



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-1003 return.
4. Sign and date the return.
5. Cut the return along the dotted line. Mail only the return to the address on the return. ***Do not send a payment with this return, submit an amended G-7 if additional tax is due.***

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

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

G-1003 Worksheet

1. GA Withholding ID :			2. FEI Number :					
2. Amended Return :			3. Domestic Employers :					
4. Name :								
5. Street Address Line 1 :								
6. Street Address Line 2 :								
7. City :		8. State:		9. Zip:	-			
8. Telephone :								
9. Form Type:	W-2 :		G-2A :		1099 :		W2-C:	
10. Calendar Year :								
11. Number Of Forms :								
12. Georgia Taxable Wages :								
13. Georgia Tax Withheld :								


Instructions for Preparing the G-1003

- Employers reporting 250 or more income statements must submit them electronically. Also if the employer is required to electronically pay their Georgia Withholding, they must file the G-1003 and related income statements electronically. Even if the employer is not required to file them electronically they may choose to do so. To obtain a copy of our specifications, visit our website www.dor.ga.gov or call **1-877-GADOR11 (1-877-423-6711)**.
- Income statements are due on or before the end of February of the following calendar year. If this date is a weekend or holiday, the due date is the next business day. **If a business closes** during the taxable year, income statements are due within 30 days after payment of final wages. Please note for a flow-through entity, the G-1003 and the related G-2-A's for distributions to nonresident members are due by the earlier of the date such entity's income tax return is filed or the due date for filing such entity's income tax return (without extension).
- Submit non-wage statements (1099s) **only** if Georgia tax is withheld. Statements that do not indicate Georgia tax withheld may be filed under the Combined Federal/State Filing Program.
- The "Number of Forms," "Form Type" "Georgia Taxable Wages" and "Georgia Tax Withheld" blocks must be completed.
- Copies of the corrected W2s/1099/G2As must accompany all amended returns.
- Submit Form G-1003 and paper copies of income statements to:

**Georgia Department of Revenue
Processing Center
P.O. Box 105685
Atlanta, GA 30348-5685**

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

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

<p>G-1003 (Rev. 1/11) Income Statement Return</p> <p><input type="checkbox"/> Amended Return <input type="checkbox"/> Domestic employer with no GA Tax Withheld</p>	 1110304018	<p>EMPLOYER NAME AND ADDRESS</p>			
DO NOT SUBMIT PAYMENT WITH THIS FORM					
GA Withholding ID	FEI Number	Tax Year	Number of Forms	Vendor Code 040	Date Received
<p>Form Type</p> <p><input type="checkbox"/> W-2 <input type="checkbox"/> G-2-A <input type="checkbox"/> 1099 <input type="checkbox"/> W2-C</p>				<input type="checkbox"/> Check here if correction to Social Security Numbers only.	
Georgia Taxable Wages			Georgia Tax Withheld		
<p>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.</p>					
Signature				Title	
Telephone				Date	

GEORGIA DEPARTMENT OF REVENUE
PROCESSING CENTER
P.O. BOX 105685
ATLANTA, GA 30348-5685