay	0.00	0.00	0.00	0.00	0.00	File Return

Step 4: Click on the sub-tab "All Periods/Period".

Step 5: Search under the "Periods" tab.

Protect Lives.

Searching and Selecting a Tax Period

PERIODS			
REQUESTS ⁰			
ACTIVITY			
E-MESSAGES			
ATTENTION NEEDED ¹			
ALL PERIODS / PERIOD SEARCH			
PERIODS FROM 03-DEC-2013			
Period	Return Status		
31-Dec-2015	Generated	File Return	Pay
30-Nov-2015	Filed - Timely	View Return	Pay
31-Oct-2015	Filed - Timely	View Return	Pay
30-Sep-2015	Filed - Timely	View Return	Pay
31-Aug-2015	Filed - Timely	View Return	Pay
31-Jul-2015	Filed - Timely	View Return	Pay
30-Jun-2015	Filed - Timely	View Return	Pay
31-May-2015	Filed - Timely	View Return	Pay
30-Apr-2015	Filed - Timely	View Return	Pay
31-Mar-2015	Filed - Timely	View Return	Pay
28-Feb-2015	Filed - Timely	View Return	Pay
31-Jan-2015	Filed - Timely	View Return	Pay

Step 6: Click on **"View Return"** and select the return period you wish to review.

Reminder: The selected document can be saved to PDF. The print tab gives you the option to save the selected file.

Printing and Saving the Document

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MENU Log Off

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NAVIGATION

My Accounts

Account: 303-477623

» Sales New Form - 30-Nov-2015

HELP

FAQs

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SALES NEW FORM Change **Print**

STI : 20018245621

Name : E-FILE TEST #2

Sales & Use Tax : 303-477623

Period : 30-Nov-2015

Due : 21-Dec-2015

Received : 03-Dec-2015

Status : Filed - Timely

Confirmation # : 0-528-136-144

ST-3 FORM

Amended ☐ No Sales/Use Activity ☐

Part A

1. Total Sales (State)	10,000.00
2. Exempt Sales (Click to report bad debt)	0.00
3. Taxable Sales	10,000.00
4. Total Sales Tax (Click Here for Part B)	700.00
5. Total Use Tax (Click Here for Part B)	0.00
6. Total TSPLOST Tax (Click Here for Part C)	0.00
7. Prepaid Local Sales/Use (MF)	0.00

Step 7: In the upper right hand corner, click on the "**Print**" tab.

Reminder: The selected document can be saved to PDF. The print tab gives you the option to save the selected file. A separate tab will open to save the file. Make sure your Pop-Up blocker is turned off in order to do so.

Sales and Use Return Example

SALES AND USE RETURN

Sales & Use # :

Period Ending: 30-Nov-2014

Confirmation Number: 1645867568

Filing Method: Electronic

Status: Received on 12/15/2014

Estimated Assessment

☐

Amended

☐

No Sales/Use Activity

☐

PART A

1 Total Sales (State)	>	75,866.63
2 Exempt Sales	>	69,226.63
3 Taxable Sales	>	6,640.00
4 Total Sales Tax	> +	2,189.28
5 Total Use Tax	> +	0.00
6 Total TSPLOST Tax	> +	0.00
7 Prepaid Local Sales/Use (MF)	> +	0.00
8 Total Tax Collected	>	2,189.28
9 Total Sales and Use Tax	>	2,189.28
10 Excess Tax	> +	0.00
11 Vendor's Compensation	>	65.68
12 Previous Prepaid Amount	>	0.00
13 Current Prepaid Amount	> +	0.00
14 Total Amount Due	>	2,123.60

Vendor's Compensation

	Tax Amounts	Tax Rate	Vendor's Comp
Non Motor Fuel Sales/Use (First \$3,000)	2,189.28	0.0300	65.68
Non Motor Fuel Sales/Use (Over \$3,000)	0.00	0.0050	0.00
On Road Motor Fuel	0.00	0.0300	0.00
Off Road Motor Fuel	0.00	0.0300	0.00
Total Vendor's Comp			65.68

Bad Debt

Bad Debt Credit	0.00
Bad Debt Collected	0.00

**Confirmation
Number**

**Period End
Date**

Corporate Spreadsheet Example

Quarterly WIC Survey July - September 2015

**Vendor Number
Store Name for
each header and
each column.**

VN#

ST-3

Period July 2015												
Total Sales	\$ 6,828,924.12	768,974.88	431,298.23	715,267.09	332,464.49	482,123.71	563,828.91	535,525.34	762,679.56	858,310.58	1,378,451.33	
Total State Exempt	\$ 6,380,697.95	723,030.77	416,285.33	668,260.88	263,045.52	451,411.89	510,720.51	511,470.81	717,980.30	804,358.42	1,314,133.52	
Total State Non-Exempt	\$ 448,226.17	45,944.11	15,012.90	47,006.21	69,418.97	30,711.82	53,108.40	24,054.53	44,699.26	53,952.16	64,317.81	
Total Eligible	\$ 6,380,697.95	723,030.77	416,285.33	668,260.88	263,045.52	451,411.89	510,720.51	511,470.81	717,980.30	804,358.42	1,314,133.52	

ST-3

Period August 2015												
Total Sales	\$ 6,467,256.01	\$ 731,181.62	\$ 410,606.32	\$ 673,225.71	\$ 335,471.10	\$ 482,123.71	\$ 563,828.91	\$ 535,525.34	\$ 762,679.56	\$ 858,310.58	\$ 1,378,451.33	
Total State Exempt	\$ 6,066,567.62	\$ 691,195.59	\$ 397,600.08	\$ 631,125.43	\$ 272,311.02	\$ 451,411.89	\$ 510,720.51	\$ 511,470.81	\$ 717,980.30	\$ 804,358.42	\$ 1,314,133.52	
Total State Non-Exempt	\$ 400,688.39	\$ 39,986.03	\$ 13,006.24	\$ 42,100.28	\$ 63,140.28	\$ 30,711.82	\$ 53,108.40	\$ 24,054.53	\$ 44,699.26	\$ 53,952.16	\$ 64,317.81	
Total Eligible	\$ 6,066,567.62	\$ 691,195.59	\$ 397,600.08	\$ 631,125.43	\$ 272,311.02	\$ 451,411.89	\$ 510,720.51	\$ 511,470.81	\$ 717,980.30	\$ 804,358.42	\$ 1,314,133.52	

ST-3

Period September 2015												
Total Sales	\$ 8,000,950.44	\$ 889,692.57	\$ 500,077.32	\$ 844,311.64	\$ 398,511.02	\$ 482,123.71	\$ 563,828.91	\$ 535,525.34	\$ 762,679.56	\$ 858,310.58	\$ 1,378,451.33	
Total State Exempt	\$ 7,477,128.59	\$ 838,412.14	\$ 481,374.92	\$ 790,500.61	\$ 314,757.33	\$ 451,411.89	\$ 510,720.51	\$ 511,470.81	\$ 717,980.30	\$ 804,358.42	\$ 1,314,133.52	
Total State Non-Exempt	\$ 523,821.85	\$ 51,280.43	\$ 18,702.40	\$ 53,811.03	\$ 83,807.62	\$ 36,095.18	\$ 64,877.53	\$ 26,342.24	\$ 50,282.35	\$ 62,281.31	\$ 76,341.76	
Total Eligible	\$ 7,477,128.59	\$ 838,412.14	\$ 481,374.92	\$ 790,500.61	\$ 314,757.33	\$ 545,925.65	\$ 599,811.61	\$ 610,045.02	\$ 851,234.09	\$ 913,725.85	\$ 1,531,341.37	

NOTE: Corporate vendors must provide an itemized spreadsheet separating total state sales, exempt sales, and taxable sales for **each WIC authorized store.**

Questions?



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