

The Georgia Department of Revenue’s new centralized alcohol application process is expanding to include the renewal of state and local alcohol licenses, beginning September 6, 2022. This enhancement allows Georgia applicants to submit a renewal application to both the State of Georgia and participating local licensing jurisdictions using the Georgia Tax Center (GTC).

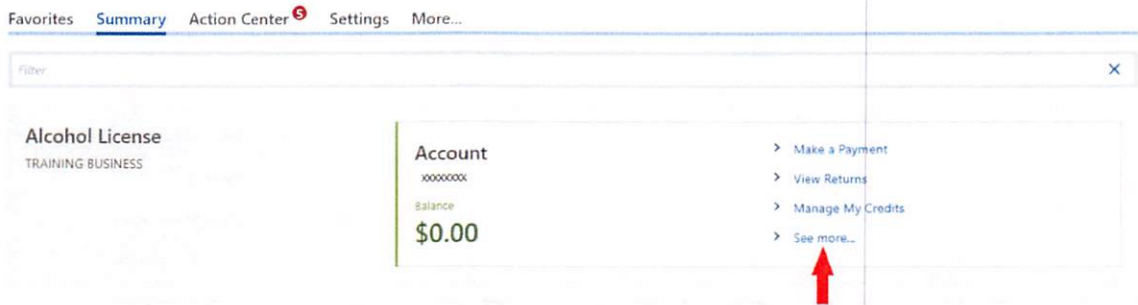
This centralized alcohol application process only applies to retail, retail package, and consumption on premises licenses. All other applicants (*i.e.*, wholesalers, manufacturers, importers, brokers) will continue to use GTC to submit a state alcohol renewal application; however, such applicants should contact their local licensing jurisdiction to obtain instructions for renewing a local alcohol license.

## Contents

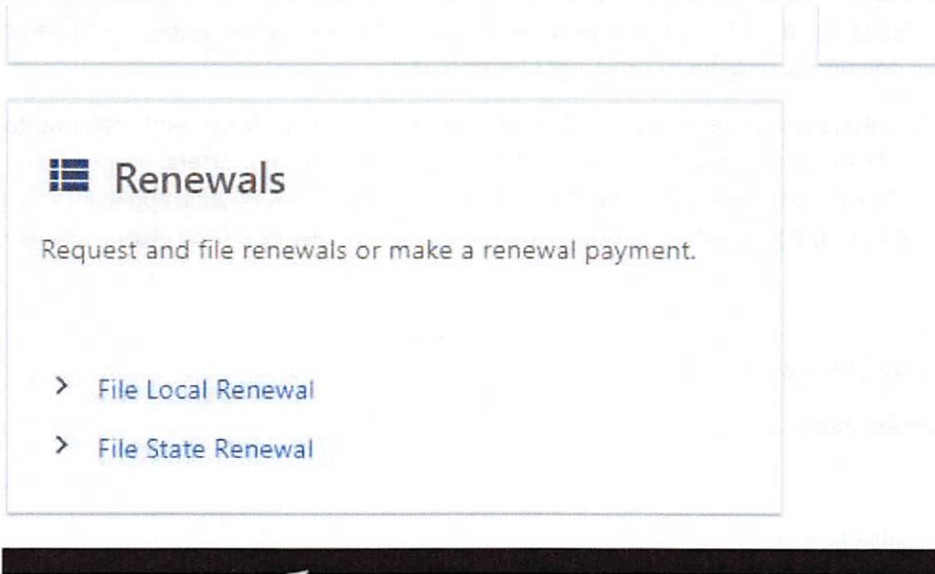
State Alcohol License Renewals: .....#1  
Local Jurisdiction Alcohol License Renewals: .....#6

### State Alcohol License Renewals:

- 1.) Navigate to the GTC website at <https://gtc.dor.ga.gov> and log in to your GTC account.
- 2.) Locate your alcohol license account on the home page. Click on “See more...”



3.) Locate the renewal section in your alcohol license account.




4.) Click on the "File State Renewal" hyperlink next to the appropriate renewal period.

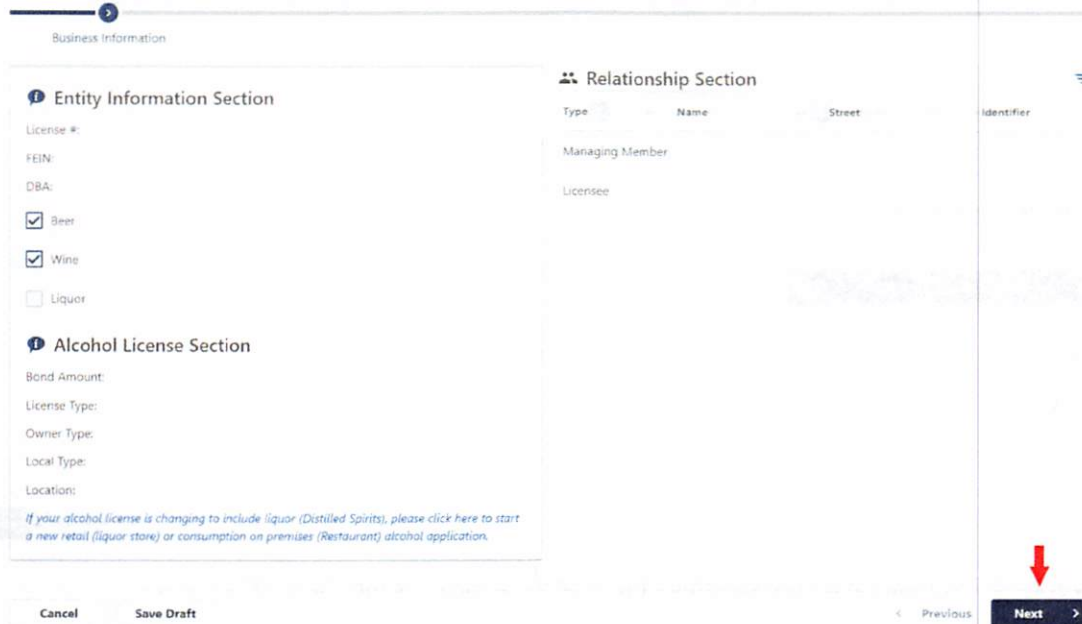
Returns All Periods / Period Search

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Returns ≡

Period	Return	Status	
31-Dec-2023	Alcohol License Renewal	Generated	<a href="#">File State Renewal</a> 
31-Dec-2022	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>
31-Dec-2021	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>
31-Dec-2020	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>
31-Dec-2019	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>
31-Dec-2018	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>
31-Dec-2017	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>
31-Dec-2016	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>
31-Dec-2015	Alcohol License Renewal	Filed - Timely	<a href="#">View or Amend Return</a>

5.) Confirm the information is correct on the “Business Information” tab and select “Next.”



Business Information

**Entity Information Section**

License #:  
FEIN:  
DBA:  
 Beer  
 Wine  
 Liquor

**Alcohol License Section**

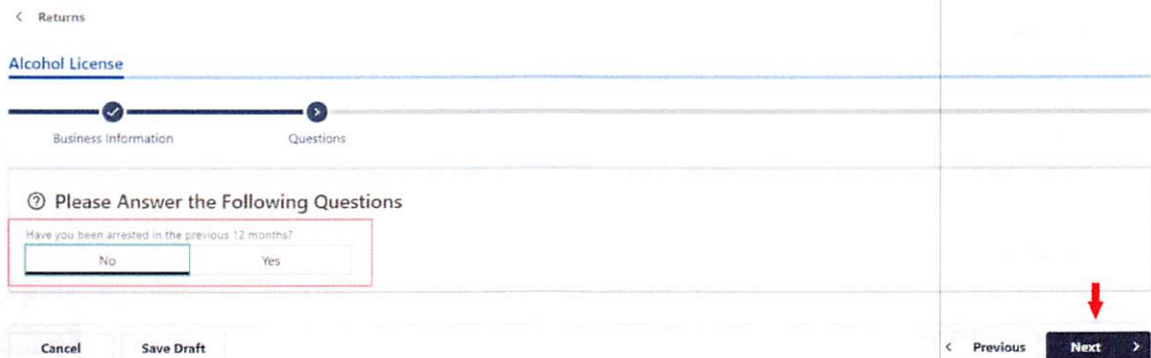
Bond Amount:  
License Type:  
Owner Type:  
Local Type:  
Location:  
*If your alcohol license is changing to include liquor (Distilled Spirits), please click here to start a new retail (liquor store) or consumption on premises (Restaurant) alcohol application.*

**Relationship Section**

Type	Name	Street	Identifier
Managing Member			
Licensee			

Cancel Save Draft < Previous **Next** >

6.) Answer the question “Have you been arrested in the previous 12 months?” If yes, please include a description of your arrest. Select “Next.”



< Returns

**Alcohol License**

Business Information Questions

**Please Answer the Following Questions**

Have you been arrested in the previous 12 months?

No  Yes

Cancel Save Draft < Previous **Next** >

- 7.) Please add any documents to support the changes to your alcohol license or arrest history. Select “Add Attachments” to upload your documents. Select “Next” to continue to the next step.

### Alcohol License



The screenshot shows a progress bar with three steps: Business Information, Questions, and Supporting Attachments. The Supporting Attachments step is highlighted with a box and a right-pointing arrow. Below the progress bar, there is a section titled "Supporting Documents" with the instruction "Attach any supporting documentation for your license renewal" and a dark blue "Add Attachments" button. Below this is a table titled "Attachments" with columns for Type, Name, Description, and Size. The table is empty, with the text "There are no attachments." below it. At the bottom right, there are navigation buttons: "Cancel", "Save Draft", "Previous", and "Next". A red arrow points to the "Next" button.

- 8.) Verify all information on the summary tab is correct and click the “Submit” button.

### Alcohol License



The screenshot shows a progress bar with four steps: Business Information, Questions, Supporting Attachments, and Summary. The Summary step is highlighted with a box and a right-pointing arrow. Below the progress bar, there is a section titled "Please Review Your Request" with the text "You have the following types of Alcohol: Beer, Wine". Below this is a list of fees: Brand Fees:\$0.00, Registration Fee:\$100.00, Investigation Fee:\$0.00, Late Fee:\$0.00, and Total Fees:\$100.00. At the bottom right, there are navigation buttons: "Cancel", "Save Draft", "Previous", and "Submit". A red arrow points to the "Submit" button.

Select “OK” to confirm the information you are submitting is correct.

### Confirmation

By clicking “Yes”, you are certifying that this return, including schedules or statements, has been examined by you and is, to the best of your knowledge and belief, a true and complete return made in good faith for the return period.

Are you sure you want to submit this?

Cancel **OK**

- 9.) Print the confirmation page for your records and then proceed to the "Make a Payment" page.


### Confirmation

**Submission Information**

Logon  
Status  
Confirmation Number  
Taxpayer Name  
Federal Employer ID #  
Alcohol License  
Submission Title  
Filing Period  
Submitted  
Total Amount Due: \$100.00

Your renewal request has been submitted.  
This will be posted to your account after your request is processed in the next couple of days.  
Your confirmation number is . If you have any difficulties, or you would like some help then please contact us at 1-877-GADOR11 (1-877-423-6711).  
**Your request indicates that a payment of \$100.00 is due. You can make a payment now by clicking "Make a Payment".**

**Printable View**  
**OK**



Print Confirmation
Make a Payment

- 10.) If you are making a payment using your ACH Debit information, enter the information and select "Submit." After you submit the renewal request, print the confirmation page for your records. Alternatively, if you are using a credit card, select the "Pay by Credit Card" button and follow the steps to use our third-party credit card processor to make a credit card payment.

**Payment**

**Payment Channel**

Option: Default Choose New

Type: Direct Debit - US Bank

Bank Account Type \*

Checking

Savings

Routing Number \*

*Required*

Populate Routing Number

Account Number \*

*Required*

Confirm Account Number \*

*Required*

Save this payment channel for future use

No  Yes

**Payment**

Payment Type: Renewal Payment


This payment type should be utilized when paying for a renewal.

Payment Date: 08-Sep-2022

Amount: 100.00

Confirm Amount \*

*Required*



Pay by Credit Card
Cancel
Submit



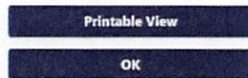
- 11.) If you are using a credit card to make a payment, click on the hyperlink to access the credit card payment page.

### Confirmation

The site you are about to visit is not under the control of The State of Georgia. Accordingly, Georgia DOR can make no representation concerning the content of this site to you. The state is providing this link only as a convenience to you.

Pay using [ACI Payments, Inc.](#) ←

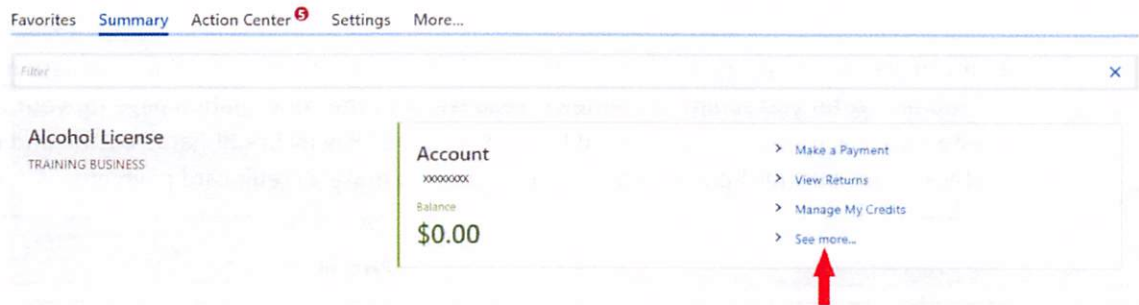
Note: a convenience fee may be charged by the credit card processor.



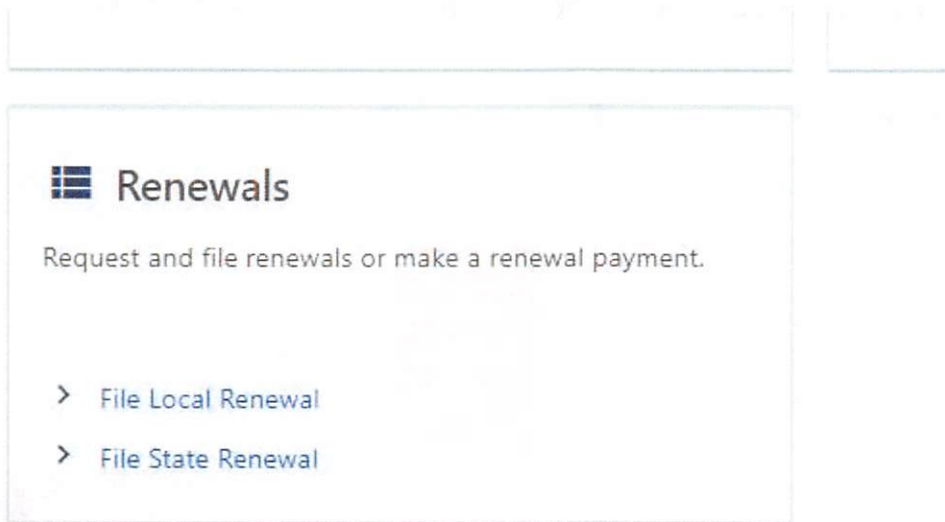
- 12.) Once your renewal is submitted, your renewal request will be processed in approximately 2-5 business days and your alcohol license will be available to print from your GTC account.

### Local Jurisdiction Alcohol License Renewals:

- 1.) Navigate to the GTC website at <https://gtc.dor.ga.gov> and log into your GTC account.
- 2.) Locate your alcohol license account on the home page. Click on "See more..."

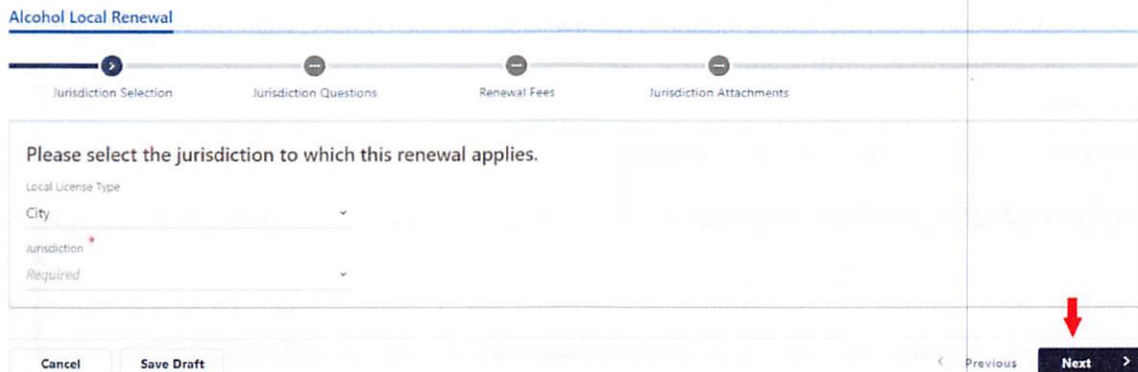


3.) Locate the renewal section in your alcohol license account.



4.) Click on the "File Local Renewal" hyperlink to start your local alcohol license renewal.

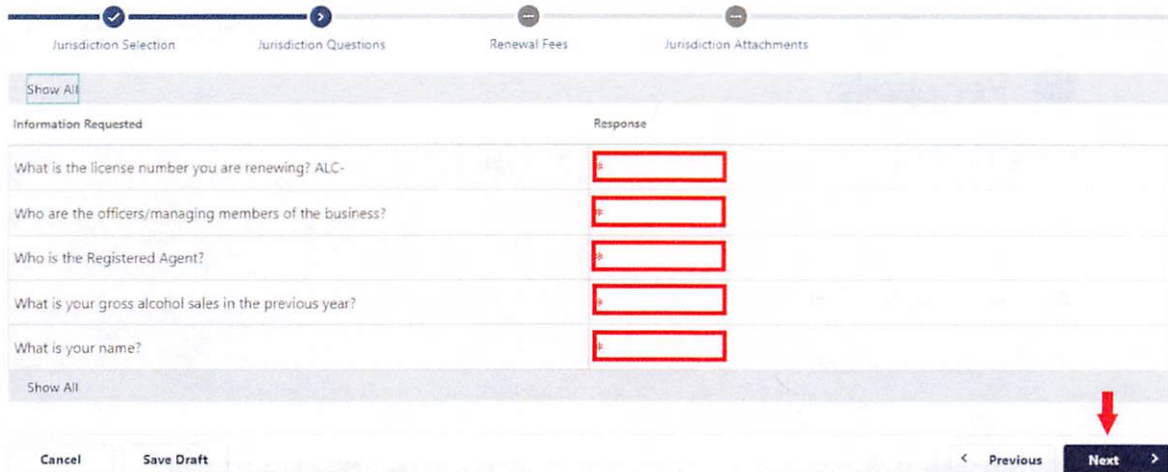
5.) Verify the local jurisdiction that is prepopulated on the jurisdiction screen is the jurisdiction that issued your license. If not, select the correct jurisdiction.



If your local jurisdiction has not uploaded any renewal requirements, you will receive the message listed below and you are required to contact your local jurisdiction for license renewal instructions.



- 6.) Please answer the questions requested by your local jurisdiction. If your local jurisdiction does not have any additional questions and does not require this step, select “Next” to continue to the next screen.

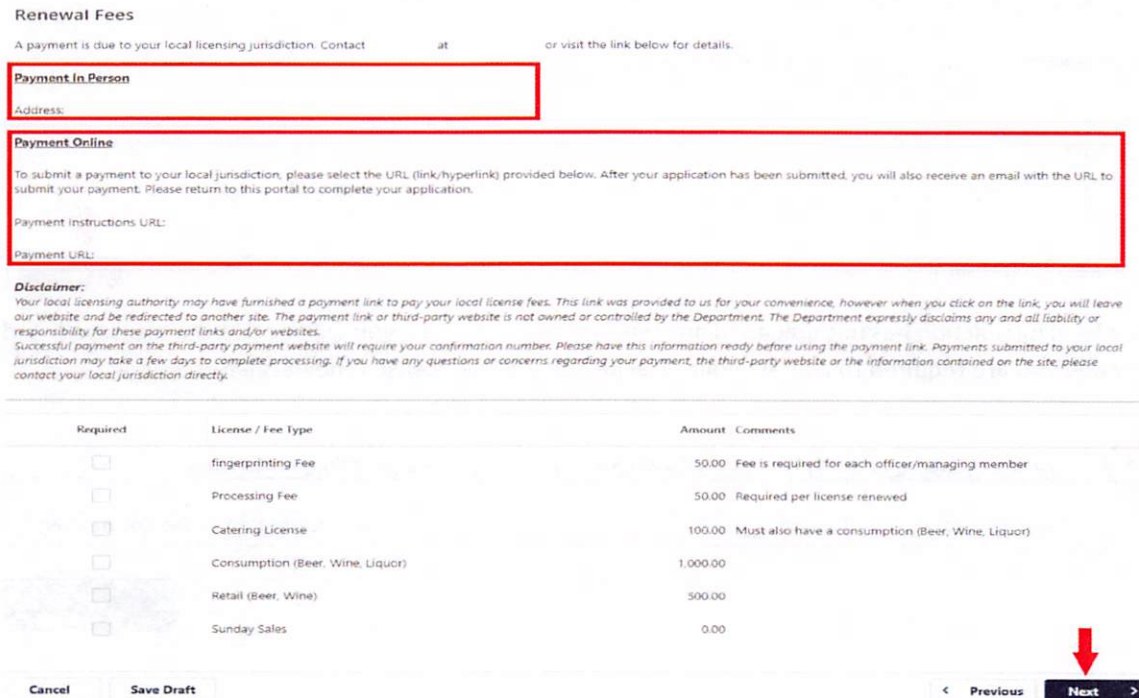


Information Requested | Response

What is the license number you are renewing? ALC-	<input type="text"/>
Who are the officers/managing members of the business?	<input type="text"/>
Who is the Registered Agent?	<input type="text"/>
What is your gross alcohol sales in the previous year?	<input type="text"/>
What is your name?	<input type="text"/>

Buttons: Cancel, Save Draft, Previous, **Next**

- 7.) The Renewal Fees page provides your local jurisdiction’s payment options and license renewal fees. Payment information is located at the top of the page. The options are payment in person, payment online, or both, as decided by your local jurisdiction. The table at the bottom provides a list of local licensing fees. The fee table is used to calculate the amount due for your renewal application. If payment information is not available, please contact your local jurisdiction for detailed payment instructions.



**Renewal Fees**

A payment is due to your local licensing jurisdiction. Contact [ ] at [ ] or visit the link below for details.

**Payment In Person**  
Address: [ ]

**Payment Online**  
To submit a payment to your local jurisdiction, please select the URL (link/hyperlink) provided below. After your application has been submitted, you will also receive an email with the URL to submit your payment. Please return to this portal to complete your application.  
Payment Instructions URL: [ ]  
Payment URL: [ ]

**Disclaimer:**  
Your local licensing authority may have furnished a payment link to pay your local license fees. This link was provided to us for your convenience, however when you click on the link, you will leave our website and be redirected to another site. The payment link or third-party website is not owned or controlled by the Department. The Department expressly disclaims any and all liability or responsibility for these payment links and/or websites. Successful payment on the third-party payment website will require your confirmation number. Please have this information ready before using the payment link. Payments submitted to your local jurisdiction may take a few days to complete processing. If you have any questions or concerns regarding your payment, the third-party website or the information contained on the site, please contact your local jurisdiction directly.

Required	License / Fee Type	Amount	Comments
<input type="checkbox"/>	fingerprinting Fee	50.00	Fee is required for each officer/managing member
<input type="checkbox"/>	Processing Fee	50.00	Required per license renewed
<input type="checkbox"/>	Catering License	100.00	Must also have a consumption (Beer, Wine, Liquor)
<input type="checkbox"/>	Consumption (Beer, Wine, Liquor)	1,000.00	
<input type="checkbox"/>	Retail (Beer, Wine)	500.00	
<input type="checkbox"/>	Sunday Sales	0.00	

Buttons: Cancel, Save Draft, Previous, **Next**



- 8.) The Jurisdiction Attachments page allows the applicant to upload documentation required by the local jurisdiction. A list of required documents is available at the top of the page. To add an attachment, click on the “Add Attachment” hyperlink, select “Choose File” to upload all applicable documents and include a description of the documents in the “Description” field.

< Manage My Account

### Alcohol Local Renewal

Jurisdiction Selection    Jurisdiction Questions    Renewal Fees    Jurisdiction Attachments

**Required Attachments**

Please attach the following documents:

- Renewal Doc
- test

[Add Attachment](#)

Type	Name	Description	Size
There are no attachments.			

< Previous

### Select a file to attach

Type  
Local Required Documentation

Description \*

File \* Required  
 No file chosen

Once you have uploaded all applicable documents, click the “Submit” button.



< Manage My Account

### Alcohol Local Renewal

Jurisdiction Selection    Jurisdiction Questions    Renewal Fees    Jurisdiction Attachments

#### Required Attachments

Please attach the following documents:

- Renewal Doc
- test

#### Attachments

Add Attachment

Type	Name	Description	Size
There are no attachments.			

Cancel    Save Draft    < Previous    **Submit**

- 9.) Once you have submitted the renewal application, you will receive a confirmation page to print for your records. Once your local jurisdiction has approved your application, you will receive an approval confirmation at the email address registered to your GTC account.

**If you have additional questions regarding the local license renewal process, please contact your local jurisdiction for details.**