

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).

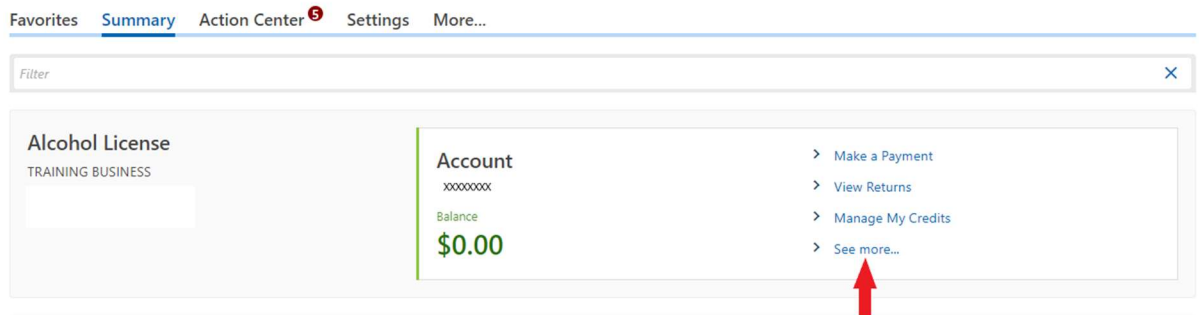
This centralized alcohol application process only applies to retail, retail package, and consumption on premises licenses. All other applicants (i.e., wholesalers, manufacturers, importers, brokers) will continue to use GTC to submit a state alcohol renewal application, however such applicants should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

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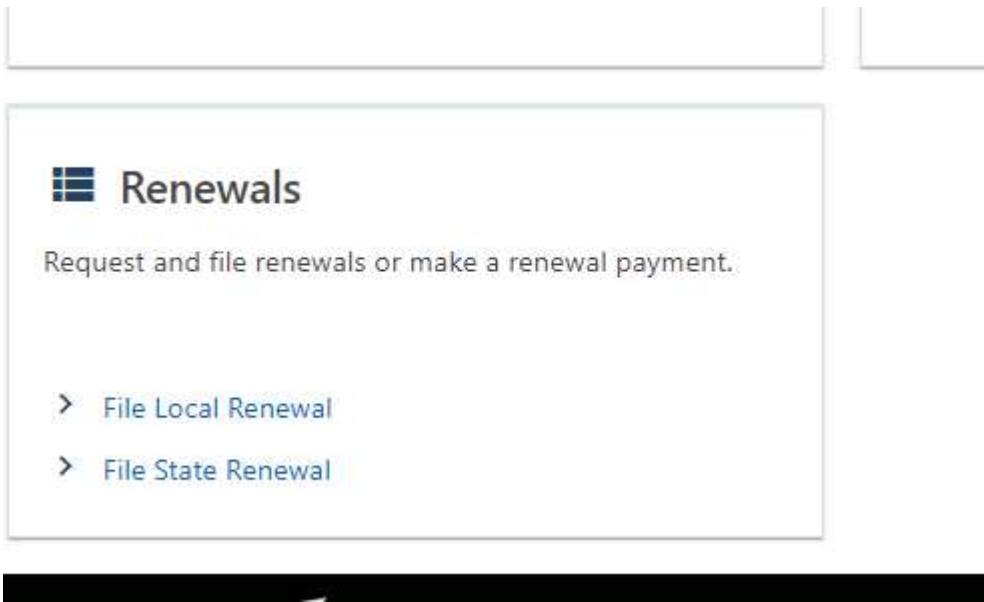
State Alcohol License Renewals:.....#1  
Local Jurisdiction Alcohol License Renewals:.....#6

#### State Alcohol License Renewals:

- 1.) Navigate to the GTC Website at <https://gtc.dor.ga.gov> and log 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 State Renewal” hyperlink next to the appropriate renewal period.

Returns All Periods / Period Search

Period	Return	Status	
31-Dec-2023	Alcohol License Renewal	Generated	File State Renewal 
31-Dec-2022	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2021	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2020	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2019	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2018	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2017	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2016	Alcohol License Renewal	Filed - Timely	View or Amend Return
31-Dec-2015	Alcohol License Renewal	Filed - Timely	View or Amend Return

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?

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



#### Supporting Documents

Attach any supporting documentation for your license renewal

**Add Attachments**

#### Attachments

Type	Name	Description	Size
There are no attachments.			

Cancel

Save Draft

< Previous

**Next** >

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

### Alcohol License



#### Please Review Your Request

You have the following types of Alcohol: Beer, Wine

Brand Fees:\$0.00

Registration Fee:\$100.00

Investigation Fee:\$0.00

Late Fee:\$0.00

**Total Fees:\$100.00**

Cancel

Save Draft

< Previous

**Submit**

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".



- 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

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

### 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



- 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.

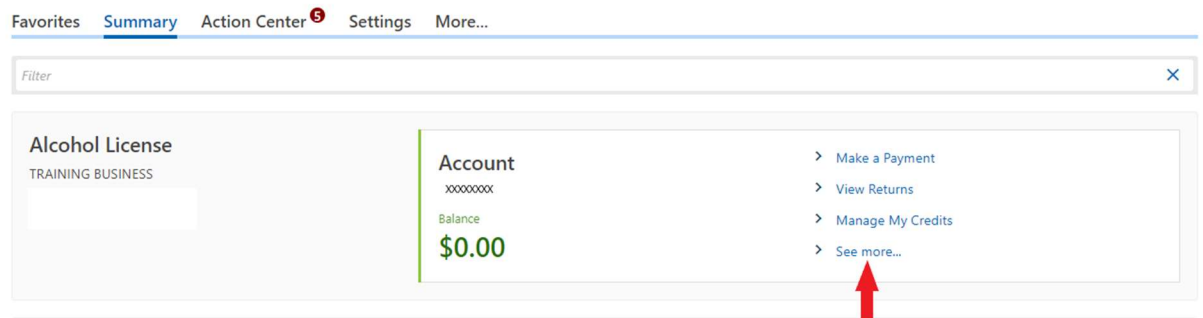
[Printable View](#)

[OK](#)

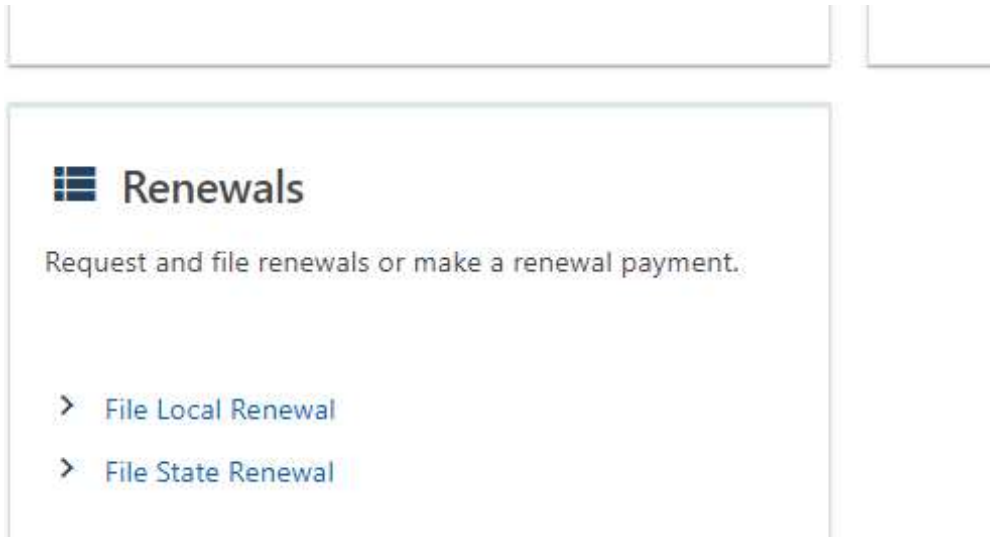
- 12.) Once your renewal is submitted, your renewal request will be processed in approximately 2-5 business days and your alcohol license will be available to print from your GTC account.

### 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 in the jurisdiction screen is the jurisdiction that issued your license. If not, select the correct jurisdiction.

**Alcohol Local Renewal**

Jurisdiction Selection    Jurisdiction Questions    Renewal Fees    Jurisdiction Attachments

Please select the jurisdiction to which this renewal applies.

Local License Type

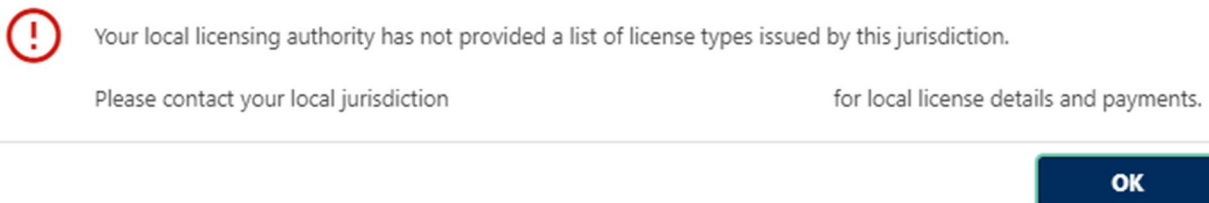
City

Jurisdiction \*

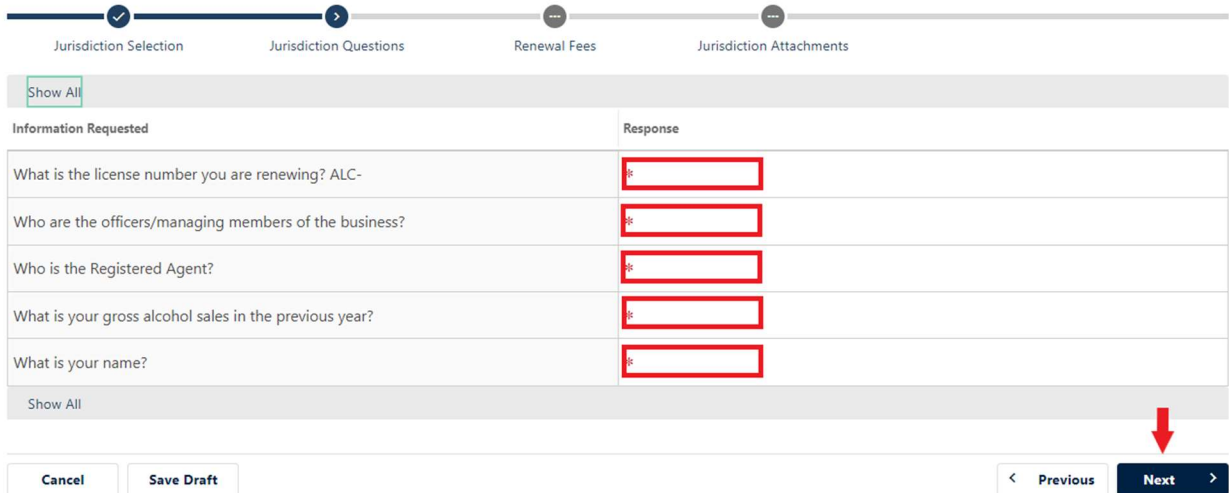
Required

Cancel    Save Draft    < Previous    **Next** >

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



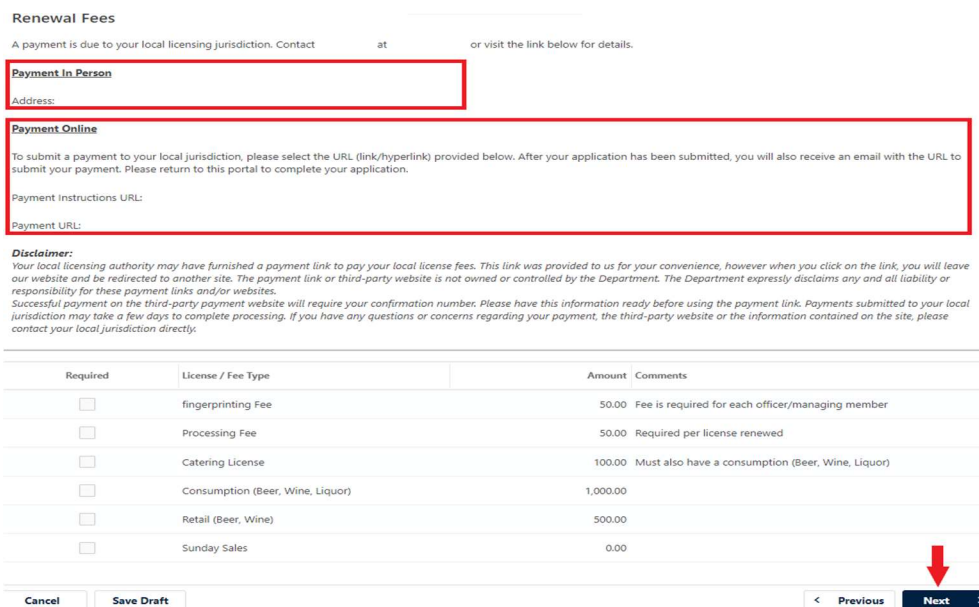
- 6.) Please answer the following questions requested by your local jurisdiction. If your local jurisdiction does not have any additional questions and does not require this step, Select “Next” to continue to the next screen.



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

Progress bar: 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.			

### Select a file to attach

Type: Local Required Documentation

Description \*

File \* Required  
 No file chosen

Once you have uploaded all relevant 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 any additional questions regarding your local license renewal process, please contact your local jurisdiction for additional details.