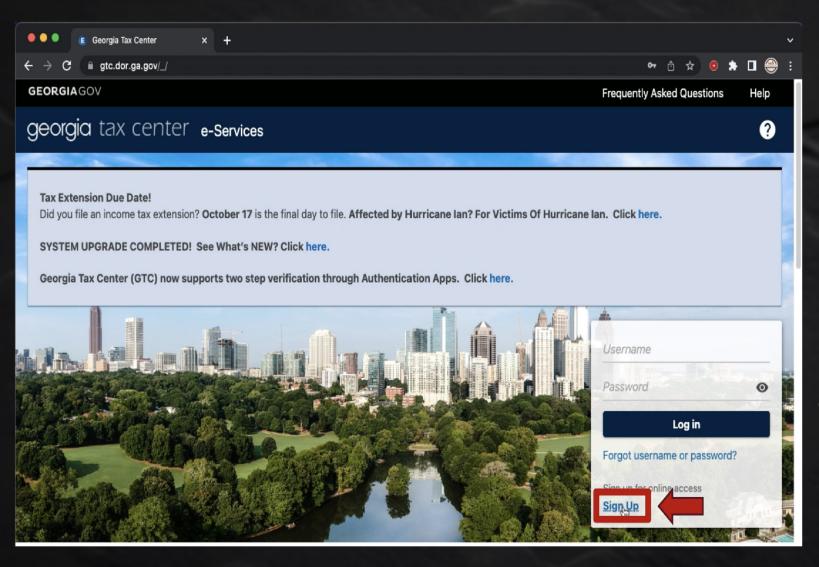
# FAYETTE COUNTY SHERIFF'S FOUNDATION



QUALIFIED LAW ENFORCEMENT DONATION TAX CREDIT

Support the Fayette County Sheriff's Office

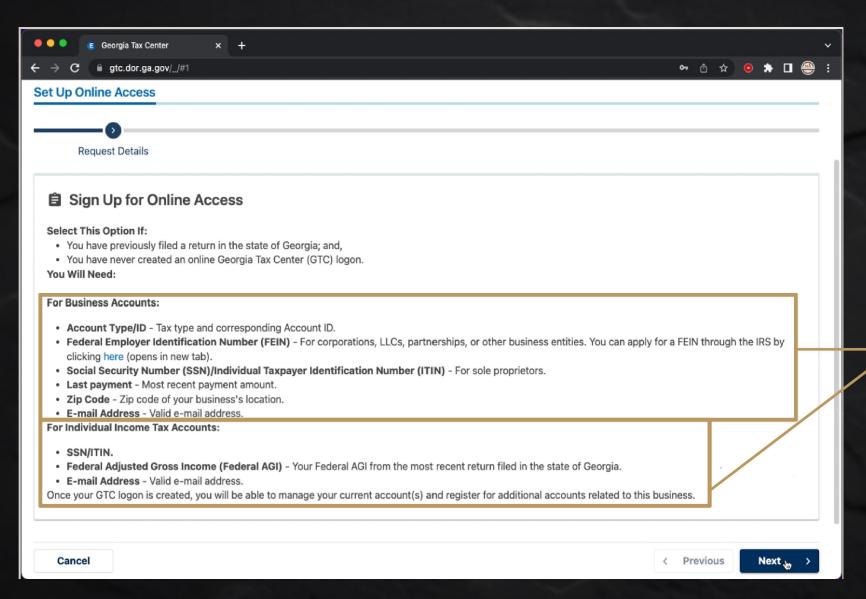
# REGISTER ON THE GEORGIA TAX CENTER WEBSITE



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



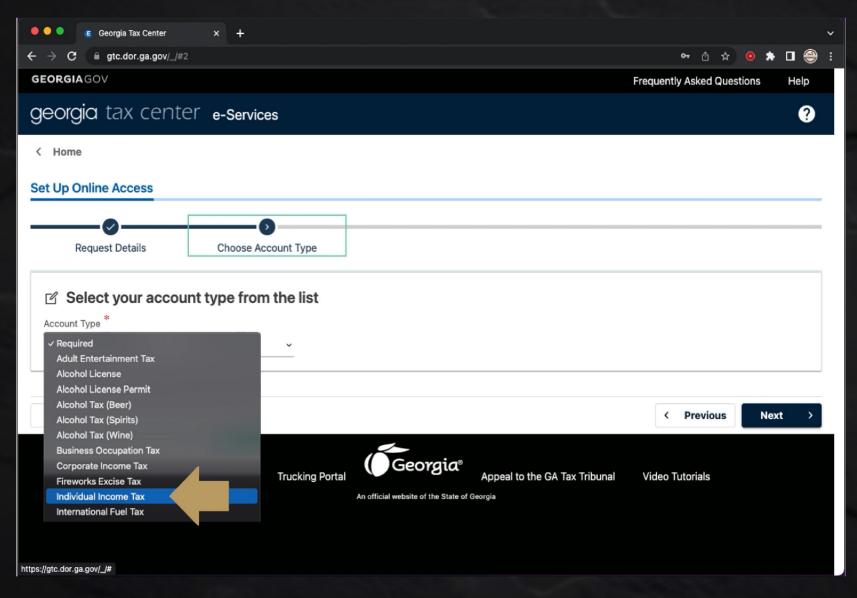
### SIGN UP FOR ONLINE ACCESS



This is the information you will need



#### SETTING UP YOUR ACCOUNT TYPE

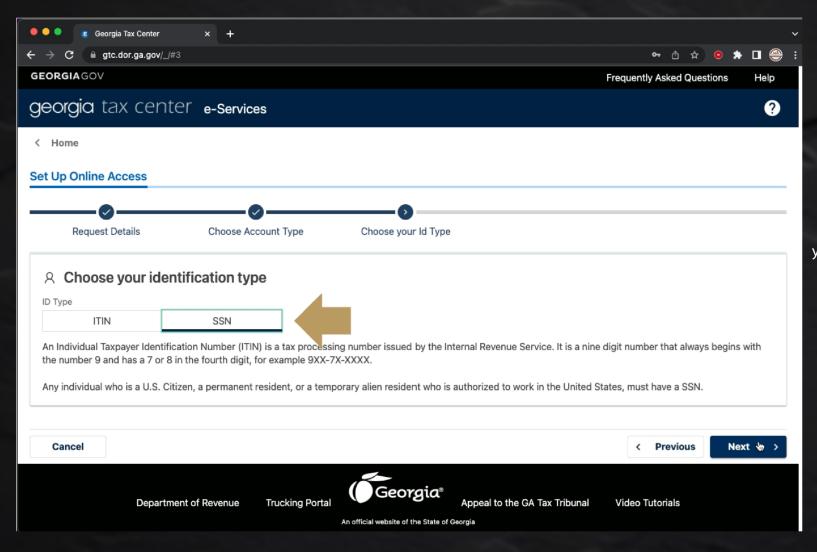


Choose the type of account you would like to setup.

Highlighted is the Individual Income Tax account type.



#### **IDENTIFICATION TYPE**

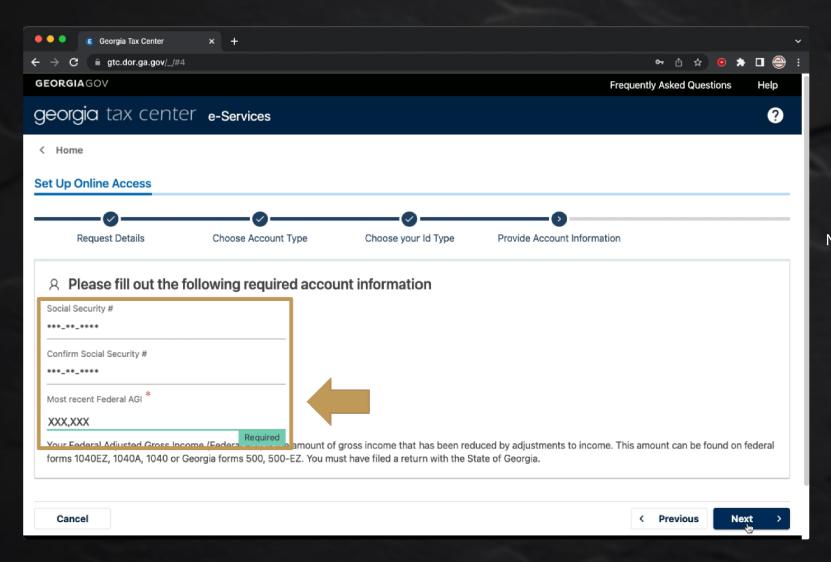


Select the type of identification you will provide to verify who you are in setting up your account

We will select SSN (Social Security Number).



#### **ACCOUNT INFORMATION**

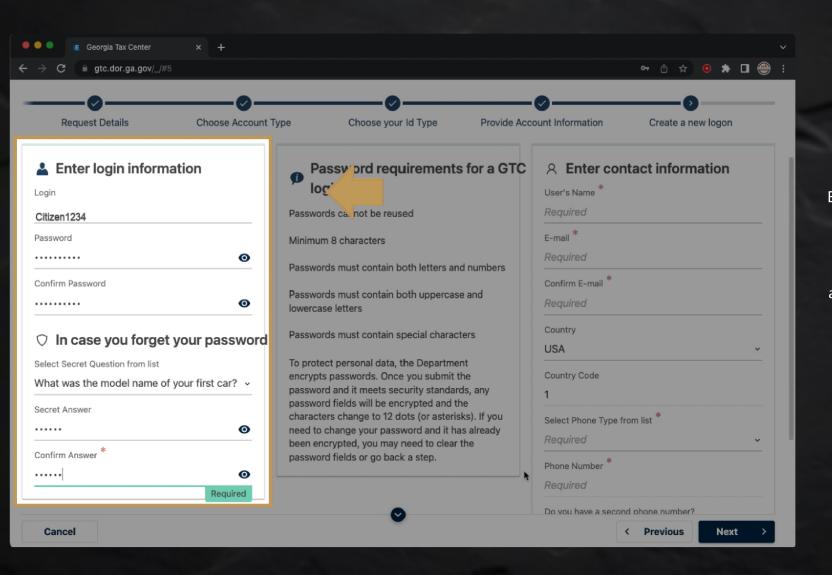


Enter your SSN (Social Security Number) and provide your most recent (previous year) Federal Adjusted Gross Income (AGI).

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



#### **CREATE A NEW LOGON**

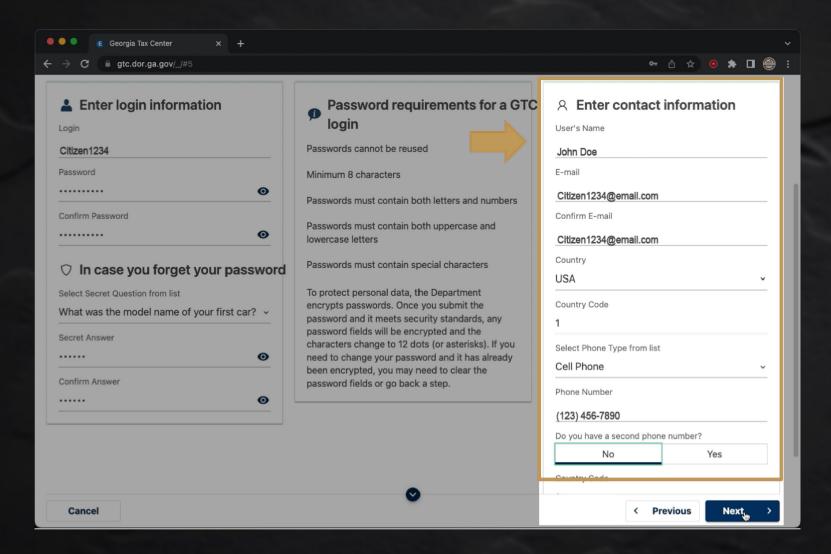


Enter your desired username and password for future login.

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



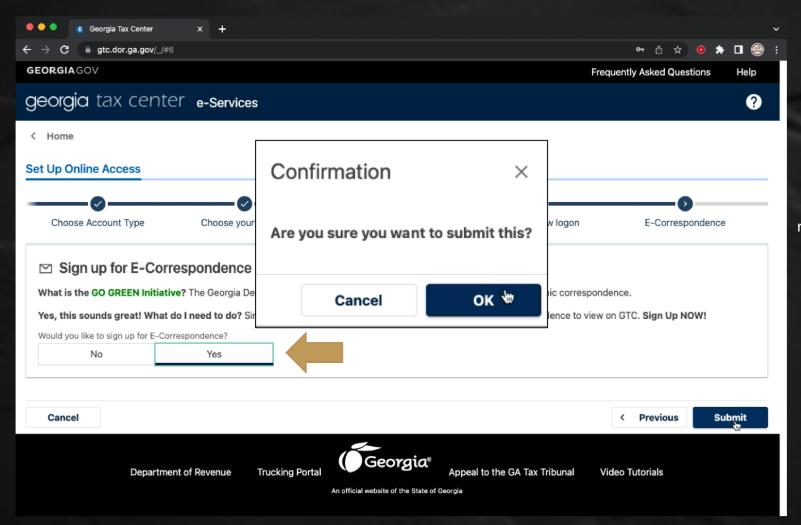
#### **ENTER CONTACT INFORMATION**



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



#### **GO GREEN**

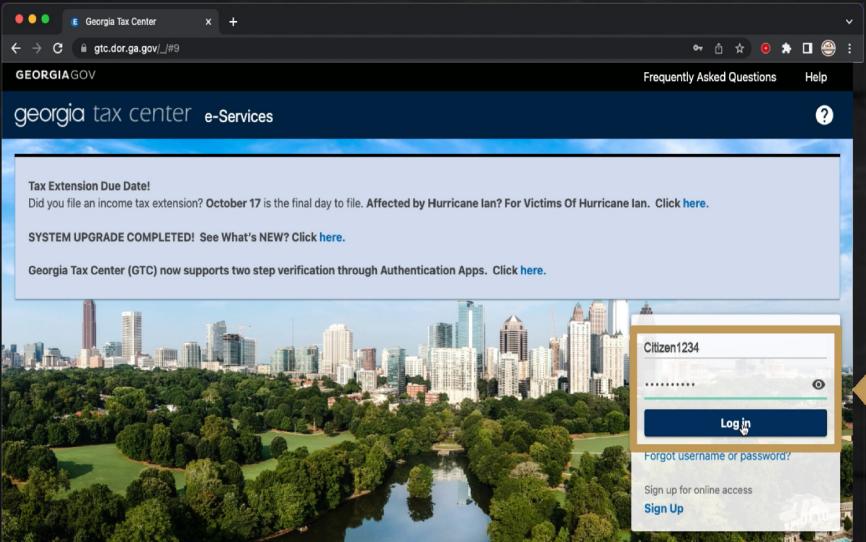


Choose Yes if you would like to receive electronic correspondence (email, phone, etc.) rather than paper mail.

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



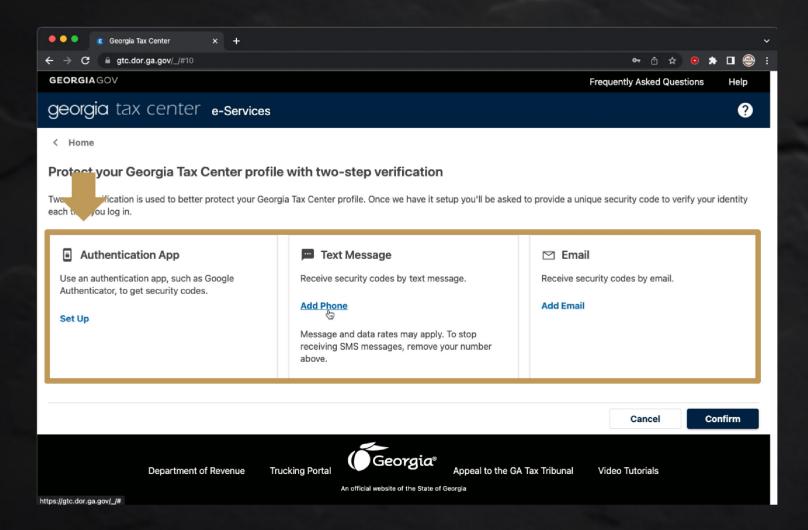
# LOGIN ON THE GEORGIA TAX CENTER



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



# TWO STEP VERIFICATION



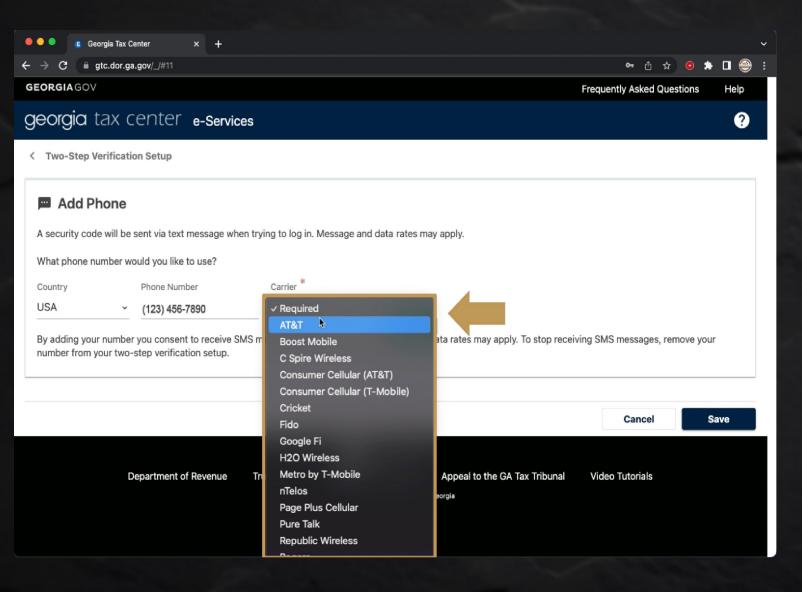
It is highly recommended that you add a two-step authentication method.

#### Choose from:

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



#### TEXT MESSAGE AUTHENTICATION

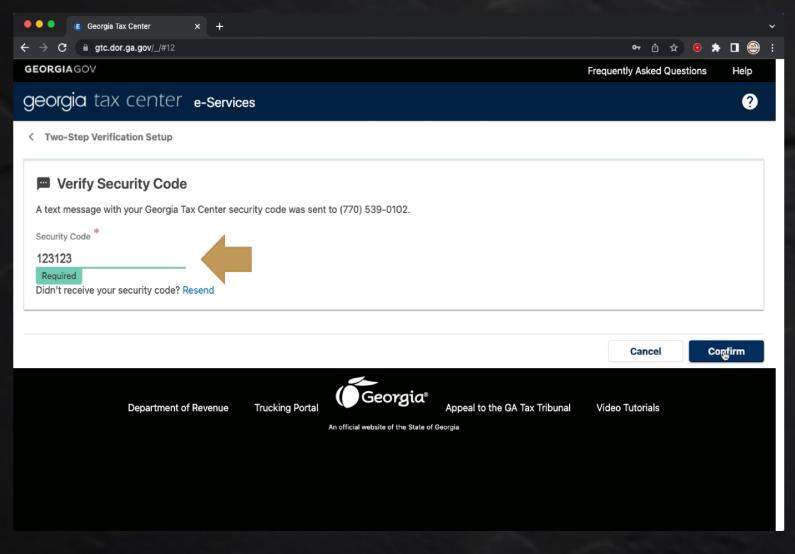


Enter a valid cellular phone number & select your cell carrier from the list.

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



### **SECURITY CODE**

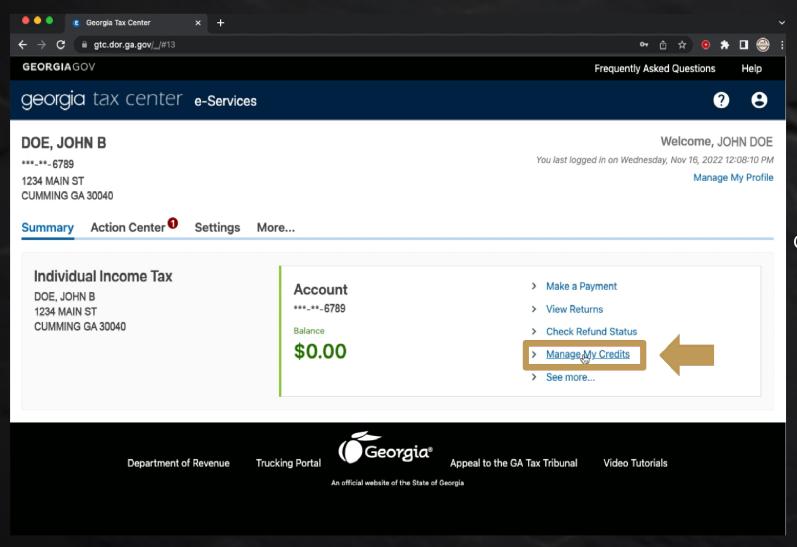


You will receive a text message after a few moments, with a numerical code to verify your login attempt.

Email verification will include a link. Authenticator App will have a code.



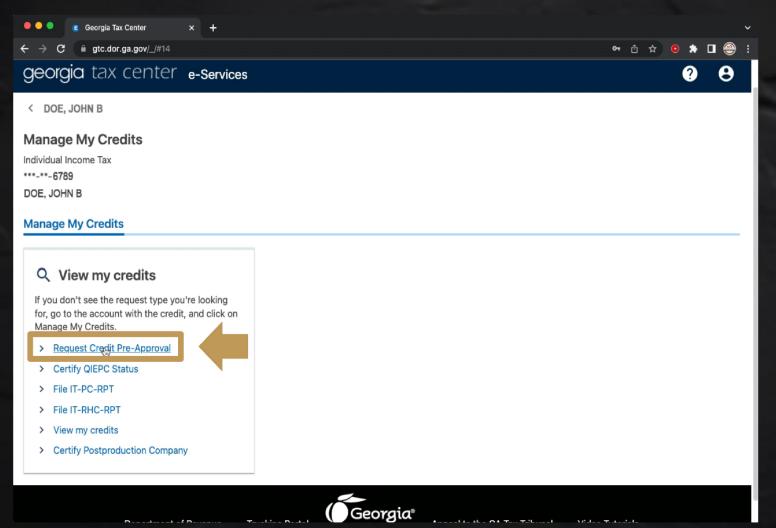
#### FOLLOW INSTRUCTIONS FOR TAX CREDIT.



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



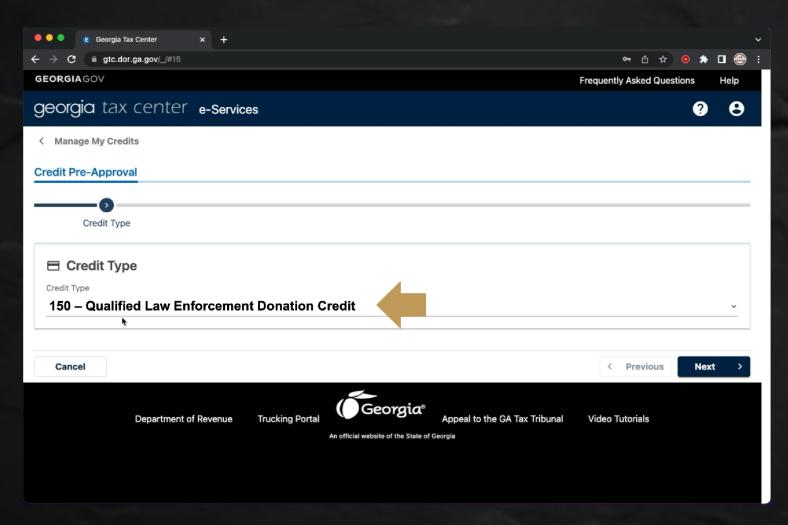
# REQUEST CREDIT PRE-APPROVAL.



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



#### SELECT A PRE-APPROVAL CREDIT TYPE.

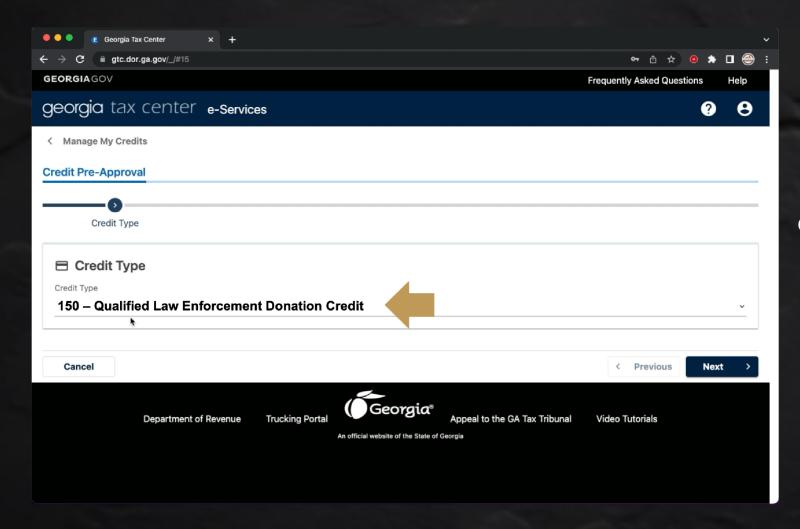


From the Credit Type drop-down menu, select:

150 – Qualified Law Enforcement Donation Credit



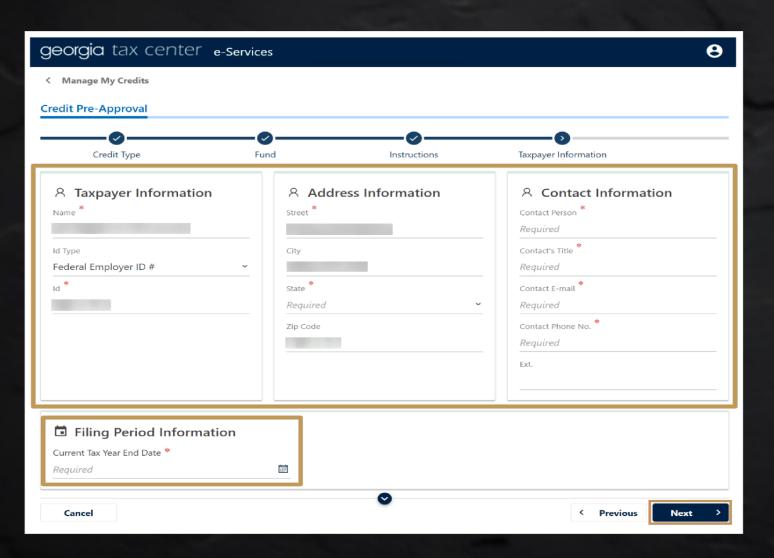
### **SELECT A FUND**



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



# TAXPAYER & FILING PERIOD INFORMATION

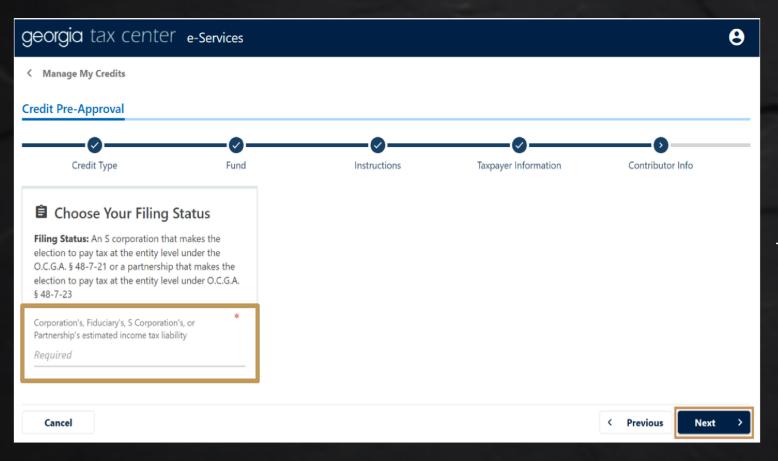


Enter and/or verify the information as being correct, for the pre-approval process.

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



# **FILING STATUS**

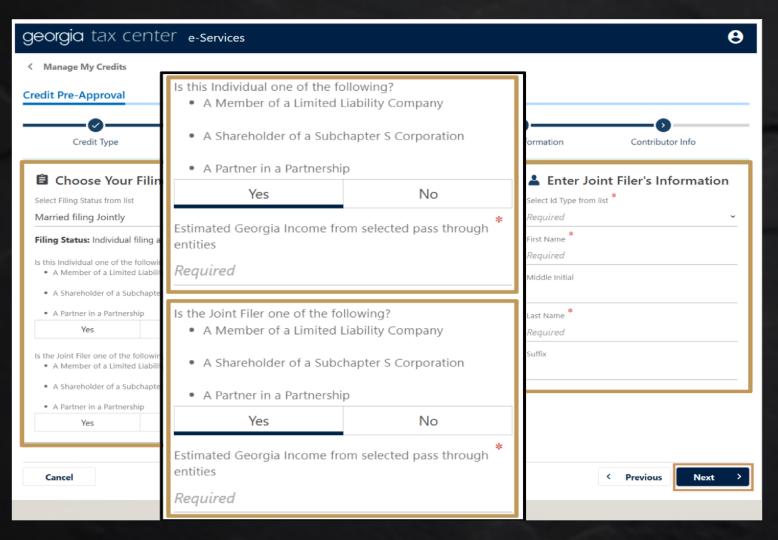


Select your filing status from the drop-down menu.

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



#### FILING STATUS & JOINT FILER INFORMATION

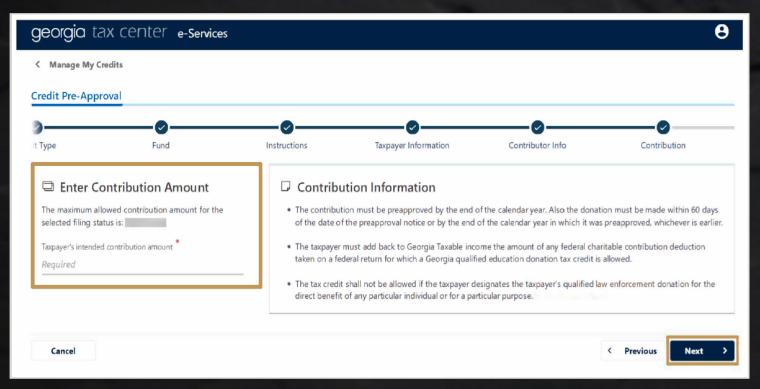


Select your filing status, choose "Yes" or "No" for you & your joint filer on the left.

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



#### **CONTRIBUTION AMOUNT**

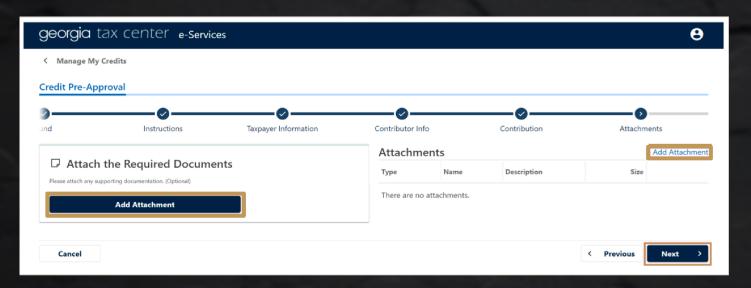


Verify the filing status is correct, and enter your desired contribution amount.

Maximum contributions will be based on your tax Filing Status.



# ATTACH REQUIRED DOCUMENTS

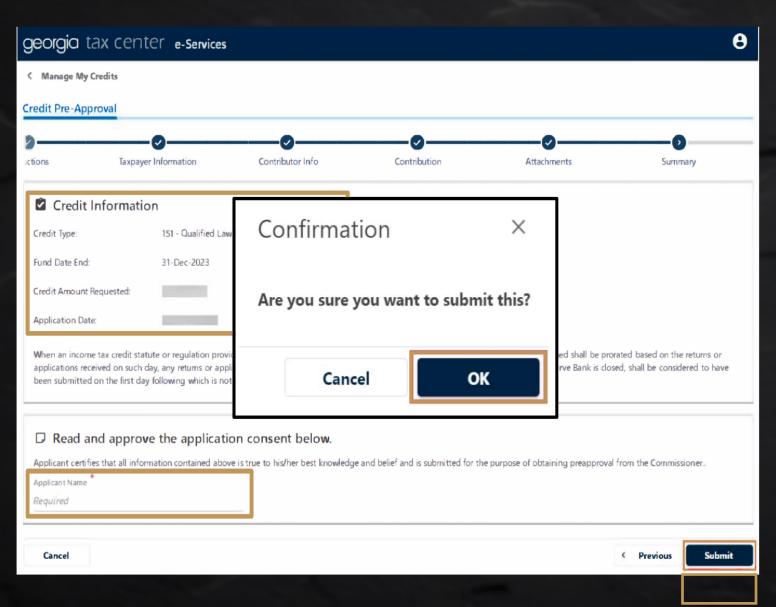


This step is optional, but you would attach form IT-QLED-TP1 (or TP2).

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.



#### PRE-APPROVAL SUBMISSION

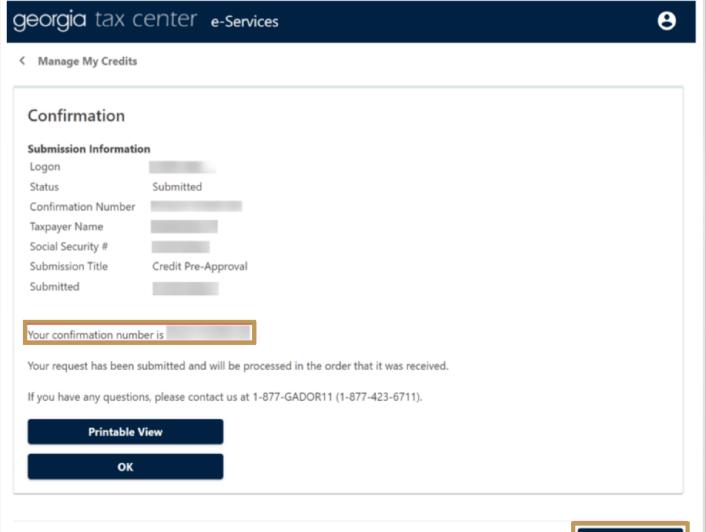


Verify everything is correct regarding your contribution, and click the Submit button.

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



#### **CONFIRMATION**



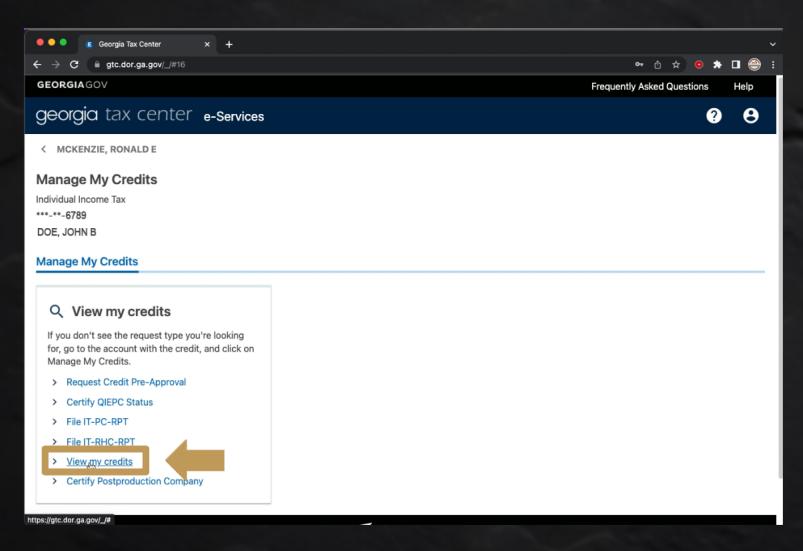
Once your submission is completed, print or save a copy of your confirmation number/page.

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.

