

Requirements for Using Form GA-V Payment Voucher

- **Who Must Use:** All employers who withhold more than \$200 per month must use Form GA-V to submit payment on or before the 15th of the following month.
- Form GA-V is not required if no tax is withheld for a particular month. Form GA-V is not required for taxpayers who submit monthly payments by Electronic Funds Transfer (EFT).
- Late returns and/or payments will be assessed a \$25 penalty in addition to other applicable penalty and interest. Do not send penalty or interest with payment.
- Make all changes to preprinted information on Form G-5(B).
- Complete the appropriate payment voucher and mail it on or before the payment due date.
- Taxes are withheld when wages are paid, not when the payroll period ends.

INSTRUCTIONS FOR COMPLETING FORM GA-V

1. Write the withholding number, tax period and due date in the appropriate fields. (If using a preprinted form, verify that this information is correct.)
2. Enter the amount paid with this form.
3. Sign and date the form. Mail form and payment to the indicated address.

Contact the Withholding Tax Unit at 404-417-3210 if you need additional information or assistance.

DO NOT STAPLE, PAPER CLIP OR ATTACH CHECK STUB

Cut on dotted line

GA-V (rev. 7/02)
Withholding Payment Voucher
 Georgia Department of Revenue
2003



MAIL TO:
 Georgia Department of Revenue
 P.O. Box 740387
 Atlanta, GA 30374-0387
 Telephone No. (404) 417-3210

USE ONLY FOR TAX YEAR INDICATED

GA Withholding ID	FEI Number	Tax Period	Due Date	Vendor Code
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NAME AND ADDRESS

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

Date Received

DO NOT STAPLE, PAPER CLIP OR ATTACH CHECK STUB
Amount Paid

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