



## State of Georgia Department of Revenue



**KEEP THESE INSTRUCTIONS AND WORKSHEET WITH YOUR RECORDS**

### Instructions

1. Download (free) the latest version of Adobe Reader X  
<http://www.adobe.com/products/acrobat/readstep2.html>
2. Complete the worksheet below to automatically create your return.
3. Click the "Print" button to print a completed G 7 QUARTERLY RETURN for MONTHLY PAYER return.
4. Sign and date the return.
5. Cut the return along the dotted line. Mail only the return and payment (if required) to the address on the return.

**DO NOT** fold, staple or paper clip items being mailed.

G 7 Quarterly Return for Monthly Payer Worksheet									
1. GA Withholding ID :		2. FEI Number :							
3. Name : .....									
4. Street Address Line 1 :									
5. Street Address Line 2 :									
6. City :		7. State:		8. Zip:		-			
9. Telephone Number :									
10. Amended Return:	<input type="checkbox"/>	11. Check If Paying By EFT :	<input type="checkbox"/>						
12. Tax Period : .....									
Months In Quarter :									
Tax Withheld This Period									
Adjustment to Tax (+ or -)									
Tax Due									
Tax Paid									
Quarterly Total							Amount Enclosed :		
13. Explanation For Adjustment (115 Characters) :									

## Instructions for Completing the G-7 Quarterly for the Monthly Payer

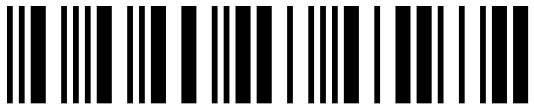
- **Form G-7 MUST be filed**, even if no tax was withheld for a particular quarter or if payment was made via EFT. If a payment is enclosed, be sure to indicate the amount in the "Amount Paid" block. ANY payment recieved after the 15th of the following month will be subject to late charges.
- **Complete the sections for first, second and third month.** The "Tax Withheld", "Tax Due" and "Tax Paid" blocks must be filled in with the necessary tax information. The "Adjustment to Tax" block should be used when using a credit from a prior period or paying additional tax due for a period.
- Enter the total amount of taxes withheld for the quarter in the "Quarterly Total" block.
- Submit the G-7 form on or before the last day of the month following the quarter. Late returns will be assessed a \$25 penalty in addition to other applicable penalties. If the last day of the month is a weekend or holiday, the due date is the next business day. Please note for a flow-through entity, the taxes withheld and the related G-7 for "distributions credited but not paid" to a nonresident member are due by the due date for filing such entity's income tax return (without extension).
- Mail this completed form with your payment to:
 

**Georgia Department of Revenue**  
**Processing Center**  
**P.O. Box 105482**  
**Atlanta, Georgia 30348-5482**
- Contact the Withholding Tax Unit at **1-877-GADOR11 (1-877-423-6711)** if you need additional information or assistance.

**PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only coupon and payment.  
 PLEASE DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL CHECK STUBS.**

----- Cut on dotted line -----

■ **G-7 QUARTERLY RETURN**  
 FOR MONTHLY PAYER (Rev. 1/11)



Name and Address: ■

- Amended Return  
 Check Box if you are paying EFT

I declare under the penalty of perjury that this return has been examined by me to the best of my knowledge is a true and complete return.	Telephone	GA Withholding ID	FEI Number	Vendor Code <b>040</b>
	Date	Tax withheld for Month 1	Tax withheld for Month 2	Tax withheld for Month 3
Signature _____ Title _____	Explanation of Adjustments		Adjustment to tax	Adjustment to tax
		Tax Due (Line 1 + or - Line 2)	Tax Due (Line 1 + or - Line 2)	Tax Due (Line 1 + or - Line 2)
		Tax Paid	Tax Paid	Tax Paid
		Period Ending	Due Date	Quarterly Total

GEORGIA DEPARTMENT OF REVENUE  
 PROCESSING CENTER  
 PO BOX 105482  
 ATLANTA GA 30348-5482

**PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.**

Amount Paid \$ ■