



# 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 QUARTERLY 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.

**DO NOT** mail in the worksheet, keep this for your records.

### **G 7 Quarterly Return for Quarterly 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 : -
10. Amended Return :		9. Check If Paying By EFT :	
11. Telephone Number:			
12. Tax Period Ending : .....			
13. Tax Withheld This Period : .....			
14. Adjustment To Tax :.....			
15. Tax Due (Line 12 + or – Line 13) : .....			
16. Tax Paid :.....			
17. Amount Enclosed :.....			
18. Explanation For Adjustment (99 Characters) :			

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

- **Form G-7 MUST be filed**, even if no tax was withheld for a particular quarter.
- Enter the Tax Withheld, Tax Due, and Tax Paid in the appropriate blocks.
- Enter the payment amount in the Amount Paid section.
- If applicable, enter any adjustment amount in the Adjustment to Tax block. This block should be used when using a credit from a prior period or paying additional tax due for a period. Explain adjustments in the indicated area of the form.
- Submit Form G-7 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. Do not send penalty or interest with the payment. If the last day of the month is a weekend or holiday, the due date is the next business day.
- Mail this completed form with your payment to:
 

**Georgia Department of Revenue  
Processing Center  
P.O. Box 105544  
Atlanta, Georgia 30348-5544**
- 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 -

<p><b>G-7 QUARTERLY RETURN</b> FOR QUARTERLY PAYER (Rev. 1/11)</p> <p><input type="checkbox"/> Amended Return <input type="checkbox"/> Check Box if you are paying EFT</p>	 1100704017	<p>Name and Address: <span style="float: right;">■</span></p>
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GA Withholding ID	FEI Number	Period Ending	Due Date	Vendor Code <b>040</b>
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**PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.**

GEORGIA DEPARTMENT OF REVENUE  
PROCESSING CENTER  
PO BOX 105544  
ATLANTA GA 30348-5544

Tax withheld this period	Explanation of adjustments  I declare under the penalty of perjury that this return has been examined by me and to the best of my knowledge is a true and complete return.
Adjustment to tax	
Tax Due (Line 1 + or - Line 2)	Signature <span style="float: right;">Title</span>
Tax Paid	Telephone <span style="float: right;">Date</span>

Amount Paid \$ ■