

# HOW TO REPORT EXCISE TAXES

**For Technical and Non-Technical Issues**

Contact **ATL311.com** or **404-546-0311** to create a case.

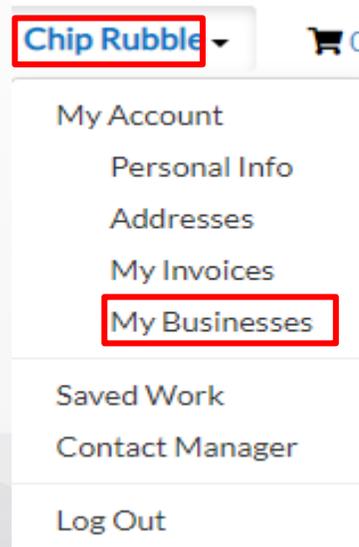
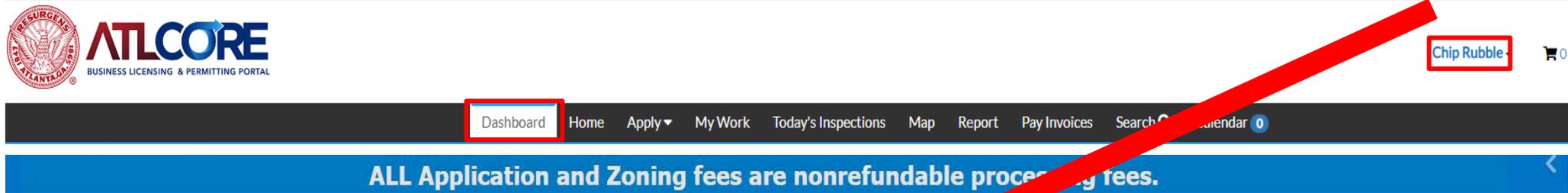


# HOW TO REPORT EXCISE TAXES

1. Using the Google Chrome browser, navigate to the [ATLCORE Business Licensing and Permitting Portal](#). To log in, click **Login or Register** (if you do not currently have an account) from the center of the home page or top right corner of the page.

# HOW TO REPORT EXCISE TAXES (cont'd)

2. After logging in, from your **Dashboard**, navigate to your username in top right corner.
3. Click on your username.
4. Select **My Account**.
5. Select My Businesses



# HOW TO REPORT EXCISE TAXES (cont'd)

## My Account

Personal Info Addresses My Favorites **My Businesses** My Templates My Drafts My Certificates

## My Businesses

Search for Business Number, Company Name

Sort Business Number

Business Number	Company Name	DBA	Status	Company Type	Open Date	Action
000001-2020	Wrinkle Services Test Record		Compliant	Sole Proprietorship	01/01/2019	<a href="#">File Now</a>
190695	Wrinkle Insurance Agency		Compliant	Sole Proprietorship		
190946	Wrinkle Restaurants Test Company	Wrinkle Restaurants	Submitted	Sole Proprietorship		<a href="#">File Now</a>
191136	Wrinkle Krinkle Fries		Submitted	Limited Liability Partnership		
191165	Wrinkle Wrinkle Soup		Compliant	Sole Proprietorship	01/01/2019	
191179	Wrinkle's Constructions		Submitted	Sole Proprietorship		
191200	Wrinkle Burritos		Compliant	Sole Proprietorship	01/01/2019	
191432	Wrinkle Restaurants Test Company	Wrinkle Restaurants	Submitted	Sole Proprietorship		

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6. Select **File Now** for the business required to report excise taxes.

# HOW TO REPORT EXCISE TAXES (cont'd)

**Business Details**

Business Number: 000001-2020      Business Name: Wrinkle Services Test Record      DBA:

Address: 111 Stop ST Atlanta, GA 30303

7. Choose the excise tax type from the **File Tax Remittance Information For:** dropdown list.

**File Tax Remittance Information For:**

Remittance Number: 001020

Paid on or before

Gross Amount      Exempt Amount      Amount Reported

- All
- Car Rental Excise Tax
- Hotel/Motel Excise Tax
- Tax By The Drink
- Wholesale Malt Excise Tax

# HOW TO REPORT EXCISE TAXES (cont'd)

Remittance Number	Account Type	Bill Period	Due Date
001022	Hotel/Motel Excise Tax	Monthly - 3 - 2021	04/20/2021

Paid on or before due date?

Amount Reported  Report Zero

8. Complete the form for the appropriate excise tax type and reporting period.

9. Follow the steps to submission.

10. Once the invoice is generated, add to cart.

11. Pay the invoice to complete the excise tax reporting.

**NOTE: Car Rental Excise Taxes cannot be paid online at this time.**

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