



DEPARTMENT  
*of* REVENUE

# ALP LICENSE RENEWALS

Ryan Hallock, Assistant Special Agent in Charge

Alcohol and Tobacco Division

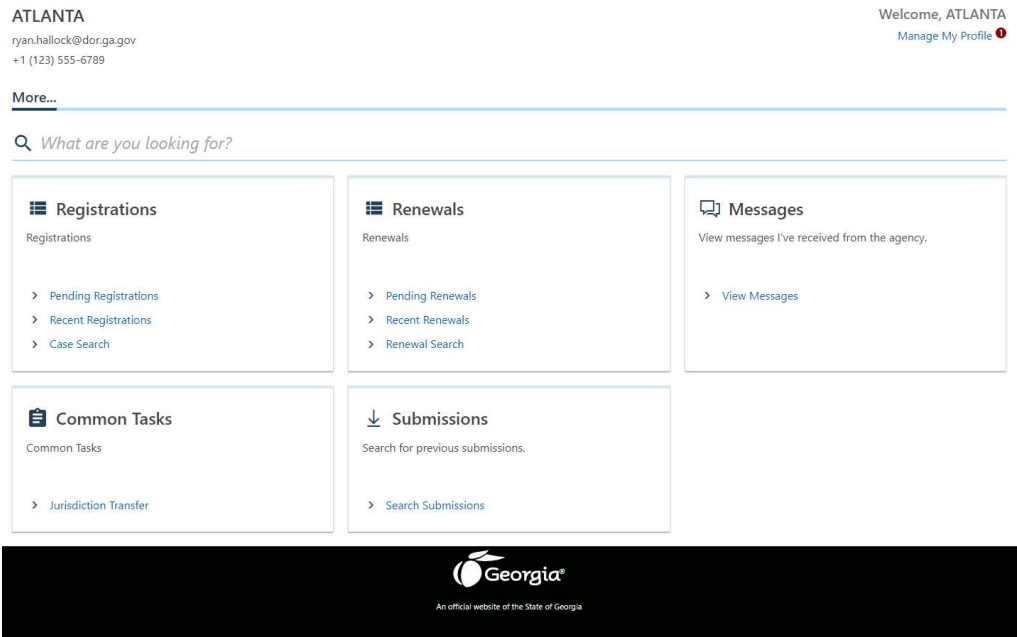


# TOPICS

- Version 12 Upgrade
- Renewal Section Overview
- Making Changes to Existing Jurisdiction Profile
- Changing Renewal Requirements
- Pending Renewals
- Recent Renewals
- Renewal Search
- Renewing a License on GTC

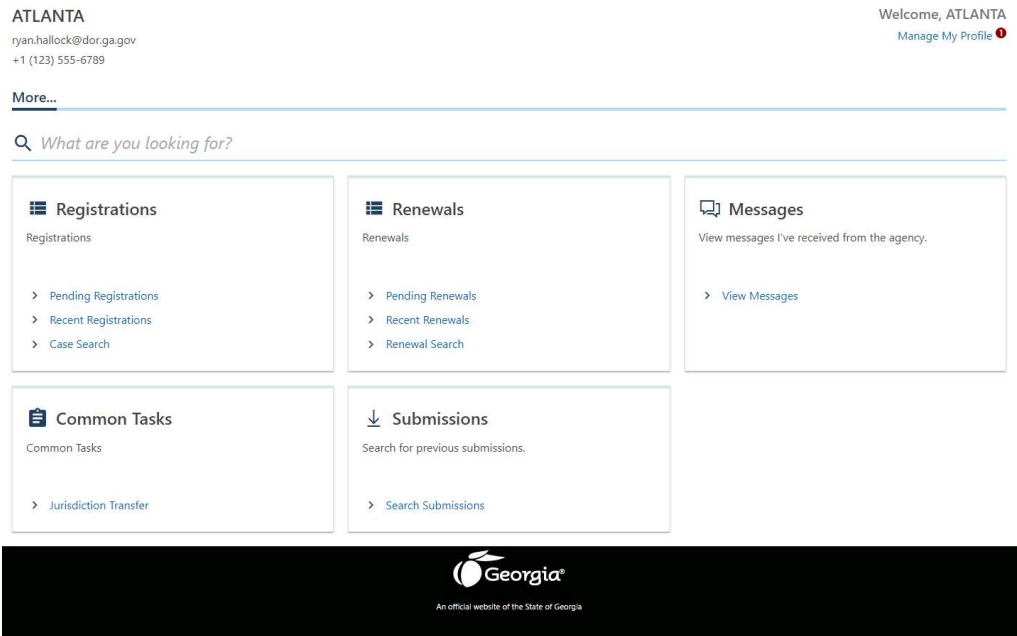
# VERSION 12 UPGRADE

- Initially, the Alcohol Licensing Portal (ALP) allowed local licensing authorities to set renewal requirements using the same steps as setting up the initial application requirements
- After September 6, 2022, ALP upgraded to Version 12, making changes to the program's visual layout.



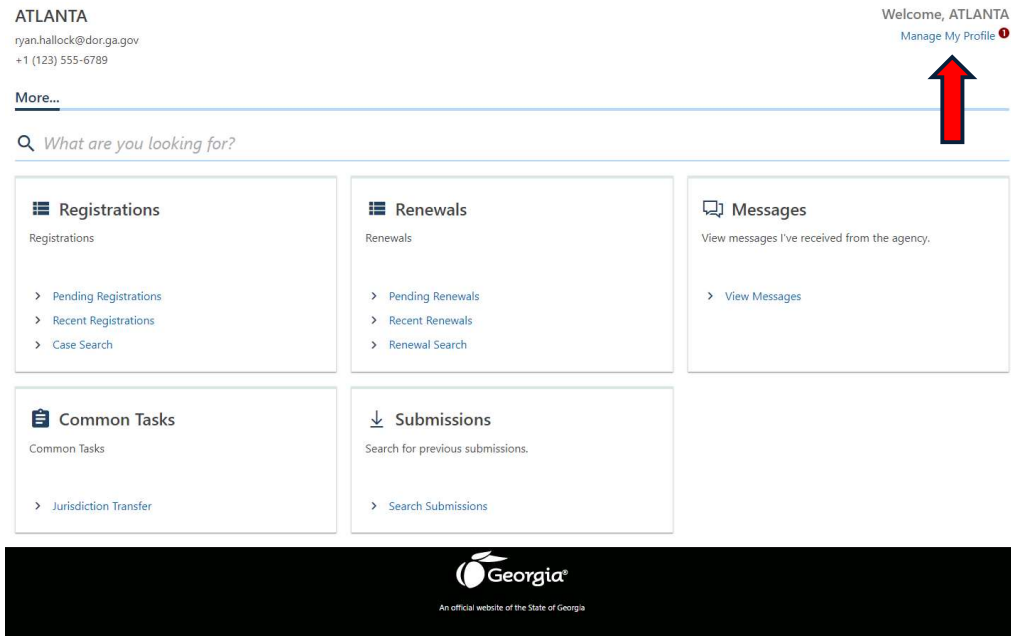
# RENEWAL SECTION OVERVIEW

- Pending Renewals- Displays renewals for your jurisdiction that are pending approval/denial
- Recent Renewals- Displays renewals that have been approved/denied in the past 30 days
- Renewal Search- Using various criteria, all renewal records can be searched using various criteria



# MAKING CHANGES TO EXISTING JURISDICTION PROFILE

- To make changes to an existing profile, click on “Manage My profile”
- The process for setting renewal requirements is similar to initial applications.
- The renewal requirements can be found below the initial registration requirements for each tab.



# MAKING CHANGES TO EXISTING JURISDICTION PROFILE

- Manage My Profile allows users to:
  - Change Name
  - Change Email Address
  - Change Phone Number
  - Update Password
  - Update your Secret Questions
  - Manage Secondary Logins under the “More” tab
  - Change Additional Attributes

## Manage My Profile

ATLANTA  
ryan.hallock@dor.ga.gov

**Profile** Action Center <sup>1</sup> More...

### Profile

Username

atlanta

Name

ATLANTA

[Update Name](#)

My Email

ryan.hallock@dor.ga.gov

[Change Email](#)

My Phone Number

+1 (123) 555-6789

[Edit Phone Number](#)

Additional Attributes

[Change Additional Attributes](#)



### Security

Password

Last changed June 22

[Change Password](#)

Secret Question

No secret question

[Update Your Secret Question](#)

# CHANGING RENEWAL REQUIREMENTS

- To add or make changes to renewal requirements, click on the “Change Additional Attributes” hyperlink

## Manage My Profile

ATLANTA  
ryan.hallock@dor.ga.gov

**Profile** Action Center <sup>1</sup> More...

### Profile

Username

atlanta

Name

ATLANTA

[Update Name](#)

My Email

ryan.hallock@dor.ga.gov

[Change Email](#)

My Phone Number

+1 (123) 555-6789

[Edit Phone Number](#)

Additional Attributes

[Change Additional Attributes](#)



### Security

Password

Last changed June 22

[Change Password](#)

Secret Question

No secret question

[Update Your Secret Question](#)

# CHANGING RENEWAL REQUIREMENTS

- The five sections that apply to renewals are:
- Documentation- allows the local jurisdiction to provide the taxpayer with the local jurisdictions renewal application or any forms required for renewal.
- Payment Information- allows the local jurisdictions to provide payment options for the taxpayer.
- License and Fee- allows the local jurisdiction to list the local license fees for different license types.
- Renewal Questions- allows the local jurisdiction to ask any additional questions that would not be on the alcohol license renewal application that are required for renewal.
- Renewal Dates- sets the dates that taxpayers are allowed to file a local renewal in GTC for the selected jurisdiction.
- If no information is requested for a section in the requirements, the application will automatically skip that section during the application process.

Change Additional Attributes 📄 🌐 ✕

Documentation   Payment Information   License and Fee   Renewal Questions   ⓘ Renewal Dates

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**Registration Documents**

Please provide a list of any additional documents required to be submitted by the applicant/licensee. Also provide the URL (link or hyperlink) to the documents.  
A valid URL must begin with either [http://](#) or [https://](#).

|                          | Documentation Name   | Documentation URL    |
|--------------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

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**Renewal Documents**

Please provide a list of any additional documents required to be submitted by the applicant/licensee for renewals. Also provide the URL (link or hyperlink) to the documents.  
A valid URL must begin with either [http://](#) or [https://](#).




|                          | Documentation Name   | Documentation URL    |
|--------------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Cancel OK



# CHANGING RENEWAL REQUIREMENTS

- The “Documentation” Tab allows the local jurisdiction to upload documents that are required for Registration and Renewal
- To add a required document for renewal applications, enter the document name and the hyperlink for that document
- Remember that the document name is what the customer will see.




Change Additional Attributes   

**Documentation**   Payment Information   License and Fee   Renewal Questions   **Renewal Dates**

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**Registration Documents**



Please provide a list of any additional documents required to be submitted by the applicant/licensee. Also provide the URL (link or hyperlink) to the documents.  
A valid URL must begin with either `http://` or `https://`.

|   | Documentation Name            | Documentation URL   |
|---|-------------------------------|---|
|  X | Alcohol License Application   | <a href="https://dor.georgia.gov/alcohol-tobacco">https://dor.georgia.gov/alcohol-tobacco</a> |
|  X | GAPS Fingerprint Instructions | <a href="https://dor.georgia.gov/alcohol-tobacco">https://dor.georgia.gov/alcohol-tobacco</a> |
|  X | SAVE Affidavit                | <a href="https://dor.georgia.gov/alcohol-tobacco">https://dor.georgia.gov/alcohol-tobacco</a> |
|   |                               |   |

**Renewal Documents**

Please provide a list of any additional documents required to be submitted by the applicant/licensee for renewals. Also provide the URL (link or hyperlink) to the documents.  
A valid URL must begin with either `http://` or `https://`.

|   | Documentation Name            | Documentation URL   |
|---|-------------------------------|---|
|  X | Renewal Application           | <a href="https://dor.georgia.gov/alcohol-tobacco">https://dor.georgia.gov/alcohol-tobacco</a> |
|  X | GAPS Fingerprint Instructions | <a href="https://dor.georgia.gov/alcohol-tobacco">https://dor.georgia.gov/alcohol-tobacco</a> |
|   |                               |   |

# CHANGING RENEWAL REQUIREMENTS

- The “Payment Information” Tab will apply to both initial applications and renewal applications.
- Payment method can be set to: In Person, Online Payment, or Both
- Enter the required information for payments
- Once this information is entered, the “License and Fee” tab will be required

Change Additional Attributes

Documentation **Payment Information** License and Fee Renewal Questions Renewal Dates

**Payment Method(s) Accepted:**

☒ In Person

☒ Online Payment

**Please provide an address and the best contact phone number for your jurisdiction. Also provide payment instructions and/or payment links for applicants/licensees to submit local licensing fees.**  
A valid URL must begin with either <http://> or <https://>.

Phone Number:  
(111) 111-1111

Address:  
1800 Century Blvd NE Atlanta GA 30345

Payment Instructions URL:  
<https://dor.georgia.gov/alcohol-tobacco>

Payment URL:  
<https://dor.georgia.gov/alcohol-tobacco>

<https://dor.georgia.gov/alcohol-tobacco>

Cancel OK

# CHANGING RENEWAL REQUIREMENTS

- The “License and Fee” Tab allows the jurisdiction to enter payment information for initial registrations and renewals
- Unlike the initial registration fees, the total will not be calculated, the fees will only show as a table during the renewal process

DEPARTMENT of REVENUE

Change Additional Attributes

|                                     |                          |                               |                                     |        |                                   |
|-------------------------------------|--------------------------|-------------------------------|-------------------------------------|--------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Consumption on Premise Wine   | <input type="checkbox"/>            | 100.00 | Wine for on premise consumption   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Consumption on Premise Liquor | <input type="checkbox"/>            | 200.00 | Liquor for on premise consumption |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sunday Sales                  | <input checked="" type="checkbox"/> | 0.00   | No additional fee required        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Catering                      | <input type="checkbox"/>            | 50.00  | Required to Cater Events          |
| <input type="checkbox"/>            | <input type="checkbox"/> |                               | <input type="checkbox"/>            |        |                                   |

Renewal Fees

Please provide a list of the renewal retail alcohol license types and fees issued by your jurisdiction.  
(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

|                                     | Required                 | License / Fee Type            | No Fee Associate                    | Fee Amount | Comments                                  |
|-------------------------------------|--------------------------|-------------------------------|-------------------------------------|------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Renewal Application Fee       | <input type="checkbox"/>            | 100.00     | Required for each license renewed         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | GAPS Fingerprint Fee          | <input type="checkbox"/>            | 50.00      | Required for each Officer/Managing Member |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Retail Beer                   | <input type="checkbox"/>            | 100.00     | Beer by the package                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Retail Wine                   | <input type="checkbox"/>            | 100.00     | Wine by the package                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Retail Liquor                 | <input type="checkbox"/>            | 200.00     | Liquor by the package                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Consumption on Premise Beer   | <input type="checkbox"/>            | 100.00     | Beer for on premise consumption           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Consumption on Premise Wine   | <input type="checkbox"/>            | 100.00     | Wine for on premise consumption           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Consumption on Premise Liquor | <input type="checkbox"/>            | 200.00     | Liquor for on premise consumption         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sunday Sales                  | <input checked="" type="checkbox"/> | 0.00       | No additional fee required                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Catering                      | <input type="checkbox"/>            | 50.00      | Required to Cater Events                  |
| <input type="checkbox"/>            | <input type="checkbox"/> |                               | <input type="checkbox"/>            |            |   |

Cancel
OK

# CHANGING RENEWAL REQUIREMENTS

- The “Renewal Questions” tab applies only to renewal applications.
- The jurisdiction can set an unlimited number of questions they wish to ask the applicant.
- The answers are in free form and all answers are a required field in the application.

Change Additional Attributes 📄 🌐 ✕

Documentation   Payment Information   License and Fee   **Renewal Questions**   🔔 Renewal Dates

**Renewal Questions**

Enter your renewal questions below.

The taxpayer will be required to enter this information.

|                            | Information Request  |
|----------------------------|--|
| <input type="checkbox"/> ✕ | License number for each license being renewed in this application  |
| <input type="checkbox"/> ✕ | How many managing members/officers does your business have?        |
| <input type="checkbox"/> ✕ | What is the name of the registered agent?                          |
| <input type="checkbox"/> ✕ | What is the total revenue from alcohol sales in the previous year? |
| <input type="checkbox"/>   | <input type="text"/>   |

Cancel OK

# CHANGING RENEWAL REQUIREMENTS

- The “Renewal Dates” tab sets the timeframe that local jurisdictions will applicants to submit renewals.
- The Begin date is when the renewal application process opens.
- The End date is the end of the normal application period. After this date a late fee will apply.
- The Grace Period is the period when an applicant can still submit an application with a late penalty. After this date the renewal period will close.

Change Additional Attributes 📄 🌐 ✕

Documentation   Payment Information   License and Fee   Renewal Questions   **Renewal Dates**

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**Renewal Dates**

Enter the beginning and ending dates of the renewal period.

A grace period end date can also be entered during which the taxpayer is still allowed to renew but receives a late penalty.

|                     |                   |                        |
|---------------------|-------------------|------------------------|
| Renewal Begin Month | Renewal End Month | Grace Period End Month |
| 06. June            | 10. October       | 11. November           |
| Renewal Begin Day   | Renewal End Day   | Grace Period End Day   |
| 1                   | 31                | 30                     |

Using the specified dates, the renewal period for 2022 would be:  
Begin: 01-Jun-2022  
End: 31-Oct-2022  
Grace: 30-Nov-2022

Cancel OK

# CHANGING RENEWAL REQUIREMENTS

- To Save the changes made, press the “OK” button at the bottom of the window.
- If any information is added to attributes, the “Renewal Dates” Tab will become required

Change Additional Attributes 📄 🌐 ✕

Documentation Payment Information License and Fee Renewal Questions **Renewal Dates**

**Renewal Dates**


Enter the beginning and ending dates of the renewal period.

A grace period end date can also be entered during which the taxpayer is still allowed to renew but receives a late penalty.

|                     |                   |                        |
|---------------------|-------------------|------------------------|
| Renewal Begin Month | Renewal End Month | Grace Period End Month |
| 06. June            | 10. October       | 11. November           |
| Renewal Begin Day   | Renewal End Day   | Grace Period End Day   |
| 1                   | 31                | 30                     |

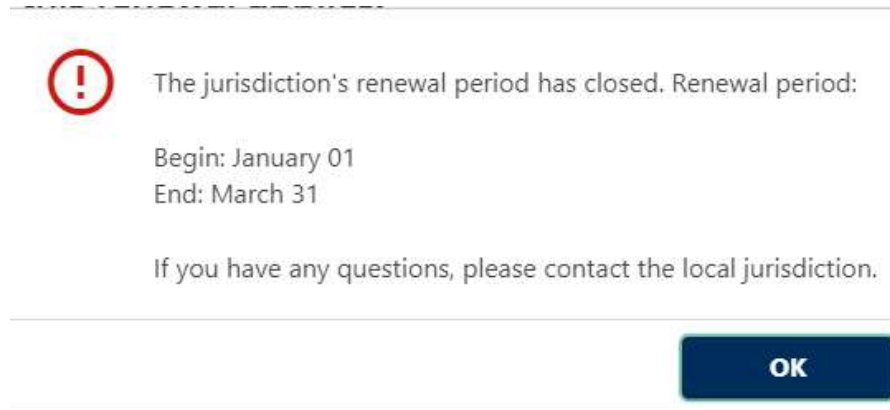
Using the specified dates, the renewal period for 2022 would be:  
Begin: 01-Jun-2022  
End: 31-Oct-2022  
Grace: 30-Nov-2022

Cancel OK



## SETTING RENEWAL DATES

- Taxpayers will only be able to renew during the period designated by the local jurisdiction.
- If a renewal application is attempted outside of the renewal range, the taxpayer will receive an error message informing them to return during the renewal period.



## PENDING RENEWALS

- The “Pending Renewals” hyperlink provides a list of license renewals submitted to the local jurisdiction
- The local jurisdiction can view the Taxpayer information by clicking on the “Taxpayer Name” hyperlink
- The “Approve/Deny” allows the local jurisdiction to approve or deny application
- The “View Questions” and “View Attachments” hyperlink shows the information submitted by the taxpayer

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### Pending Renewals

| Taxpayer Request   | Taxpayer Name                  | Submitted   |                              |                                |                                  |
|--|--------------------------------|-------------|------------------------------|--------------------------------|----------------------------------|
|  | <a href="#">QUICK MART LLC</a> | 24-Jun-2022 | <a href="#">Approve/Deny</a> | <a href="#">View Questions</a> | <a href="#">View Attachments</a> |



## PENDING RENEWALS

- The “Taxpayer Name” hyperlink displays information about the business

| Registrant Information |   |
|------------------------|---|
| Submitted              | 24-Jun-2022                                   |
| Confirmation #         |   |
| ID Type                | STI   |
| ID                     |   |
| Address                | 1800 CENTURY BLVD NE ATLANTA<br>GA 30345-3204 |
| Name                   | QUICK MART LLC                                |
| Email                  | ryan.hallock@dor.ga.gov                       |
| Phone Type             | Cell Phone                                    |
| Phone Number           | 470-261-7626                                  |

## PENDING RENEWALS

- The “View Questions” and “View Attachments” hyperlinks display the answers and documents provided by the taxpayer

| Questions <span>Export</span>                                      |                          |
|--|--------------------------|
| Information Request  | Response                 |
| License number for each license being renewed in this application  | XXXXXX , XXXXXXX, XXXXXX |
| How many managing members/officers does your business have?        | 2                        |
| What is the name of the registered agent?                          | Johnny Taxpayer          |
| What is the total revenue from alcohol sales in the previous year? | \$4,343,202              |

| Attachments - Renewal Web Request 2-139-389-952 |                         |                                 |
|---|-------------------------|---------------------------------|
| When  | Description             | File Name                       |
| 24-Jun-2022                                     | Application for renewal | <a href="#">Test Doc 1.docx</a> |

# PENDING RENEWALS

- The “Approve/Deny” hyperlink allows the local jurisdiction to approve or deny a renewal application
- If “yes” is selected, selection will be confirmed, and the renewal is submitted, the taxpayer will be notified that the renewal has been accepted
- If “No” is selected, “Jurisdiction Transfer” can be selected to deny for the wrong jurisdiction, “Other” allows for a description to be entered

## Alcohol License Renewal

License Approval

Would you like to approve this license?

☒ No ☐ Yes

Why is this license being denied?

Jurisdiction Transfer

The renewal was denied for submitting to the wrong jurisdiction.

## Alcohol License Renewal

License Approval

Would you like to approve this license?

☒ No ☐ Yes

Why is this license being denied?

Other

Please enter the denial reason:

Did not submit correct documentation

Cancel

Previous Next

## RECENT RENEWALS

- The “Recent Renewals” tab shows all the submissions in the past 30 days
- This tab shows all the same information as the pending renewals tab, and the application can be changed from approved to denied or from denied to approved

< ATLANTA

| Recent Renewals  |                |             |             |        |               |                              |   |
|------------------|----------------|-------------|-------------|--------|---------------|------------------------------|---|
| Taxpayer Request | Name           | Submitted   | Approved    | Denied | Denial Reason |                              |   |
| 2-139-389-952    | QUICK MART LLC | 24-Jun-2022 | 24-Jun-2022 |        |               | <a href="#">Approve/Deny</a> | <a href="#">View Questions</a> <a href="#">View Attachments</a> |

# RENEWAL SEARCH

- The “Renewal Search” Hyperlink displays renewals using one of the following criteria:
  - Confirmation #
  - Taxpayer ID Type
  - Taxpayer Name
  - Submission Date Range

**Renewal Search**

Please complete one of the fields below to search for renewal requests. If the date fields are not completed, the search will be limited to the last 6-month period. After search criteria has been inputted, select "Search" to populate results.

Confirmation #

Taxpayer ID Type

Taxpayer Name

Submitted From  
19-Jun-2022

Submitted Through  
30-Jun-2022

**Search Again**

**Renewal Search**

| Taxpayer Renewa | Name | Submitted   | Approved    | Denied | Denial Reason |              |                |                  |
|-----------------|------|-------------|-------------|--------|---------------|--------------|----------------|------------------|
| QUICK MART LLC  |      | 24-Jun-2022 | 24-Jun-2022 |        |               | Approve/Deny | View Questions | View Attachments |

# RENEWING A LICENSE ON GTC

- After September 6, 2022, taxpayers can begin utilizing the Georgia Tax Center (GTC) to file local jurisdiction renewals.
- Taxpayers can only renew during the periods set by the local jurisdiction.
- To renew a local license, the taxpayer will access their GTC account at <https://gtc.dor.ga.gov>
- After the taxpayer enters their log in information, they will access the GTC homepage

The screenshot shows the GTC homepage for QUICK MART LLC. The header includes the business name, address (1800 CENTURY BLVD NE, ATLANTA GA 30345-3204), and a welcome message. The main navigation bar has links for Favorites, Summary, Action Center (with a red notification icon), Settings, and More... Below this is a search bar labeled 'Filter'. The main content area displays four tax account entries, each with a title, business information, account details, and a balance of \$0.00. Each entry also has a list of actions: Make a Payment, View Returns, Manage My Credits, and See more... The entries are: Alcohol License, Alcohol Tax (Beer), Alcohol Tax (Wine), and Sales & Use Tax. A partial entry for Tobacco License is visible at the bottom.

| Account Type       | Account ID | Balance | Actions  |
|--------------------|------------|---------|--|
| Alcohol License    | XXXXXXX    | \$0.00  | Make a Payment, View Returns, Manage My Credits, See more... |
| Alcohol Tax (Beer) |            | \$0.00  | Make a Payment, View Returns, Manage My Credits, See more... |
| Alcohol Tax (Wine) |            | \$0.00  | Make a Payment, View Returns, Manage My Credits, See more... |
| Sales & Use Tax    |            | \$0.00  | Make a Payment, View Returns, Manage My Credits, See more... |
| Tobacco License    |            |         |  |

# RENEWING A LICENSE ON GTC

- To Access the “Local License Renewal” Link, click on “See More..”

QUICK MART LLC

1800 CENTURY BLVD NE  
ATLANTA GA 30345-3204

Welcome, quickmart  
[Manage My Profile](#)

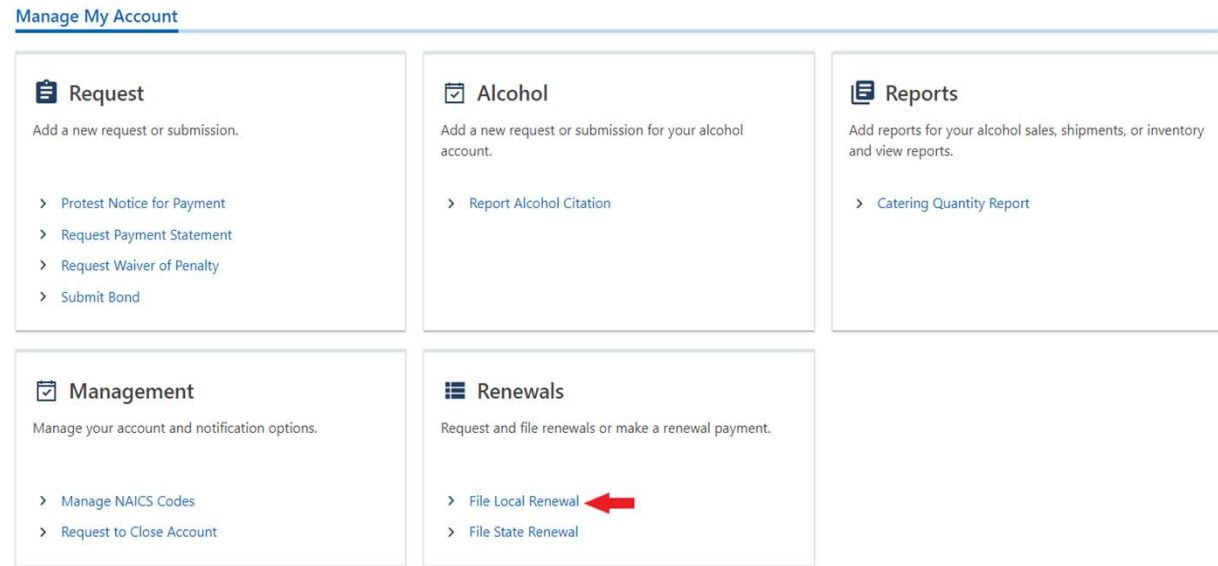
[Favorites](#) [Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter ×

|  |   |   |
|--|---|---|
| <b>Alcohol License</b><br>QUICK MART<br>1800 CENTURY BLVD NE<br>ATLANTA GA 30345-3204<br><a href="#">Action Center Items</a> | <b>Account</b><br>xxxxxxx<br>Balance<br><b>\$0.00</b> | <a href="#">Make a Payment</a><br><a href="#">View Returns</a><br><a href="#">Manage My Credits</a><br><a href="#">See more..</a> |
| <b>Alcohol Tax (Beer)</b><br>QUICK MART<br>1800 CENTURY BLVD NE<br>ATLANTA GA 30345-3204                                     | <b>Account</b><br>Balance<br><b>\$0.00</b>            | <a href="#">Make a Payment</a><br><a href="#">View Returns</a><br><a href="#">Manage My Credits</a><br><a href="#">See more..</a> |
| <b>Alcohol Tax (Wine)</b><br>QUICK MART<br>1800 CENTURY BLVD NE<br>ATLANTA GA 30345-3204                                     | <b>Account</b><br>Balance<br><b>\$0.00</b>            | <a href="#">Make a Payment</a><br><a href="#">View Returns</a><br><a href="#">Manage My Credits</a><br><a href="#">See more..</a> |
| <b>Sales &amp; Use Tax</b><br>QUICK MART<br>1800 CENTURY BLVD NE<br>ATLANTA GA 30345-3204                                    | <b>Account</b><br>Balance<br><b>\$0.00</b>            | <a href="#">Make a Payment</a><br><a href="#">View Returns</a><br><a href="#">Manage My Credits</a><br><a href="#">See more..</a> |
| <b>Tobacco License</b>   |   |   |

# RENEWING A LICENSE ON GTC

- To Access the “Local License Renewal” Link, click on “See More..”
- Because not all local jurisdictions have the same renewal period as the State of Georgia, “File Local Renewal” is available as a separate link from “File State Renewal”











# RENEWING A LICENSE ON GTC

- To file a renewal with the local jurisdiction, click on the “File Local Renewal” Link

Manage My Account

|  |  |  |
|--|--|--|
| <p> <b>Request</b></p> <p>Add a new request or submission.</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Protest Notice for Payment</a></li><li>&gt; <a href="#">Request Payment Statement</a></li><li>&gt; <a href="#">Request Waiver of Penalty</a></li><li>&gt; <a href="#">Submit Bond</a></li></ul> | <p> <b>Alcohol</b></p> <p>Add a new request or submission for your alcohol account.</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Report Alcohol Citation</a></li></ul>  | <p> <b>Reports</b></p> <p>Add reports for your alcohol sales, shipments, or inventory and view reports.</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Catering Quantity Report</a></li></ul> |
| <p> <b>Management</b></p> <p>Manage your account and notification options.</p> <ul style="list-style-type: none"><li>&gt; <a href="#">Manage NAICS Codes</a></li><li>&gt; <a href="#">Request to Close Account</a></li></ul>  | <p> <b>Renewals</b></p> <p>Request and file renewals or make a renewal payment.</p> <ul style="list-style-type: none"><li>&gt; <a href="#">File Local Renewal</a> </li><li>&gt; <a href="#">File State Renewal</a></li></ul> |  |

## RENEWING A LICENSE ON GTC

- The first step of the local license application allows the taxpayer to select their jurisdiction
- The jurisdiction will be prepopulated, but if the jurisdiction is incorrect in our records, or the jurisdiction changes, the taxpayer has the ability to change their local jurisdiction

< Manage My Account

Alcohol Local Renewal

Jurisdiction Selection   Jurisdiction Questions   Renewal Fees   Jurisdiction Attachments

Please select the jurisdiction to which this renewal applies.

Local License Type

City

Jurisdiction

ATLANTA

Cancel   Save Draft

< Previous   Next >

# RENEWING A LICENSE ON GTC

- The next step is the jurisdiction questions
- The Taxpayer will be required to answer all of the questions that are entered by the jurisdiction.

< Manage My Account

Alcohol Local Renewal

Jurisdiction Selection   Jurisdiction Questions   Renewal Fees   Jurisdiction Attachments

Show Errors

| Information Requested  | Response                 |
|--|--------------------------|
| License number for each license being renewed in this application  | XXXXXX , XXXXXXX, XXXXXX |
| How many managing members/officers does your business have?        | 2                        |
| What is the name of the registered agent?                          | Johnny Taxpayer          |
| What is the total revenue from alcohol sales in the previous year? | \$4,343,202              |

Show Errors

Cancel   Save Draft

< Previous   Next >

# RENEWING A LICENSE ON GTC

- The next step is the Renewal Fees
- The taxpayer will be provided with a table of fees and the information on how to remit the payment to the local jurisdiction

Alcohol Local Renewal

[Jurisdiction Selection](#)
[Jurisdiction Questions](#)
[Renewal Fees](#)
[Jurisdiction Attachments](#)

### Renewal Fees

A payment is due to your local licensing jurisdiction. Contact ATLANTA at (111)-111-1111 or visit the link below for details.

**Payment In Person**

Address: 1800 Century Blvd NE Atlanta GA 30345

**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: <https://dor.georgia.gov/alcohol-tobacco>

Payment URL: <https://dor.georgia.gov/alcohol-tobacco>

**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"/> | Renewal Application Fee       | 100.00 | Required for each license renewed         |
| <input type="checkbox"/> | GAPS Fingerprint Fee          | 50.00  | Required for each Officer/Managing Member |
| <input type="checkbox"/> | Retail Wine                   | 100.00 | Wine by the package                       |
| <input type="checkbox"/> | Retail Beer                   | 100.00 | Beer by the package                       |
| <input type="checkbox"/> | Retail Liquor                 | 200.00 | Liquor by the package                     |
| <input type="checkbox"/> | Consumption on Premise Beer   | 100.00 | Beer for on premise consumption           |
| <input type="checkbox"/> | Consumption on Premise Wine   | 100.00 | Wine for on premise consumption           |
| <input type="checkbox"/> | Consumption on Premise Liquor | 200.00 | Liquor for on premise consumption         |
| <input type="checkbox"/> | Sunday Sales                  | 0.00   | No additional fee required                |
| <input type="checkbox"/> | Catering                      | 50.00  | Required to Cater Events                  |

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## RENEWING A LICENSE ON GTC

- The final step is Jurisdiction Attachments
- If the local jurisdiction has added documentation under attributes, then the taxpayer will be required to submit at least one attachment
- To submit the application, the applicant will click the “Submit” button

< Manage My Account

### Alcohol Local Renewal

✓

✓

✓

➔

Jurisdiction SelectionJurisdiction QuestionsRenewal FeesJurisdiction Attachments

#### Required Attachments

Please attach the following documents:

- Renewal Application
- GAPS Fingerprint Instructions

#### Attachments

[Add Attachment](#)

| Type                         | Name            | Description             | Size |                        |
|------------------------------|-----------------|-------------------------|------|------------------------|
| Local Required Documentation | Test Doc 1.docx | Application for renewal | 11   | <a href="#">Remove</a> |

CancelSave Draft

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# RENEWING A LICENSE ON GTC

- The taxpayer will receive a confirmation page that will have a confirmation number that corresponds to the renewal received by the local jurisdiction
- A correspondence will be sent to the taxpayer and the local jurisdiction to notify that an alcohol renewal application has been submitted

< Manage My Account

## Confirmation

### Submission Information

|                     |                       |
|---------------------|-----------------------|
| Logon               | quickmart             |
| Status              | Submitted             |
| Confirmation Number |                       |
| Taxpayer Name       | QUICK MART            |
| STI                 |                       |
| Alcohol License     |                       |
| Submission Title    | Alcohol Local Renewal |
| Submitted           | 24-Jun-2022           |

Your confirmation number is

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View](#)

[OK](#)



# QUESTIONS?

Ryan Hallock

Assistant Special Agent in Charge

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