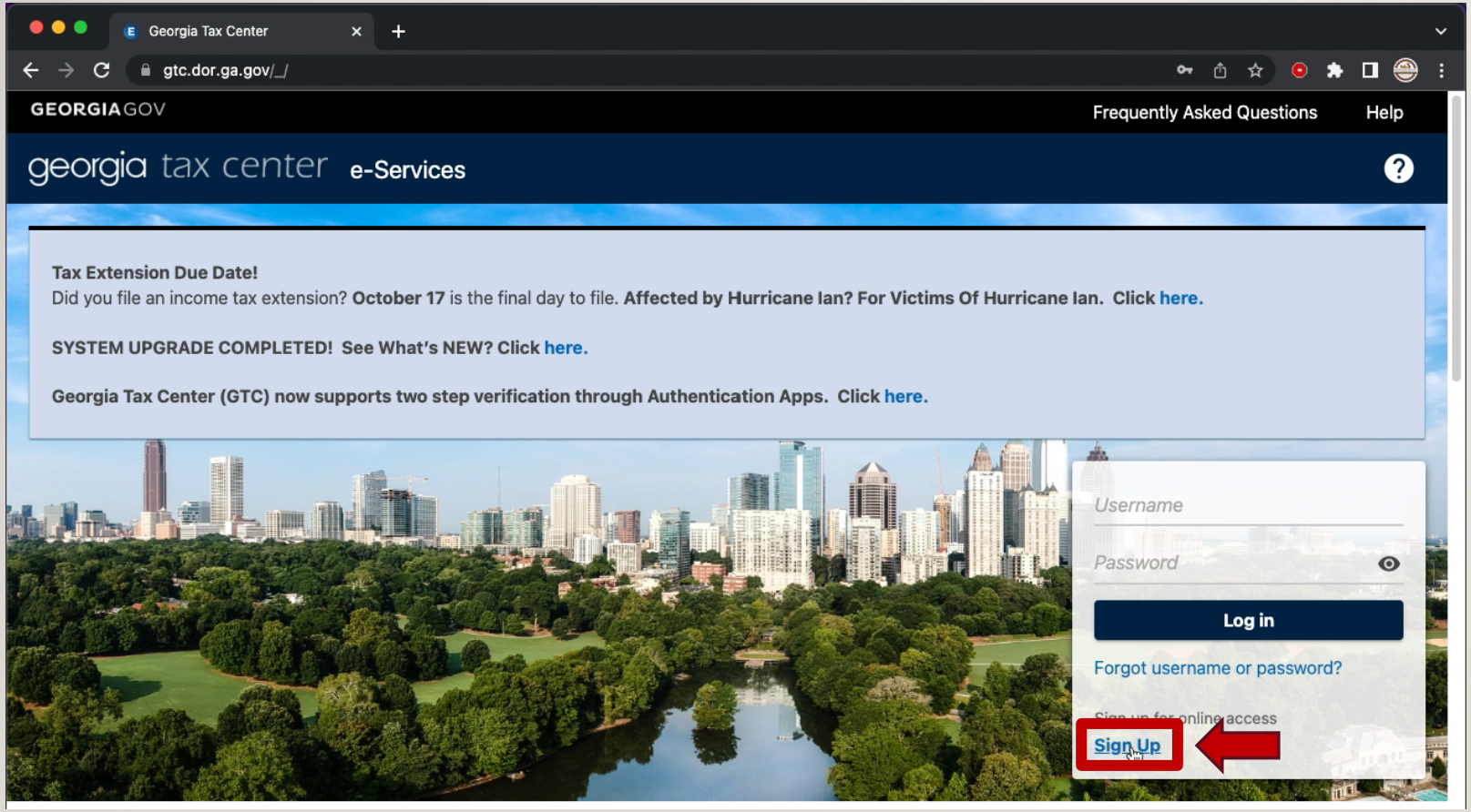
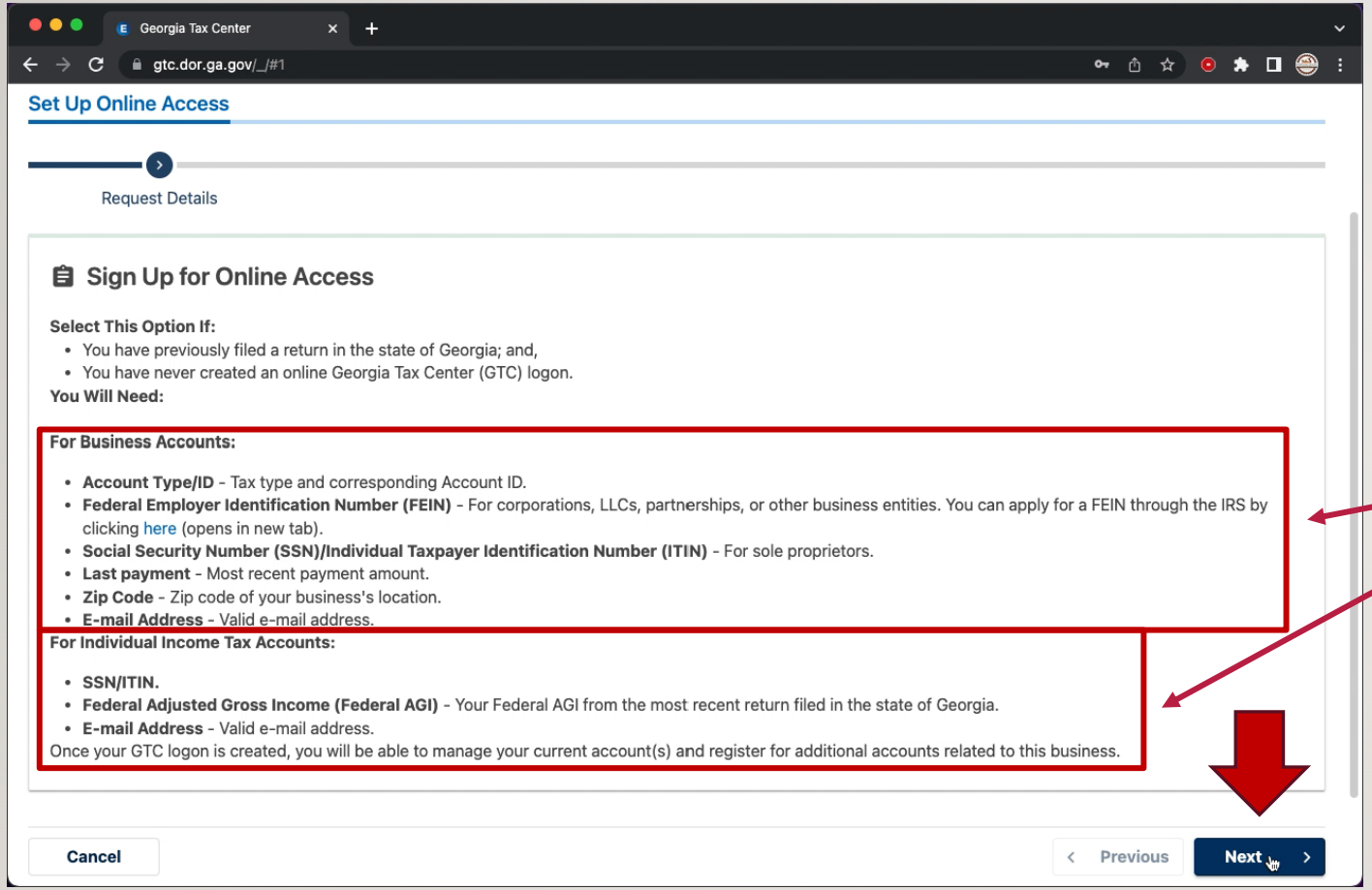
REFUND THE POLICE

QUALIFIED LAW ENFORCEMENT DONATION TAX CREDIT

REGISTER ON THE GEORGIA TAX CENTER WEBSITE

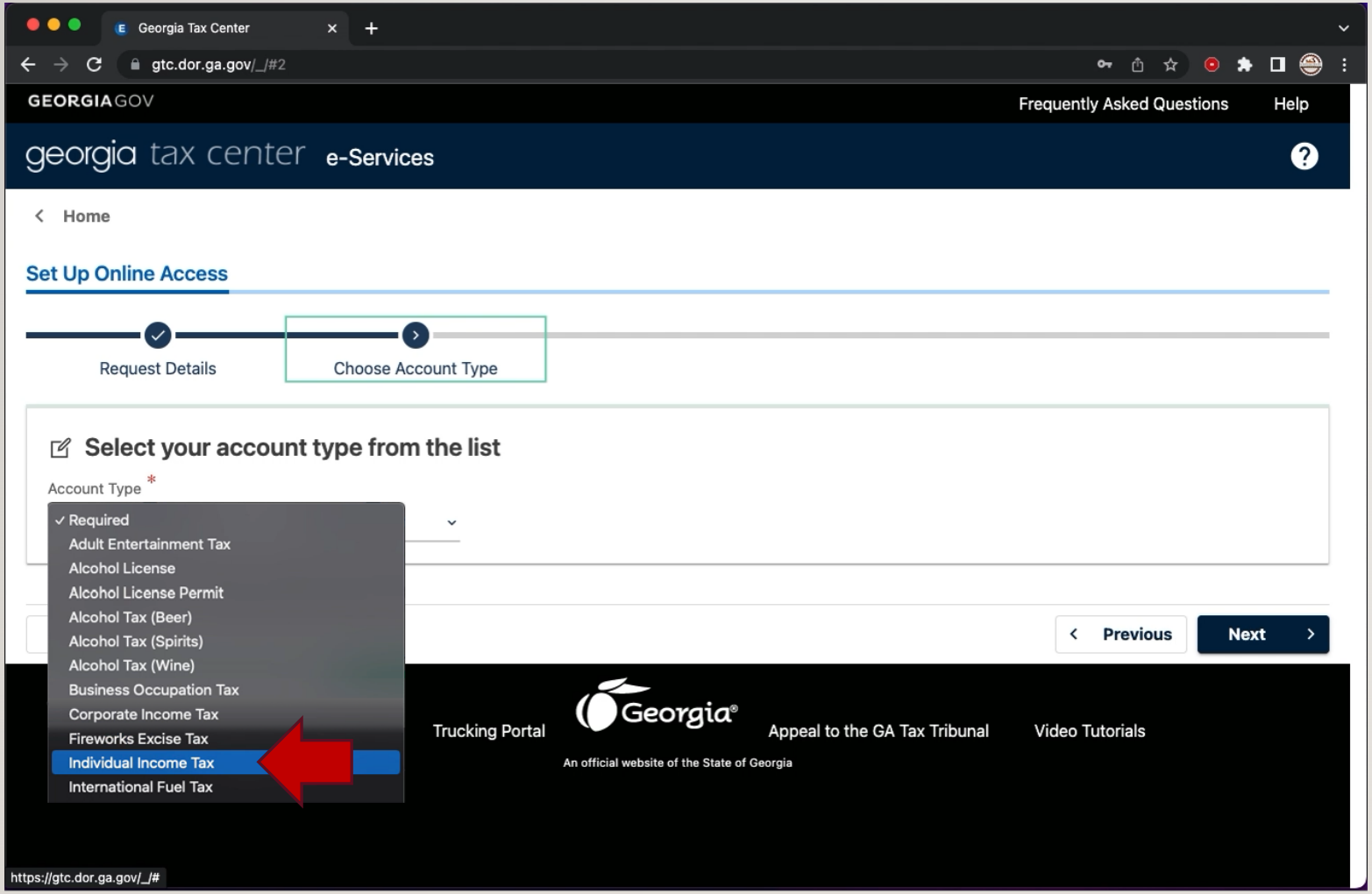


Create an account on GTC (https://gtc.dor.ga.gov/) as follows.



SIGN UP FOR ONLINE ACCESS

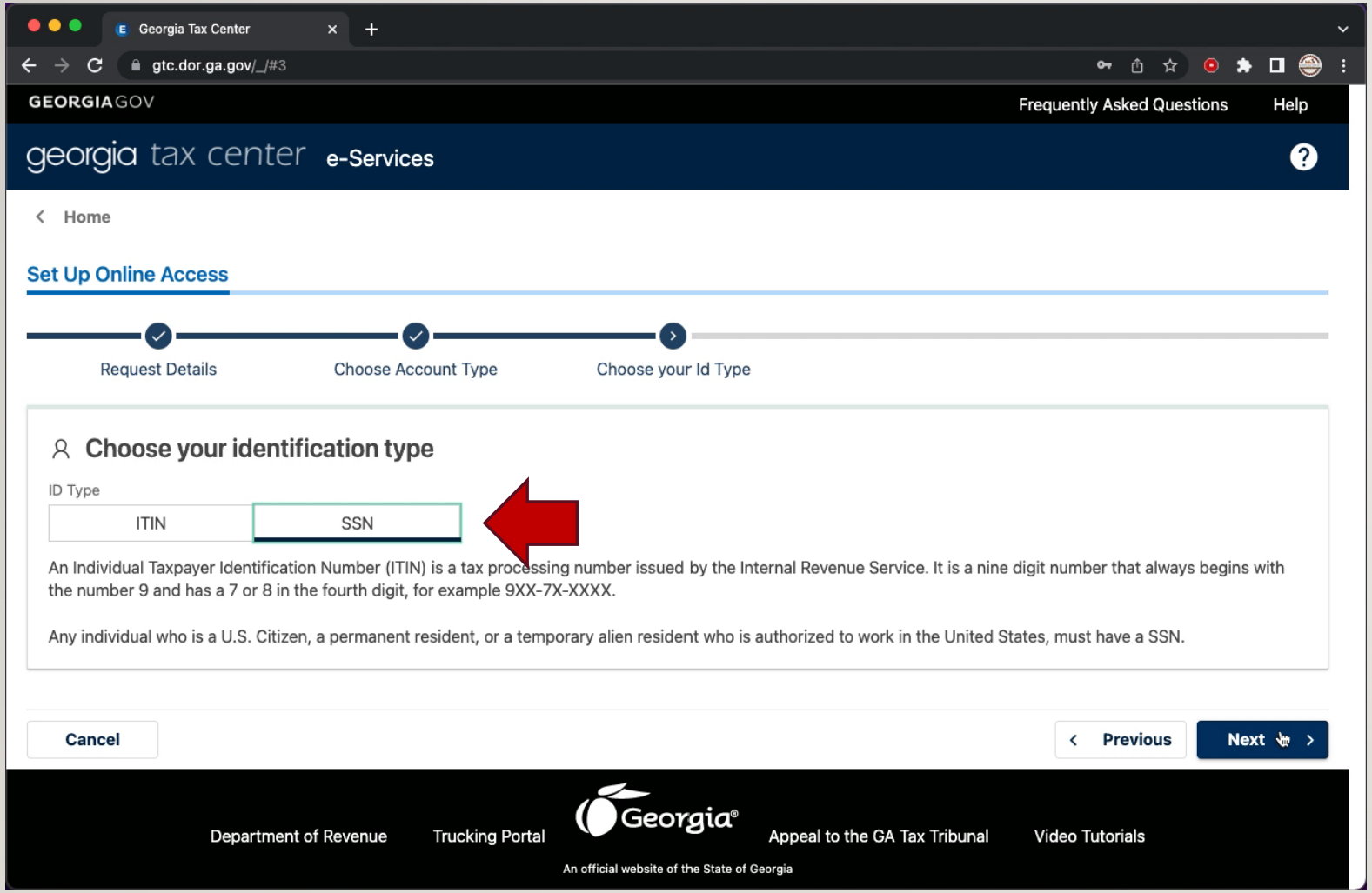
YOU WILL NEED THE INFORMATION LISTED.



SETTING UP YOUR ACCOUNT TYPE

Choose the type of account you would like to setup.

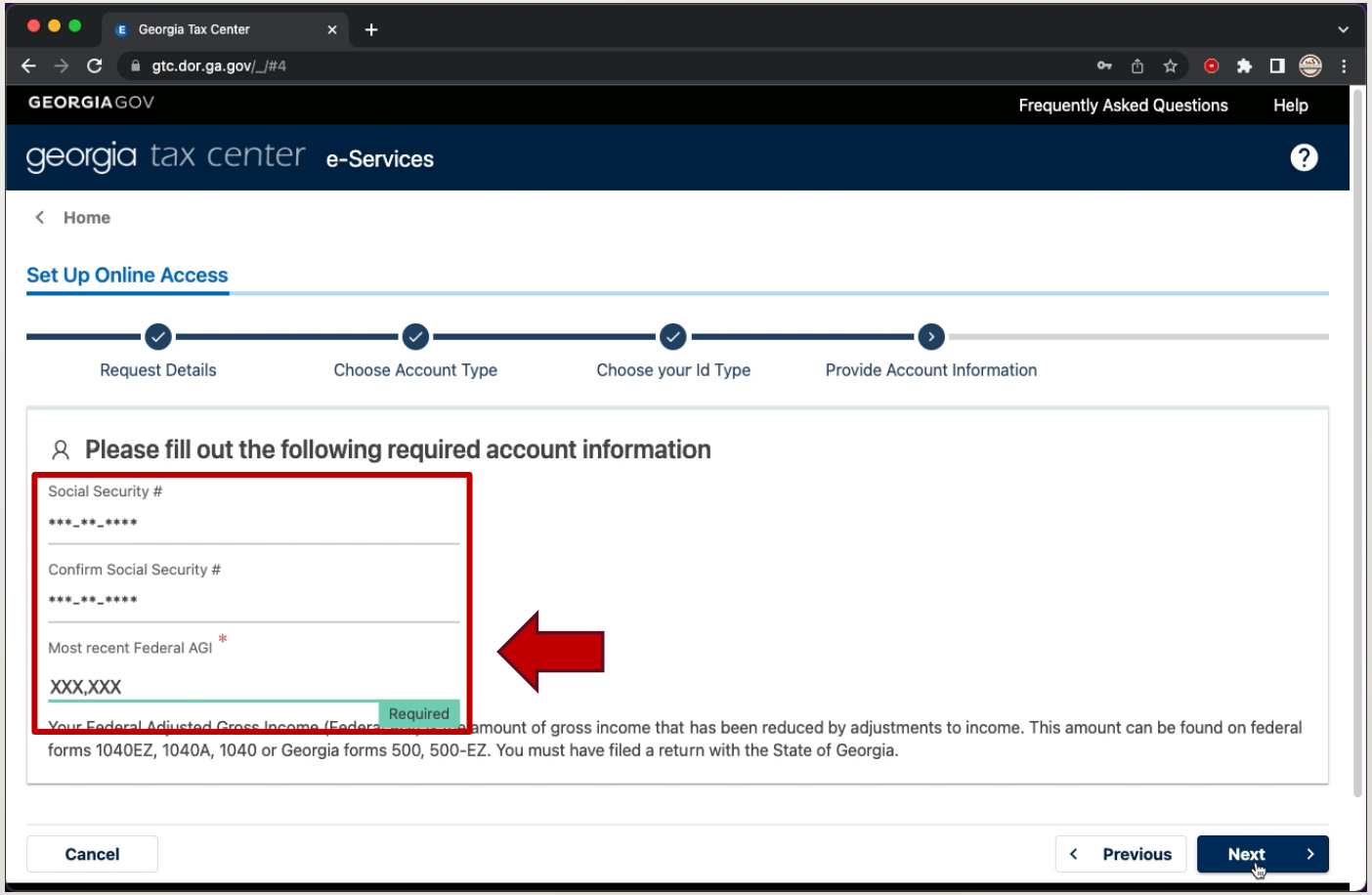
Highlighted is the ***Individual Income Tax*** account type.



IDENTIFICATION TYPE

Select the type of identification you will provide to verify who you are in setting up your account.

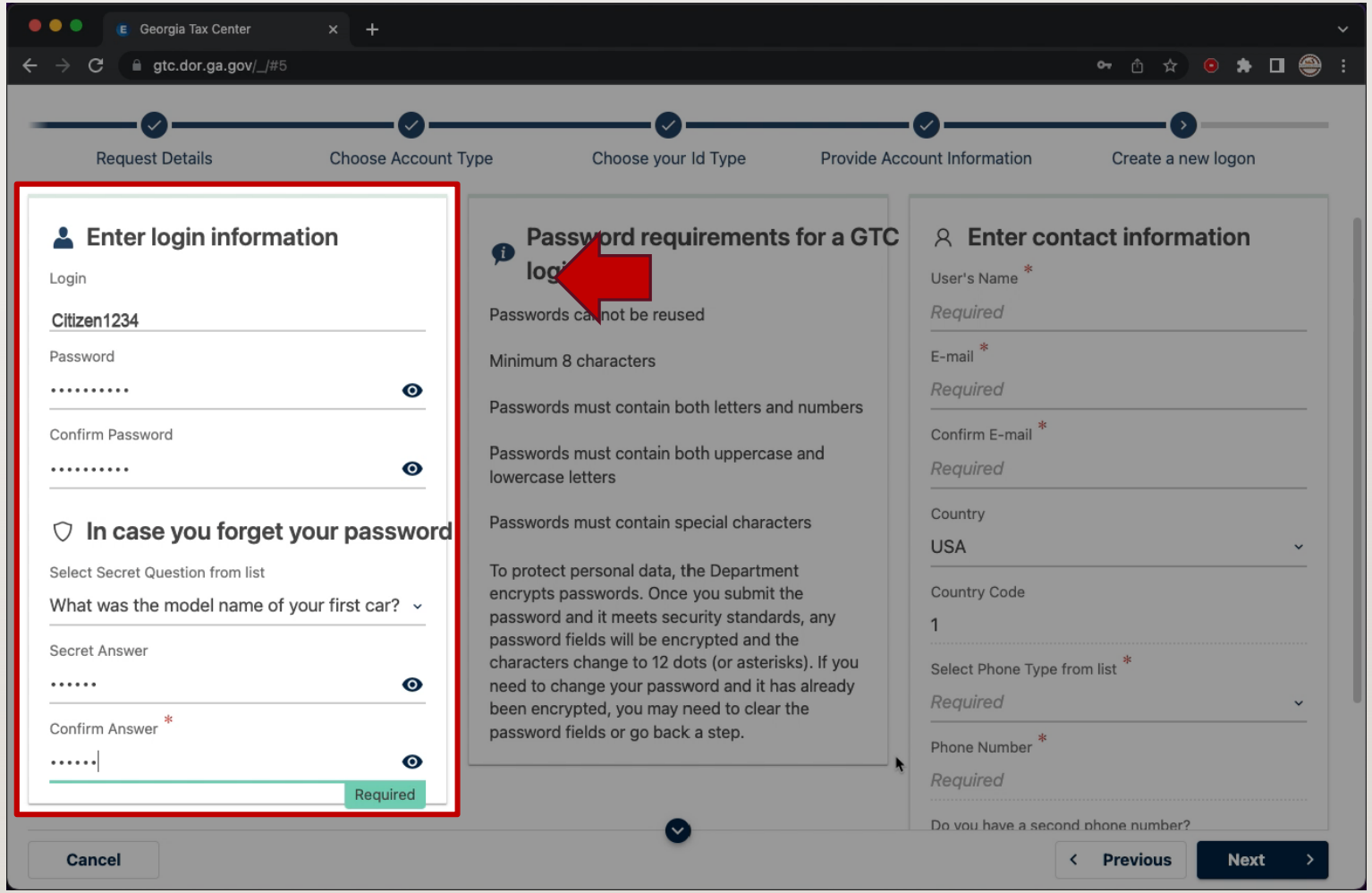
We will select SSN (Social Security Number).



ACCOUNT INFORMATION

Enter your SSN (Social Security Number) and provide your most recent (previous year) Federal Adjusted Gross Income (AGI).

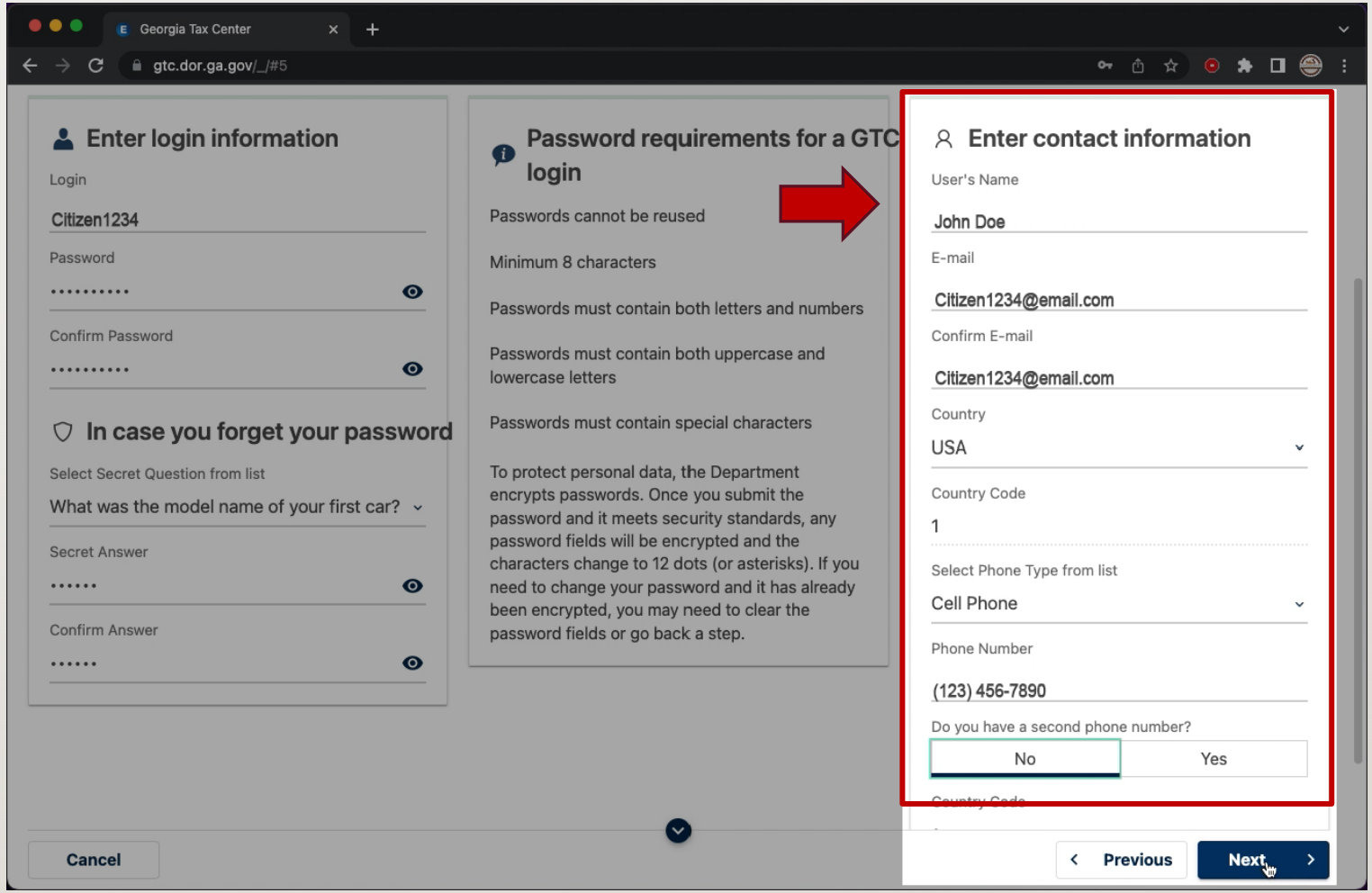
This can be found on your most recent year's tax return.



SELECT YOUR ACCOUNT TYPE FROM THE LIST

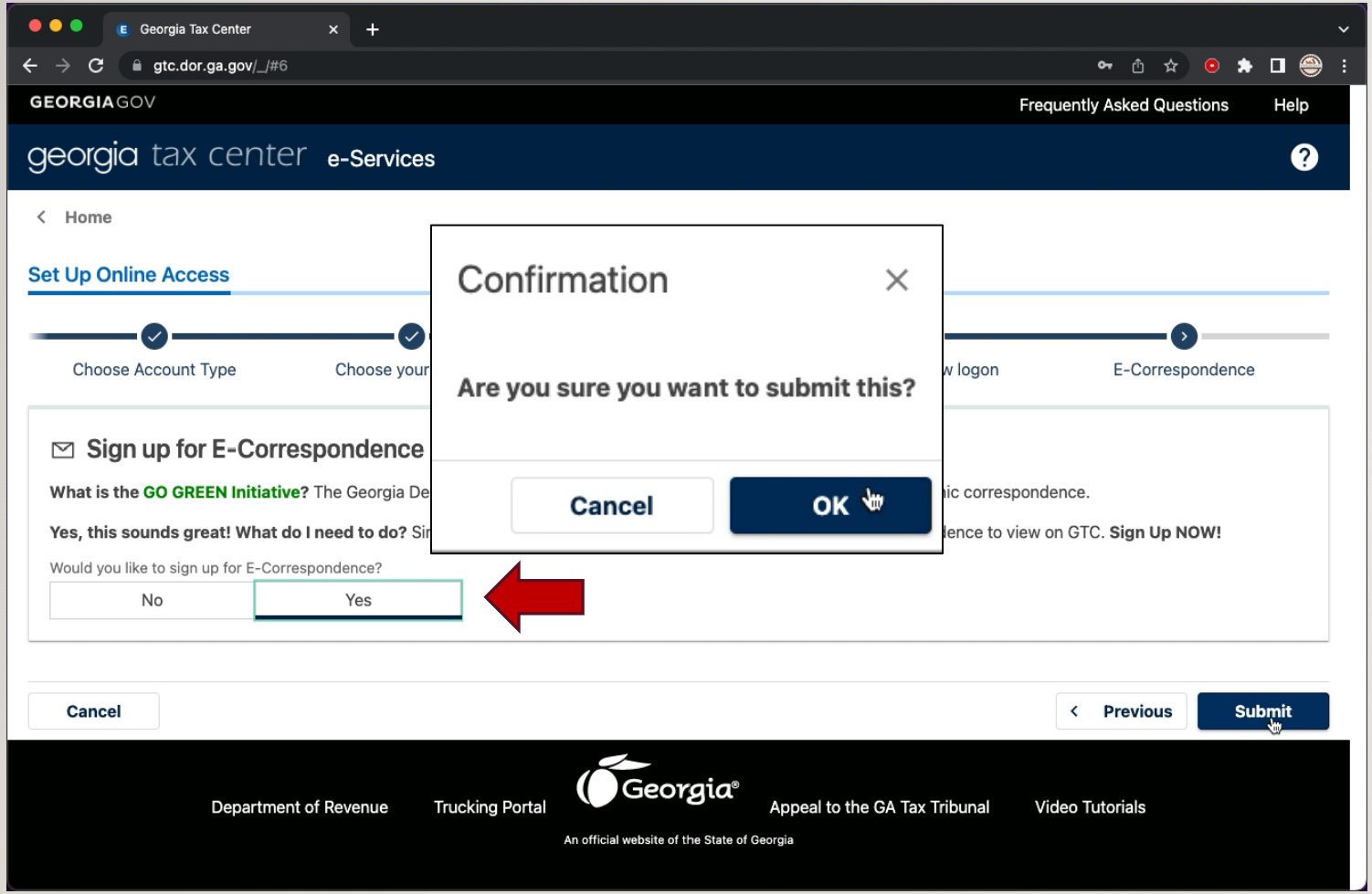
Enter your desired username and password for future login.

Also select a ***Secret Question*** & ***Secret Answer*** for securing your account if your login information is ever lost.



SELECT YOUR ACCOUNT TYPE FROM THE LIST

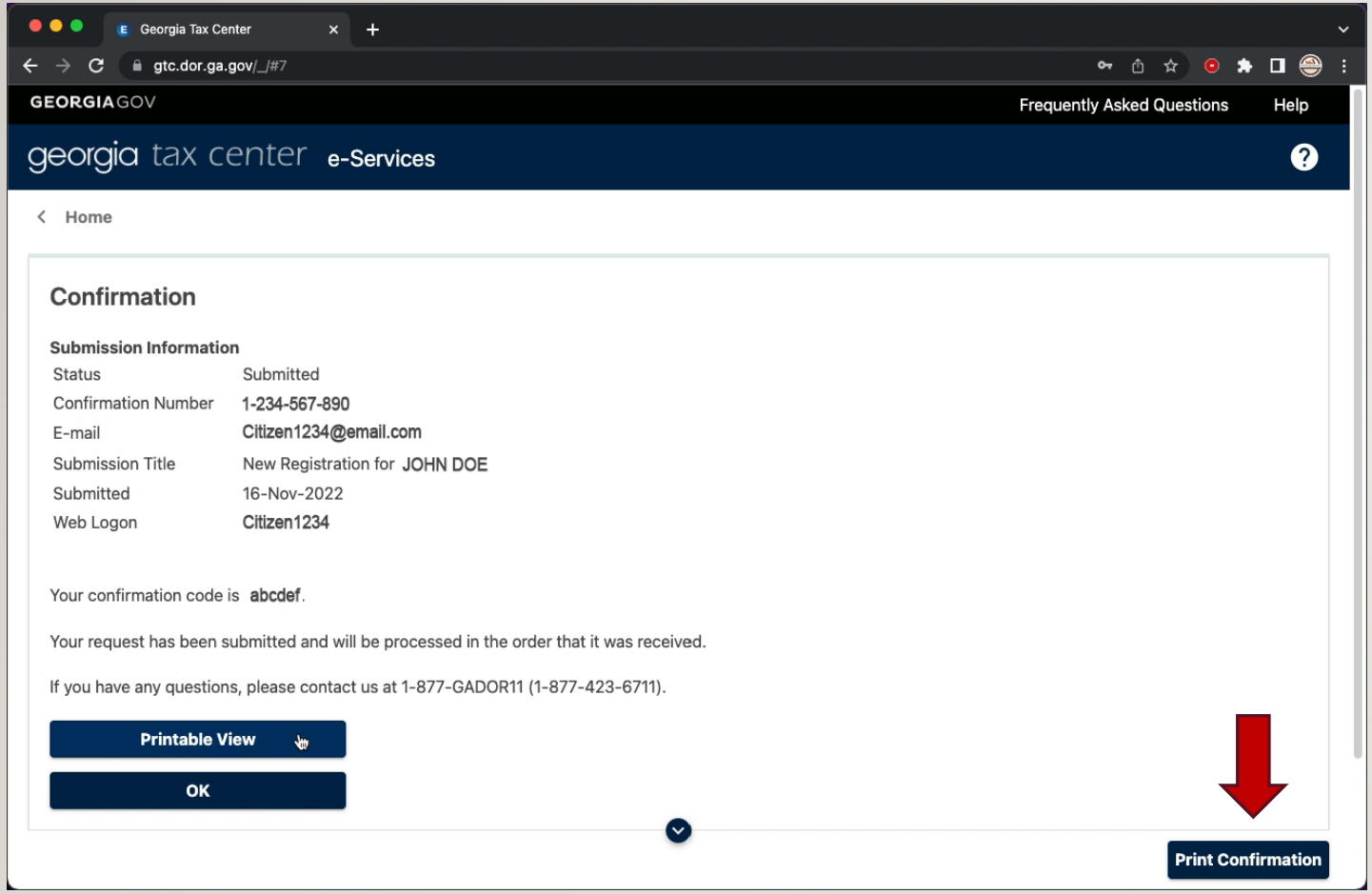
Enter your contact information *(email & phone number)* that you would like associated with your account.



GO GREEN INITIATIVE

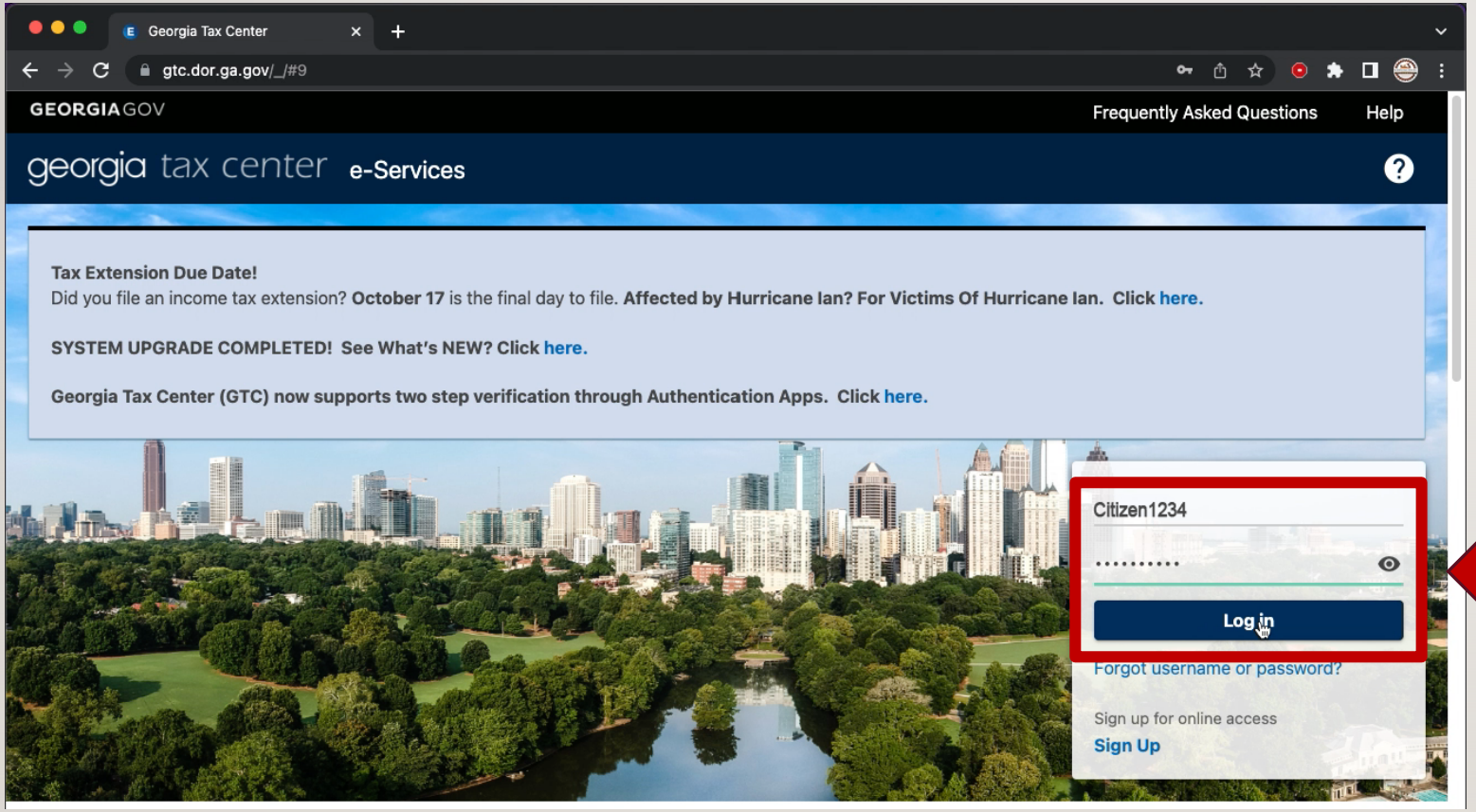
Choose ***Yes*** if you would like to receive electronic correspondence (email, phone, etc.) rather than paper mail.

After clicking ***Submit***, you will Need to confirm your preference.

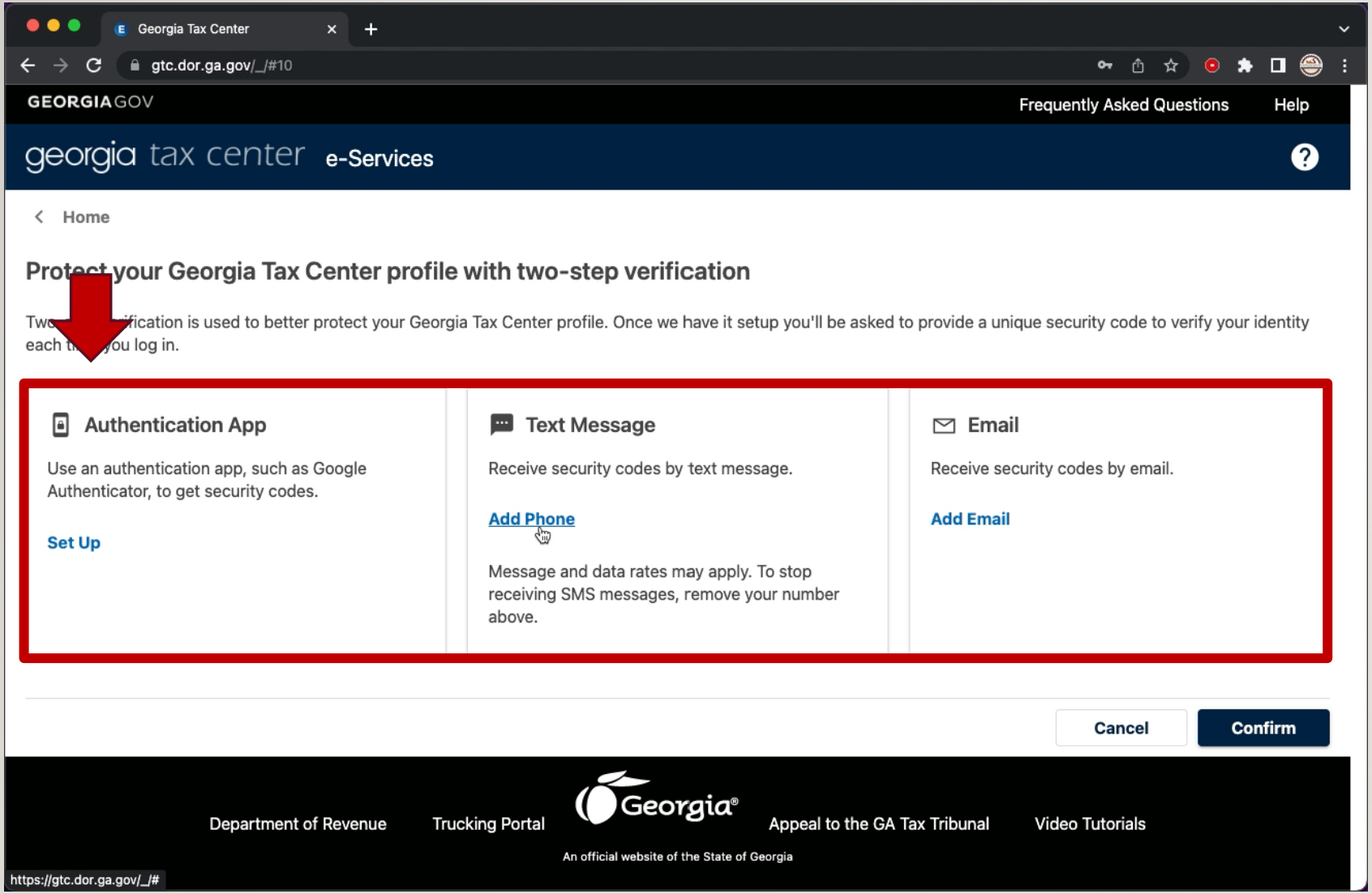


PRINT OR SAVE YOUR CONFIRMATION!

LOGIN ON THE GEORGIA TAX CENTER WEBSITE



Log into GTC (https://gtc.dor.ga.gov/) as follows.

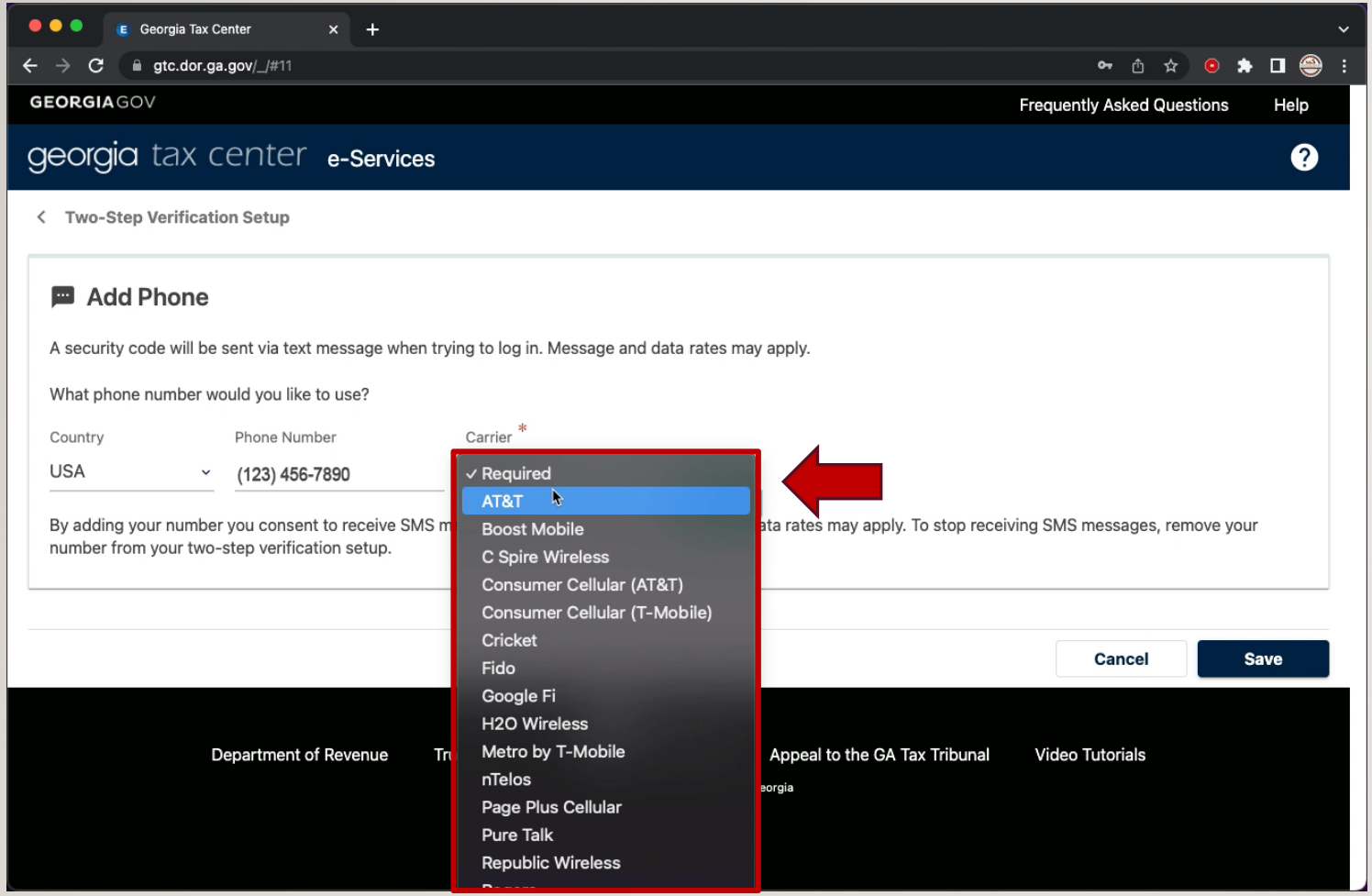


TWO-STEP VERIFICATION

It is **highly recommended** that you add a two-step authentication method.

Choose from:

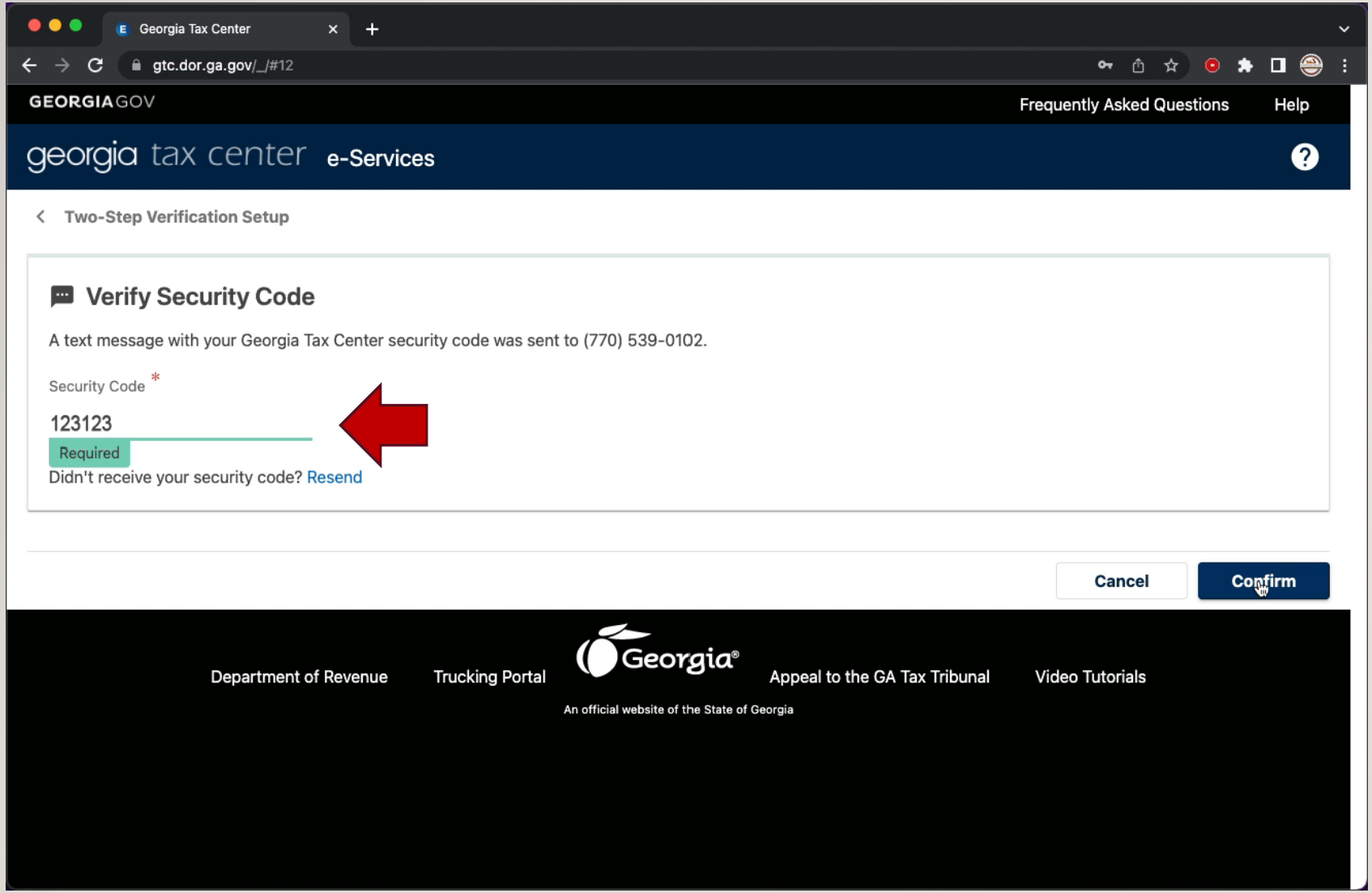
- Authentication App (requires app download)
- Text Messaging
- Email Address



TEXT MESSAGE AUTHENTICATION

Enter a valid cellular phone number & select your cell carrier from the list.

This will ensure timely verification when logging into the GTC website.

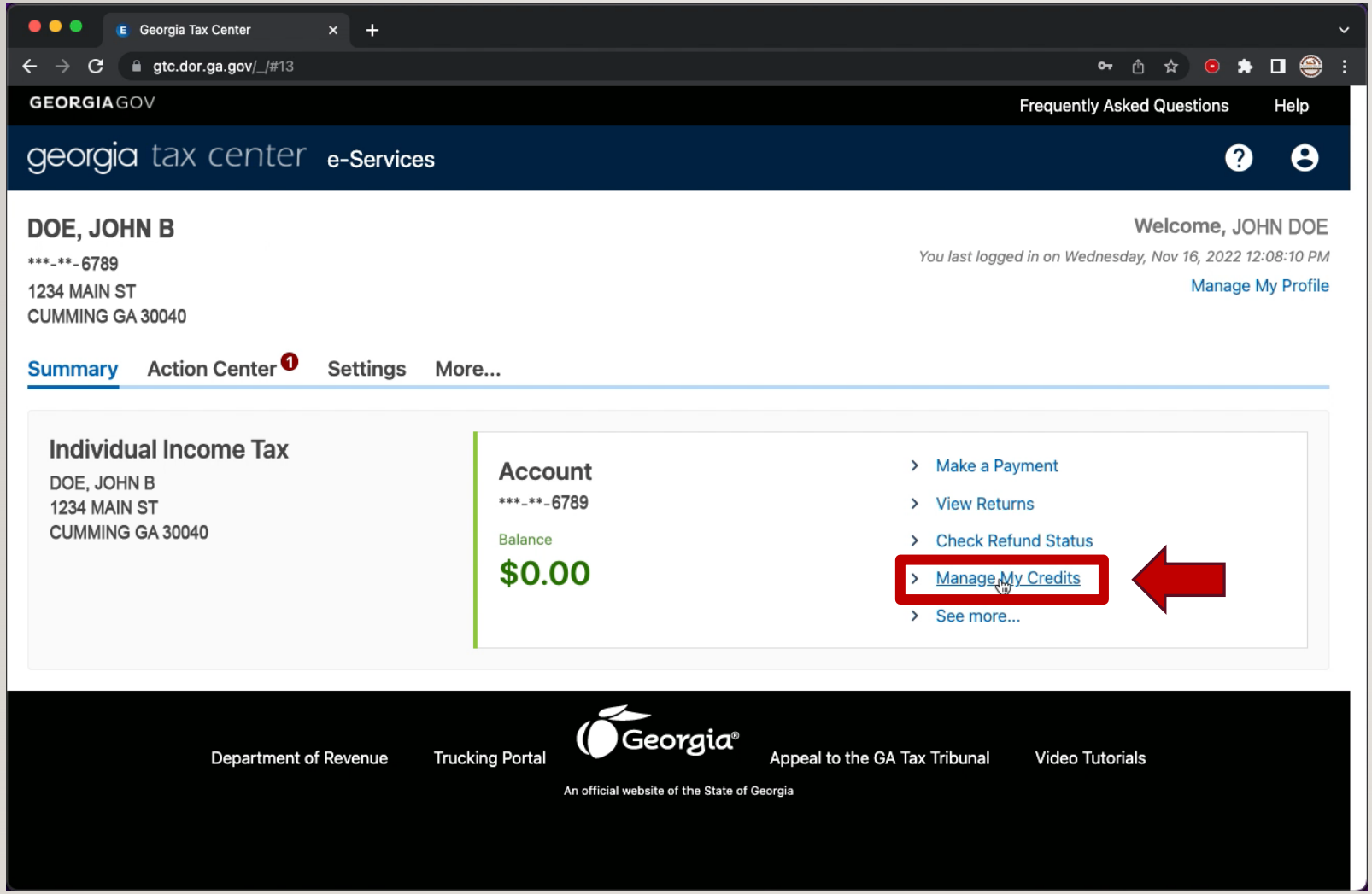


SECURITY CODE

You will receive a text message after a few moments, with a numerical code to verify your login attempt.

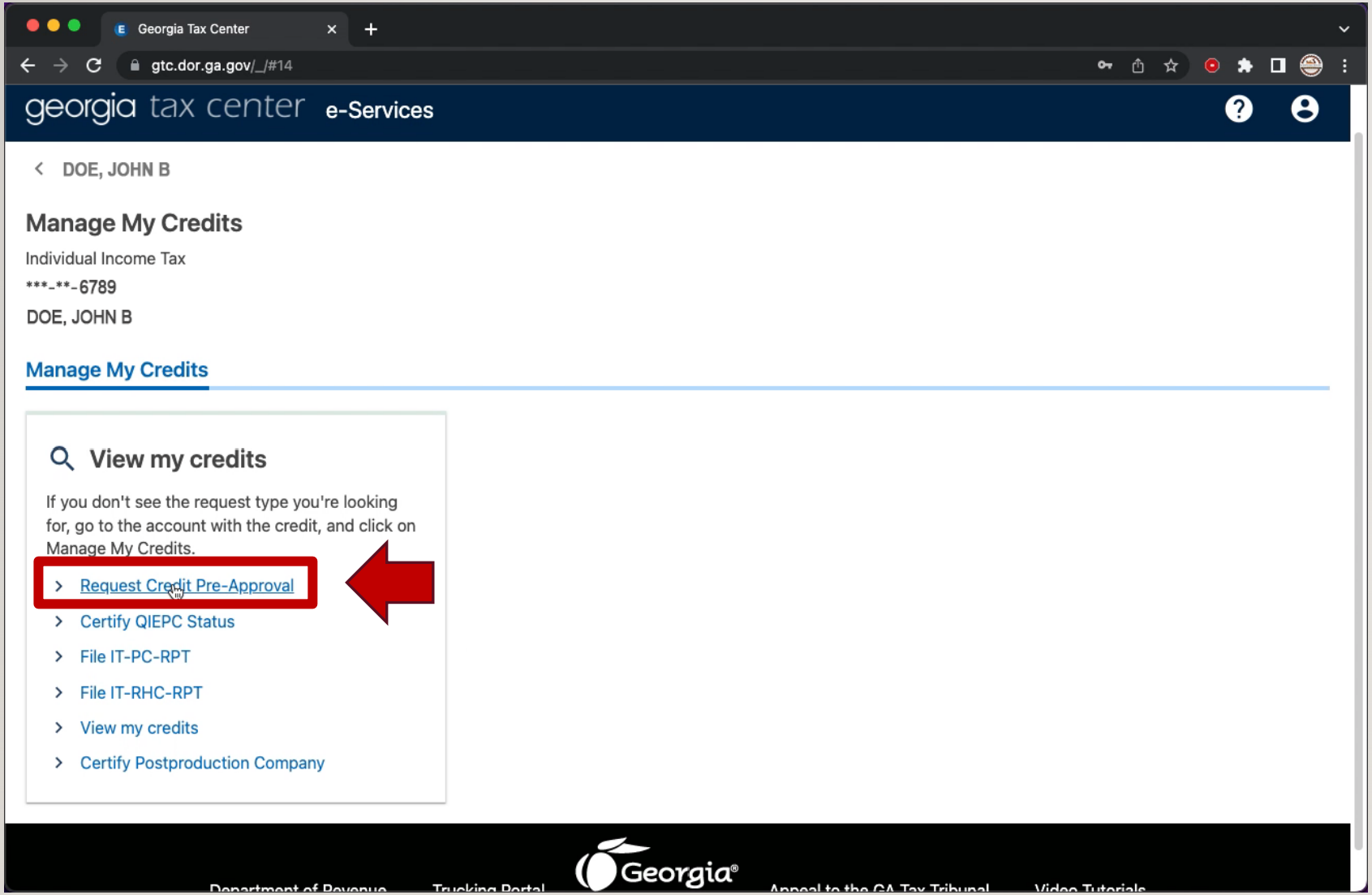
Email verification will include a link.

Authenticator App will have a code.



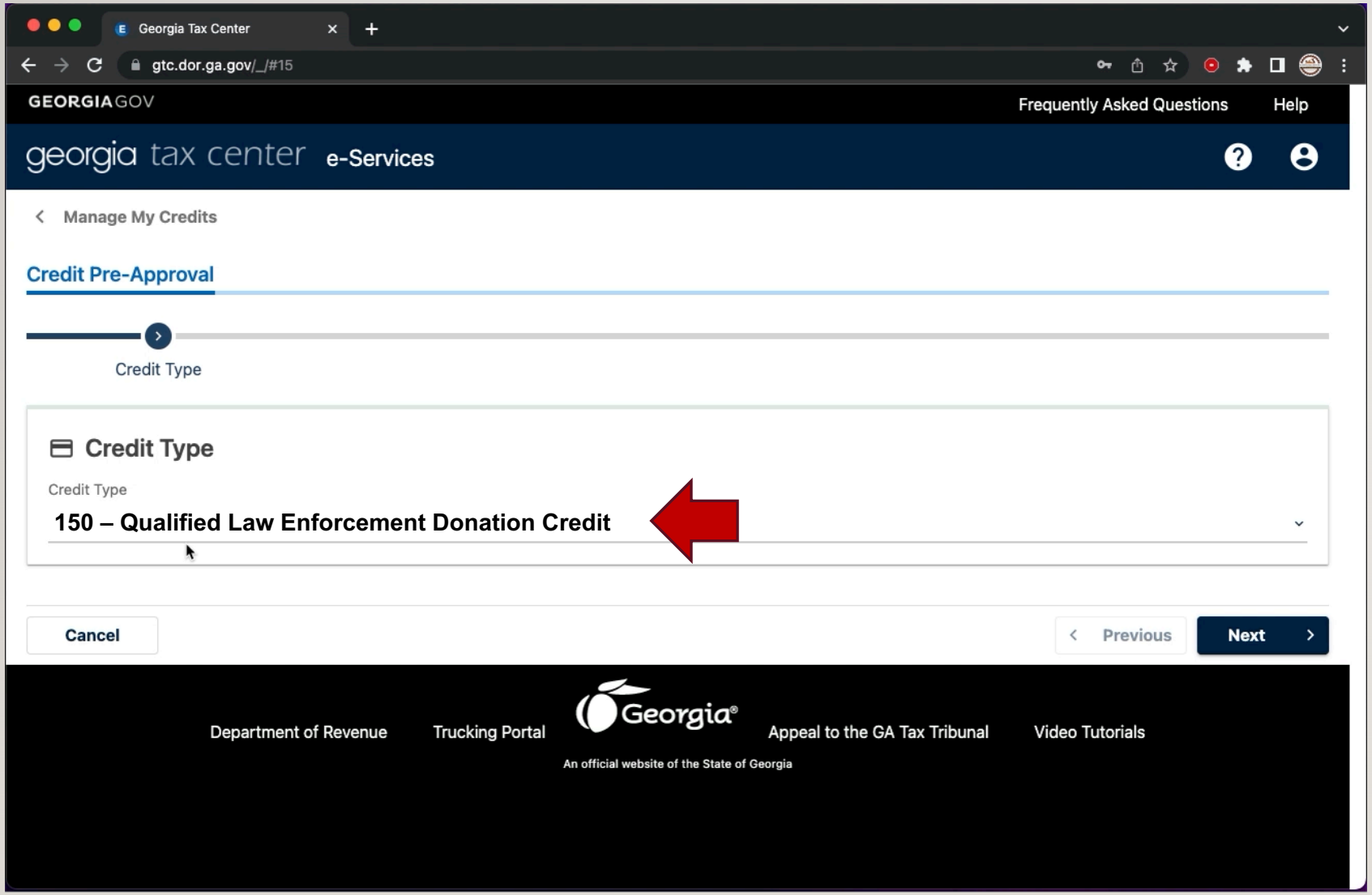
FOLLOW INSTRUCTIONS FOR TAX CREDIT PRE-APPROVAL

Once logged into the Georgia Tax Center (GTC) webpage, click ***Manage My Credits***.



REQUEST CREDIT PRE-APPROVAL

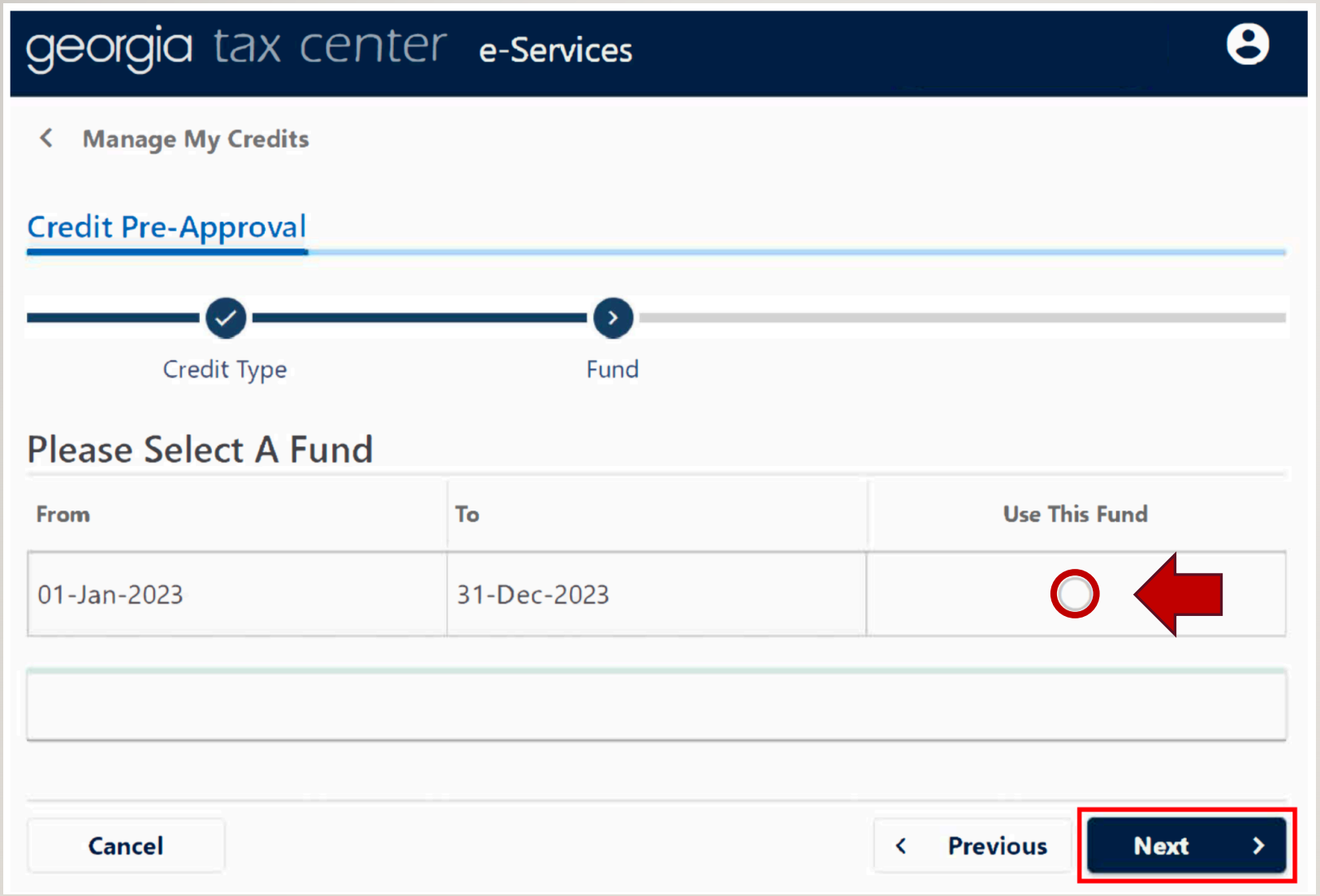
Click the
Request Credit Pre-Approval
link under the
View my credits section.



SELECT A PRE-APPROVAL CREDIT TYPE

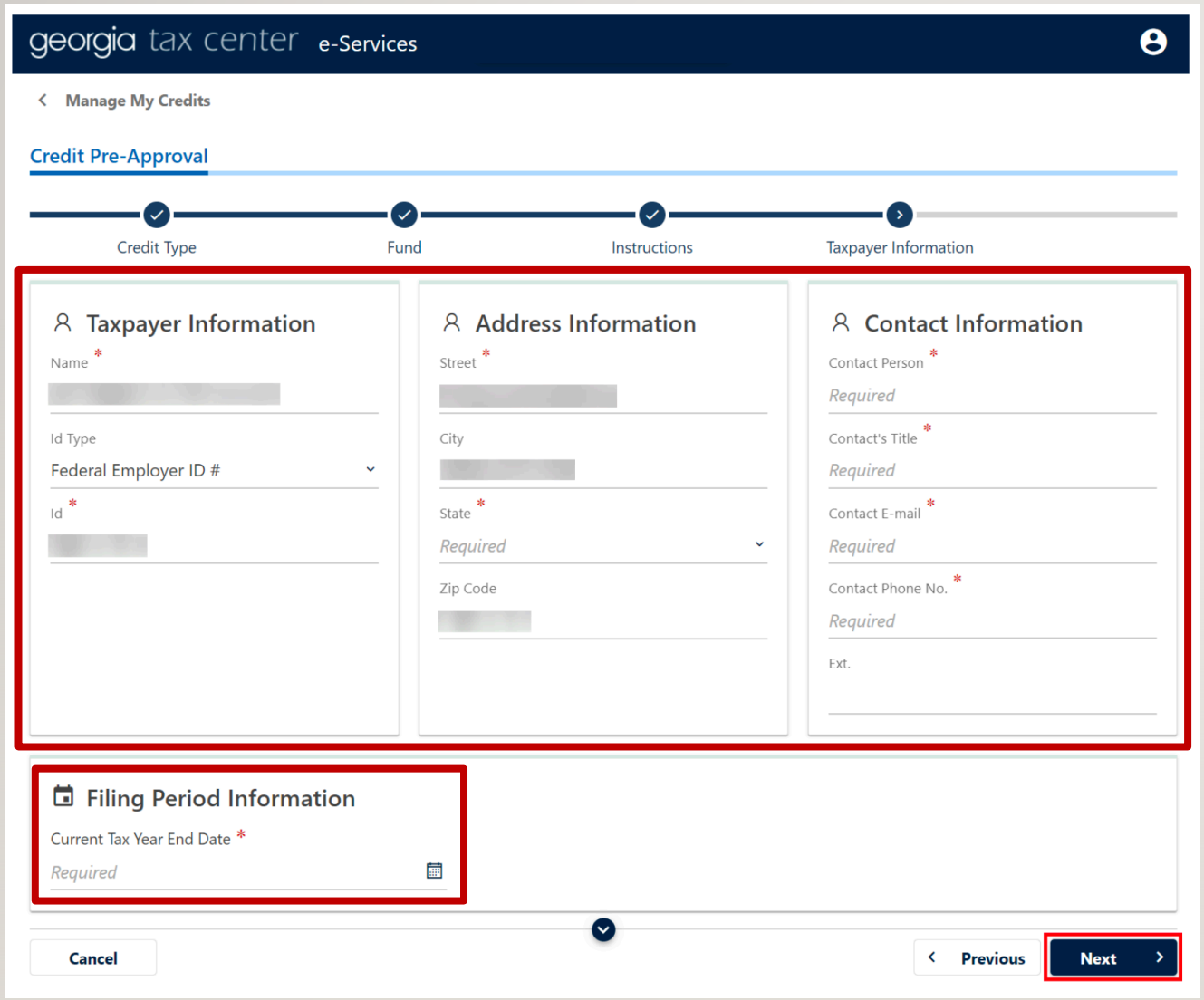
From the **Credit Type** drop-down menu, select:

150 – Qualified Law Enforcement Donation Credit



SELECT A FUND

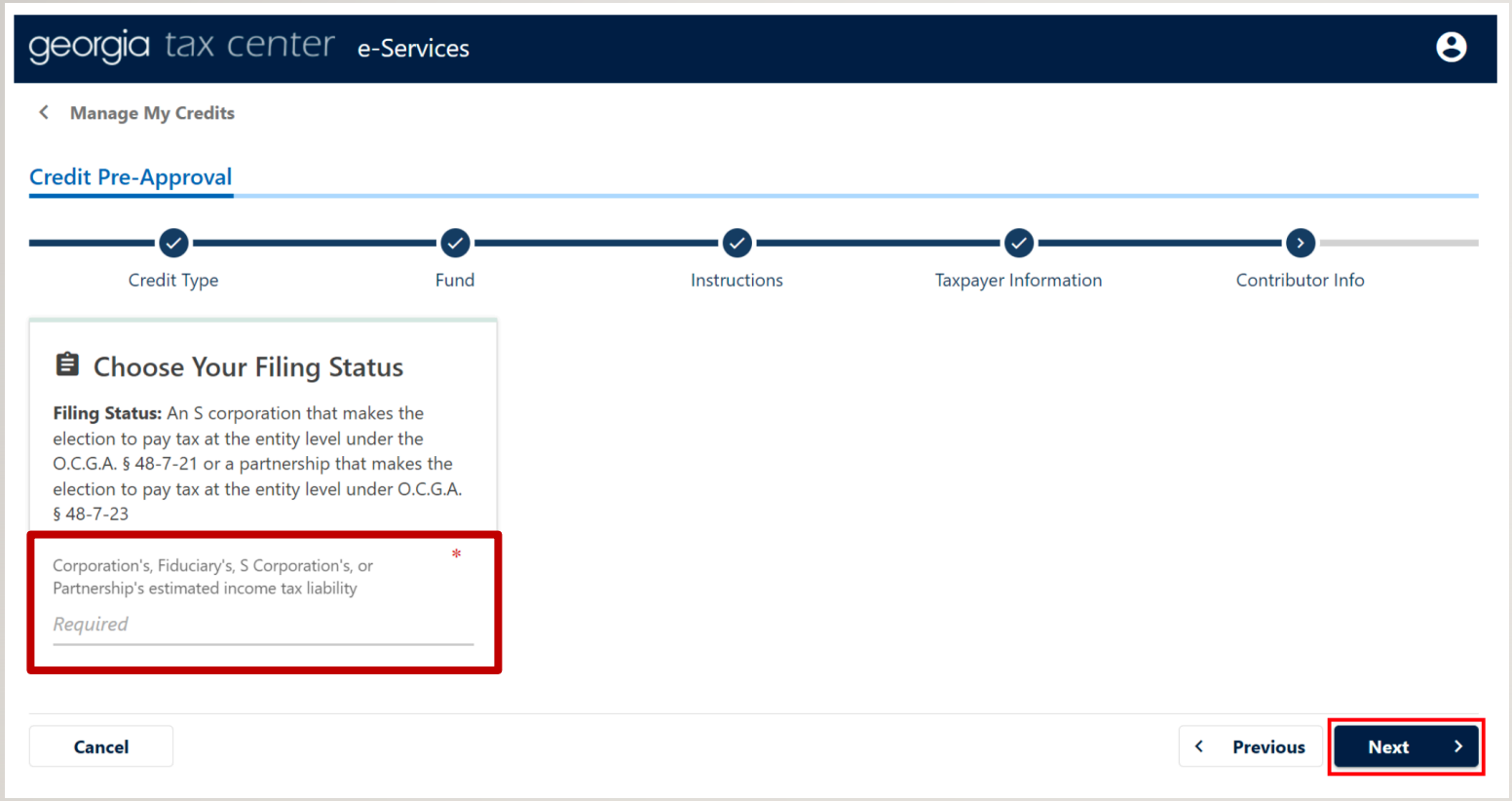
Choose the date range that you would like approval to pay toward the tax credit.



TAXPAYER & FILING PERIOD INFORMATION

Enter and/or verify the information as being correct, for the pre-approval process.

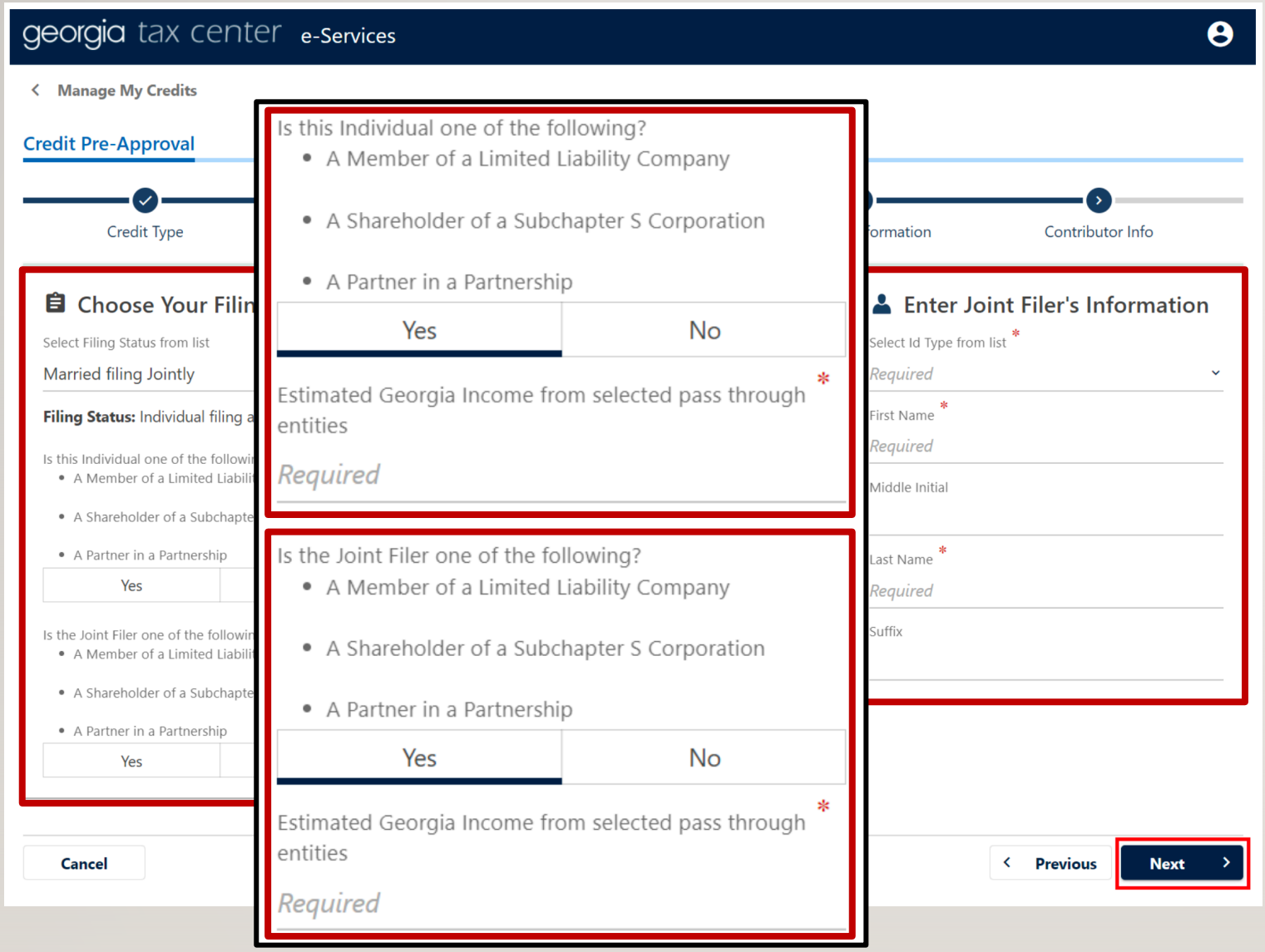
Verify the *Filing Period* is set to the ***Current Tax Year End Date*** at the bottom.



FILING STATUS

Select your filing status from the drop-down menu.

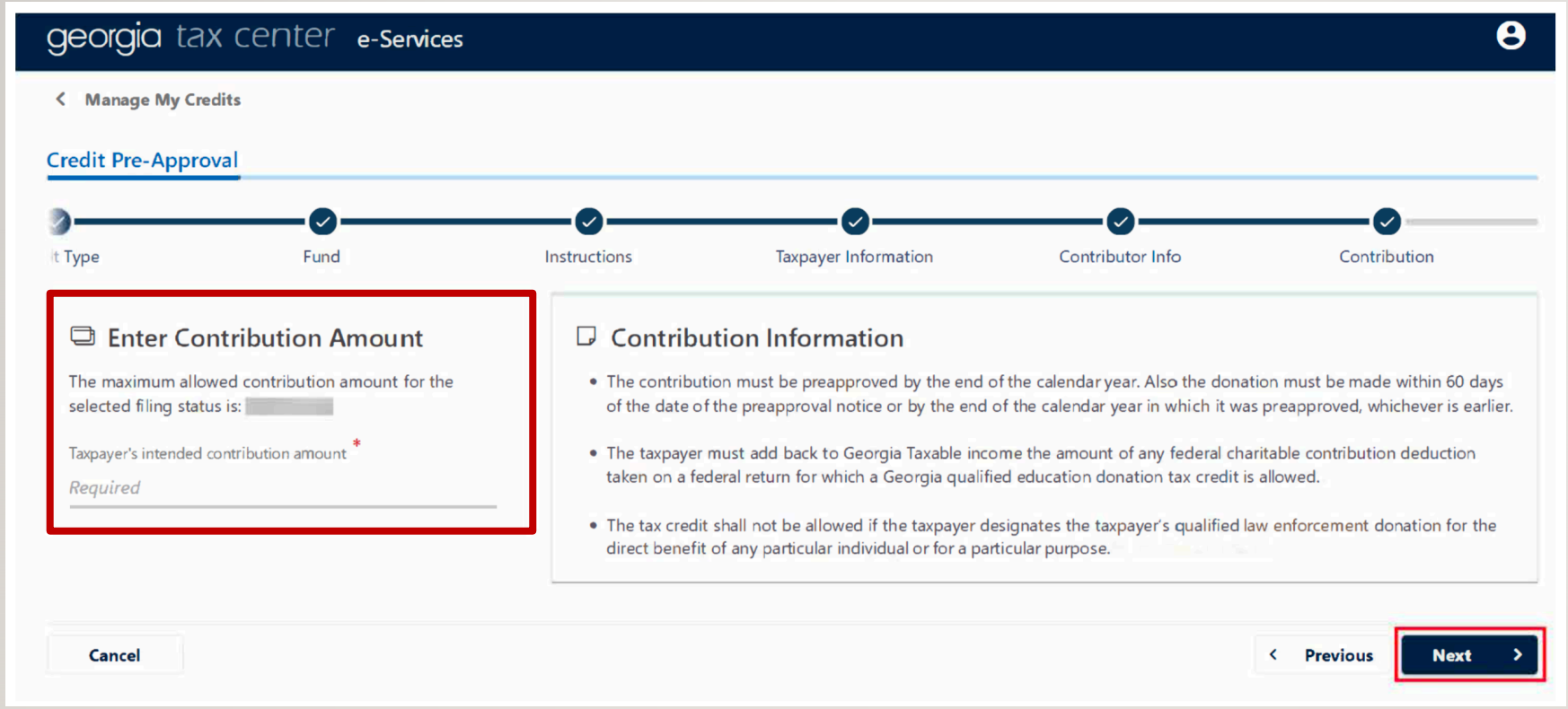
This will adjust your donation limits based on the new tax credit law.



FILING STATUS & JOINT FILER INFORMATION

Select your filing status, choose "Yes" or "No" for you & your joint filer on the left.

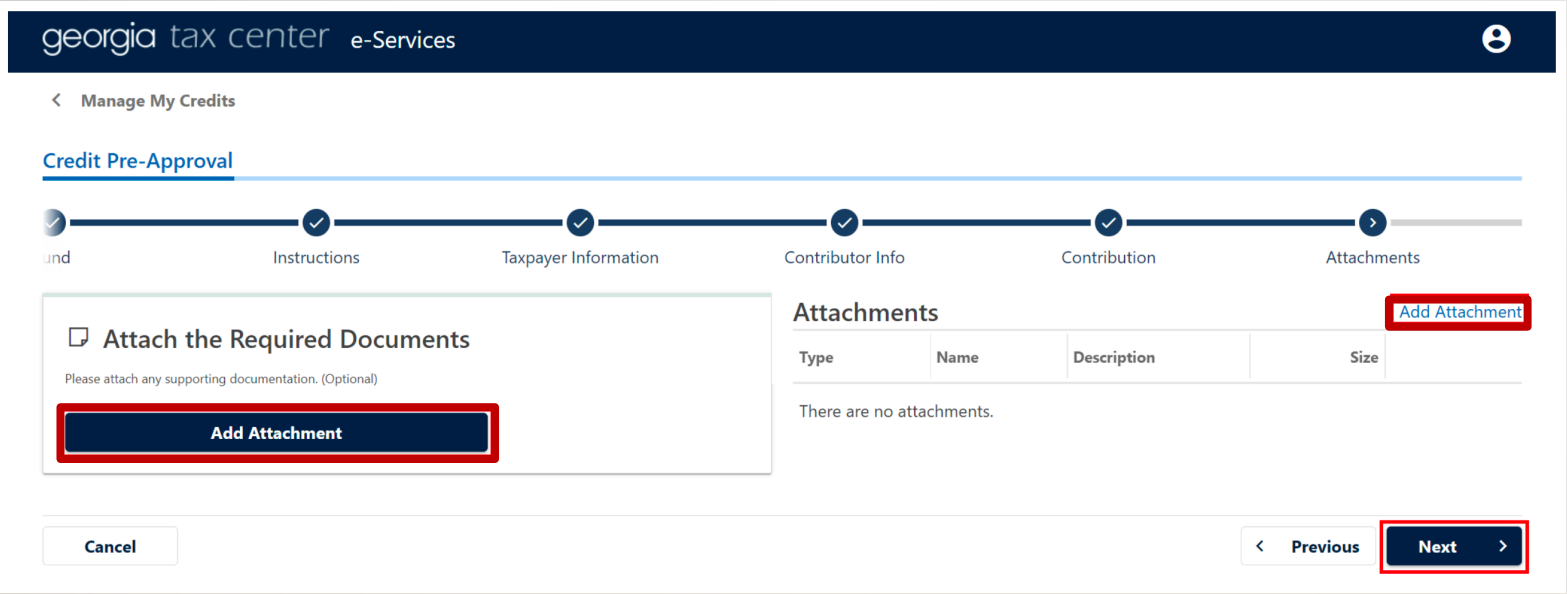
Enter your joint filer's information on the right side of the screen.



CONTRIBUTION AMOUNT

Verify the filing status is correct, and enter your desired contribution amount.

Maximum contributions will be based on your tax Filing Status.

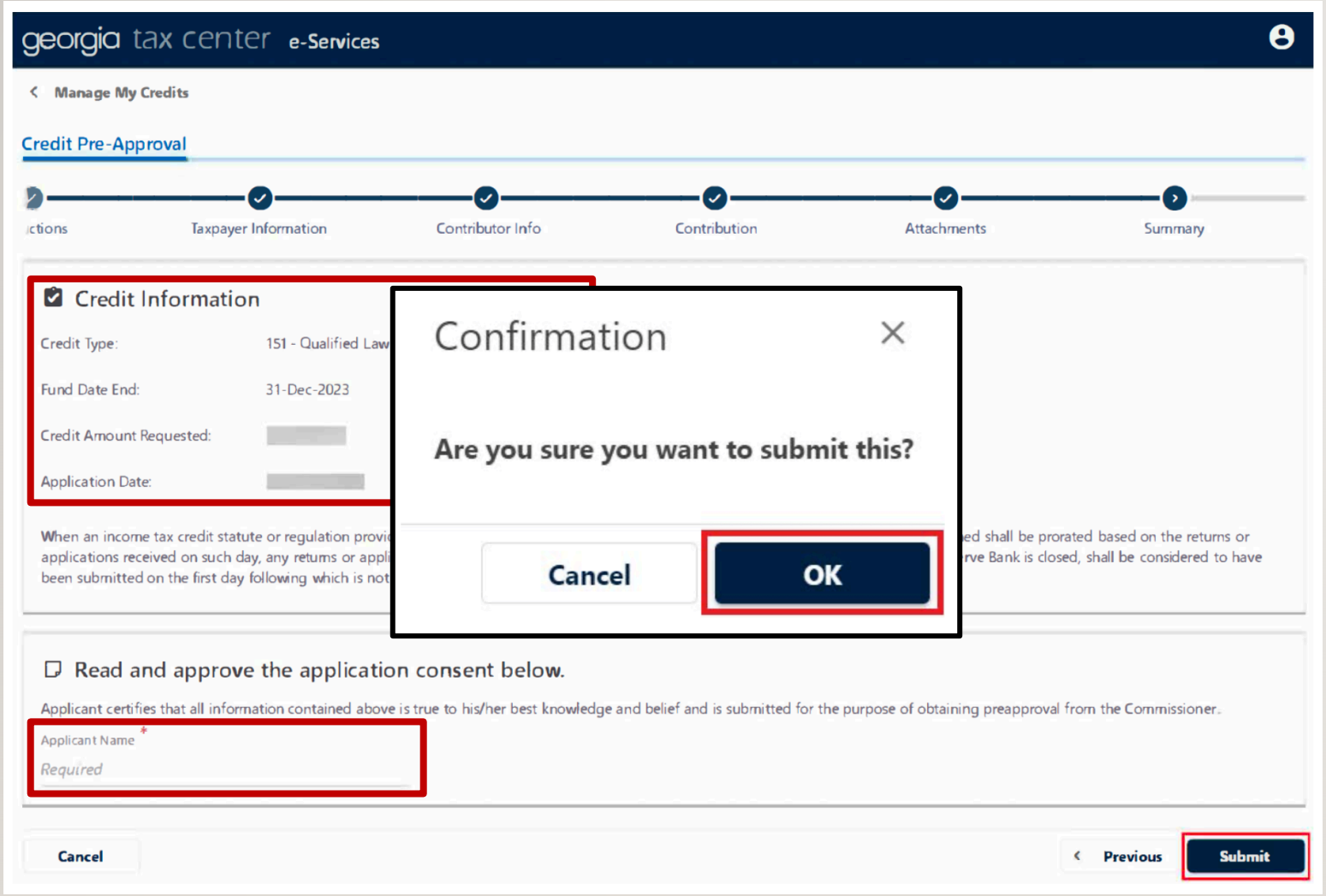


ATTACH REQUIRED DOCUMENTS

This step is optional, but you would attach form IT-QLED- TP1 (or TP2).

*The Department of Revenue **will not** pre-approve any qualified law enforcement donation credit where the form IT-QLED-TP1 (or TP2) is submitted or filed in any other manner.*

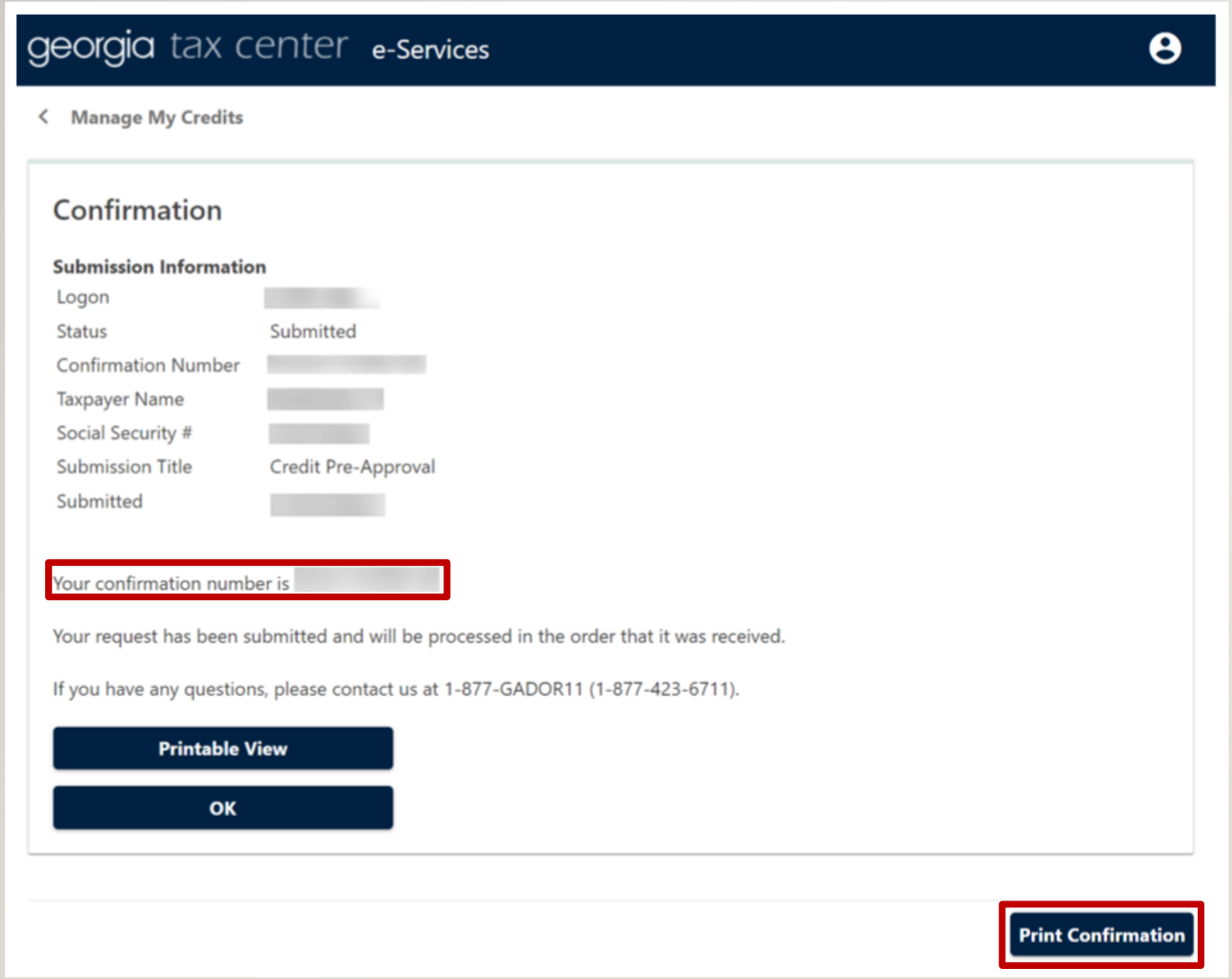
This form is not currently available, but will be available in January 2023, on: https://dor.georgia.gov



PRE-APPROVAL SUBMISSION

Verify everything is correct regarding your contribution, and click the ***Submit*** button.

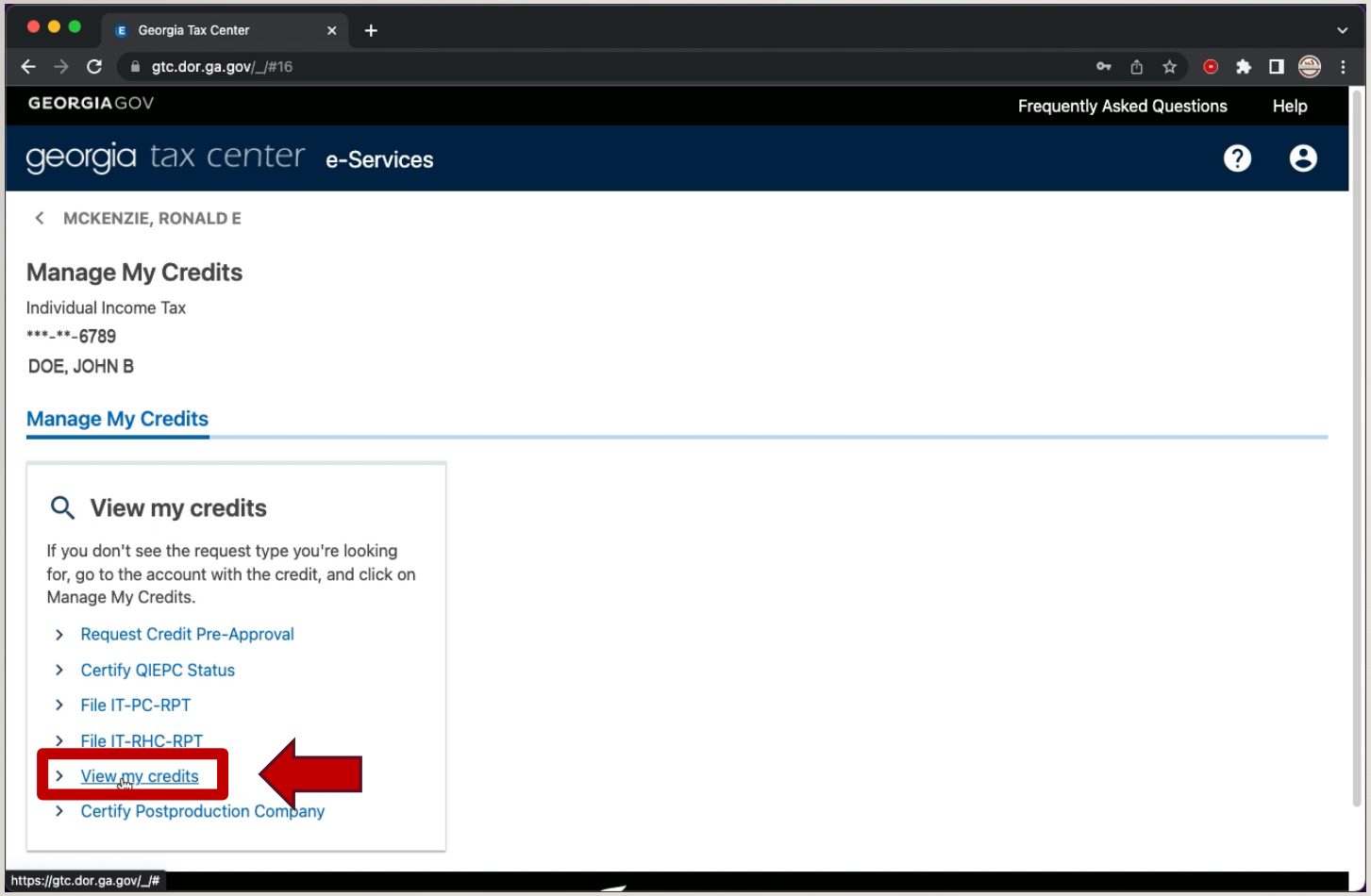
You will then need to confirm you are ready to submit for tax credit pre-approval.



CONFIRMATION

Once your submission is completed, print or save a copy of your confirmation number/page.

This may be needed for end of year tax filing.



VIEW TAX CREDITS

When re-visiting the GTC website, click on ***View my credits*** to access filed contribution requests.

REFUND THE POLICE

QUALIFIED LAW ENFORCEMENT DONATION TAX CREDIT