

Instructions for Completing the G-7 Quarterly Return for the Quarterly Payer

- **Form G-7 MUST be filed**, even if no tax was withheld for a particular quarter.
- If the due date falls on a weekend or holiday, the tax shall be due on the next day that is not a weekend or holiday.
- Enter the "Tax Withheld", "Tax Due", and "Tax Paid" in the appropriate blocks.
- Enter the payment amount in the "Amount Paid" section.
- If applicable, enter any adjustment amount in the "Adjustment to Tax" block. This block should be used when using a credit from a prior period. Explain adjustments in the indicated area of the form. If you have to later report an additional amount withheld for a period or need to pay additional tax due for a period, file an amended return (check the amended return box) reporting the amended amounts on the appropriate lines. Do not use the adjustment to tax box.
- Submit Form G-7 on or before the last day of the month following the quarter. Late returns will be assessed a penalty equal to \$25.00 plus 5% of the total tax withheld on the return each month the return is late, not to exceed \$25.00 plus 25% of the total tax withheld on the return.
- Payers should not file a Form G-7 with every payment. All payments should be submitted with the Form GA-V. The G-7 return should be filed once the quarter is complete.
- Do not use this form for nonresident withholding; use Form G-7 NRW.
- Make check or money order payable to: Georgia Department of Revenue
- Mail this completed form with your payment to:

Processing Center
Georgia Department of Revenue
PO Box 105544
Atlanta, Georgia 30348-5544

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

NTF 2586812 5 GAG7Q1

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G-7 QUARTERLY RETURN
FOR QUARTERLY PAYER (Rev. 07/09/24)
2025

☐ Amended Return



2500703613

Name and Address: [Redacted]

GA Withholding ID	FEI Number	Period Ending	Due Date	Vendor Code
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PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.

PROCESSING CENTER
GEORGIA DEPARTMENT OF REVENUE
PO BOX 105544
ATLANTA GA 30348-5544

Tax withheld this period	Explanation of adjustments Under penalty of perjury, I declare that this return has been examined by me and to the best of my knowledge and belief it is true, correct and complete. Signature _____ Title _____
Adjustment to tax (+ or -)	
Tax Due	
Tax Paid	Telephone _____ Date _____

Amount Paid \$ [Redacted]