



State of Georgia Department of Revenue

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 :	-
9. Telephone Number:					
10. <input type="checkbox"/> Amended Return					
11. Please Select Tax Period :.....					
12. Tax Withheld This Period :.....					
13. Adjustment To Tax :.....					
14. Tax Due (Line 13 + or – Line 14) :					
15. Tax Paid :.....					
16. Amount Enclosed :.....					
17. 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 penalty equal to \$25.00 plus 5% of the total tax withheld on the return each month the return is late, not to exceed \$25.00 plus 25% of the total tax withheld on the return.
- Do not use this form for nonresident withholding; use Form G-7 NRW.
- Mail this completed form with your payment to:

Processing Center
Georgia Department of Revenue
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 voucher and payment.
PLEASE DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL CHECK STUBS.

- Cut on dotted line -

■ **G-7 QUARTERLY RETURN**
 FOR QUARTERLY PAYER (Rev. 8/12)



Name and Address: ■

Amended Return

1300704019

GA Withholding ID	FEI Number	Period Ending	Due Date	Vendor Code 040
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PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.

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

Tax withheld this period	Explanation of adjustments
Adjustment to tax	
Tax Due (Line 1 + or - Line 2)	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. Signature _____ Title _____
Tax Paid	

Amount Paid \$ ■