State of Georgia  
Department of Revenue  

Instructions  

1. Download (free) the latest version of Adobe Reader.  
   [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.  

<table>
<thead>
<tr>
<th>G-7 Quarterly Return for Quarterly Payer Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. GA Withholding ID:</strong></td>
</tr>
<tr>
<td><strong>3. Name:</strong></td>
</tr>
<tr>
<td><strong>4. Street Address Line 1:</strong></td>
</tr>
<tr>
<td><strong>5. Street Address Line 2:</strong></td>
</tr>
<tr>
<td><strong>6. City:</strong></td>
</tr>
<tr>
<td><strong>9. Telephone Number:</strong></td>
</tr>
<tr>
<td><strong>10. [ ] Amended Return</strong></td>
</tr>
<tr>
<td><strong>11. Please Select Tax Period:</strong></td>
</tr>
<tr>
<td><strong>12. Tax Withheld This Period:</strong></td>
</tr>
<tr>
<td><strong>13. Adjustment To Tax:</strong></td>
</tr>
<tr>
<td><strong>14. Tax Due (Line 13 + or – Line 14):</strong></td>
</tr>
<tr>
<td><strong>15. Tax Paid:</strong></td>
</tr>
<tr>
<td><strong>16. Amount Enclosed:</strong></td>
</tr>
<tr>
<td><strong>17. Explanation For Adjustment (99 Characters):</strong></td>
</tr>
</tbody>
</table>
Instructions for Completing the G-7 Quarterly Return for the Quarterly Payer

- Form G-7 MUST be filed, even if no tax was withheld for a particular quarter.
- If the due date falls on a weekend or holiday, the tax shall be due on the next day that is not a weekend or holiday.
- 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
  PO Box 105544
  Atlanta, Georgia 30348-5544

- Contact the Taxpayer Services Division 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.

G-7 QUARTERLY RETURN
FOR QUARTERLY PAYER (Rev. 03/20/19)

Name and Address:  

Amended Return

GA Withholding ID  
FEI Number  
Period Ending  
Due Date  
Vendor Code  

040

Tax withheld this period

Explanation of adjustments

Adjustment to tax

Under penalty of perjury, I declare that this return has been examined by me and to the best of my knowledge and belief it is true, correct and complete.

Signature  
Title

Tax Due (Line 1 + or - Line 2)

Telephone  
Date

Tax Paid

Amount Paid $ 

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