



# State of Georgia Department of Revenue

## Instructions

1. Download (free) the latest version of Adobe Reader (9.0).  
<http://www.adobe.com/products/acrobat/readstep2.html>
2. Complete the worksheet below to automatically create your payment voucher.
3. Click the "Print" button to print a completed GA-V payment voucher.
4. Cut the payment voucher along the dotted line and mail the voucher and your payment only to the address on the voucher.

**DO NOT** fold, staple or paper clip items being mailed.

**DO NOT** mail in the worksheet, keep this for your records.

### GA-V 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. Tax Period: .....			
11. Amount Paid: .....			

## Instructions for Completing the GA-V

- Taxes are withheld when wages are paid, not when the payroll period ends.
- Form GA-V must be used to submit monthly payments on or before the 15th of the following month. ANY payment received after the 15th of the following month will be subject to late charges. Do not send penalty or interest with a payment. If the 15th is a weekend or holiday, the due date is the next business day.
- Taxpayers who withhold more than \$5,000 per month must submit payments by **ELECTRONIC FUNDS TRANSFER (EFT)**. When initiating the payment, use the date of the last day of the month you are paying as the period ending date. Do not use the quarter end date. Doing so will cause erroneous payment postings to your account.
- Form GA-V is **NOT** required if no tax is withheld for a particular month or if payment was made via EFT.
- Do not make changes to the preprinted forms. Make all changes to preprinted information on the enclosed Form G-5B.
- Enter the payment amount on the appropriate GA-V form and mail using the labels enclosed.
- Mail this completed form with your payment to:  
  
**Georgia Department of Revenue**  
**Processing Center**  
**P.O. Box 740387**  
**Atlanta, Georgia 30374-0387**
- Contact the Withholding Tax Unit at 404-417-3210 if you need additional information or assistance.

**PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only coupon and payment.**  
**PLEASE DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL CHECK STUBS.**

----- Cut on dotted line -----

**GA-V** (Rev. 1/09)  
**Withholding Payment Voucher**



0900104016

Name and Address: \_\_\_\_\_

**USE ONLY FOR TAX YEAR INDICATED**

GA Withholding ID	FEI Number	Tax Period	Due Date	Vendor Code <b>040</b>
<b>PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.</b>			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
			Telephone	Date

GEORGIA DEPARTMENT OF REVENUE  
 PROCESSING CENTER  
 PO BOX 740387  
 ATLANTA GA 30374-0387

**Amount Paid \$**