

How to Search Sales Tax Distributions

Interested in comparing your county's sales tax distributions to neighboring counties? Want to track sales tax distribution trends over a multi-year period for your county? Curious as to how much SPLOST is generated in counties with a similar population? You can find the answer to all of these questions and more through the Georgia Tax Center.

The Local Government Division of the Georgia Department of Revenue provides an online database through the Georgia Tax Center that allows the user to search sales tax distribution pro rata or in whole by county, city or school. No log in is needed to access this data. Information can be pulled for a single month or for a series of months. The database further allows the user to pull information for a single county or for all counties, with certain restrictions. The steps on how to navigate this database are provided in detail below.

Step One: Select County or All Counties

To begin your search, first go to the Georgia Tax Center homepage located at <https://gtc.dor.ga.gov/> and select the County of interest or the All Counties option.

The screenshot displays the Georgia Tax Center's search interface. On the left, a sidebar contains a 'MENU' with links to Home, Back, and View Support ID; a 'NAVIGATION' section with a Logon link and a Web Search link; and a 'HELP' section with links to FAQs and Video Tutorials. The main content area is titled 'SALES DISTRIBUTION SEARCH' and 'SEARCH RESULTS'. Below this, a heading reads 'Search Sales Tax Distributions'. A paragraph explains that the search reflects monthly sales tax distributions per jurisdiction (county, city, or school), tax type, and monthly period. It notes that city-only distributions are requested by selecting the appropriate county, then jurisdiction (city) for LOST and ELOST distributions. Multiple periods can be requested by selecting the beginning and ending distribution periods. Distributions prior to June 2009 will not have the source of distribution information available. All distribution data is unaudited and reflects only the amounts distributed to each jurisdiction for the period(s) requested.

The search form includes a 'County' dropdown menu, which is circled in red and labeled 'Select County'. The dropdown list shows 'ALL COUNTIES' and a list of Georgia counties: APPLING, ATKINSON, BACON, BAKER, BALDWIN, BANKS, BARROW, BARTOW, BEN HILL, BERRIEN, BIBB, BLECKLEY, and BRANTLEY. To the right of the 'County' dropdown is a 'Jurisdiction' field, which is labeled 'Required'. Below the 'Jurisdiction' field is a date range selector with 'From' and 'To' fields, labeled 'date as mmm yyyy - default is last day of the month'. A blue 'Search' button is located below the date range selector.

The footer of the page contains the following text: 'Department of Revenue | Tracking Portal | Frequently Asked Questions | Georgia Tax Center Info | Georgia Department of Revenue | © 2014 All rights reserved'.

Step Two: Select Jurisdiction of Interest

Once a county has been selected, the next step is to select the particular jurisdiction of interest. As seen in the example below for Appling County, the user can choose to pull information on LOST, SPLOST, ESPLOST, or TSPLOST for each jurisdiction listed. The database allows you to pull information on one of these distributions at a time, or leave that field blank and it will show the distributions for all jurisdictions for the timeframe requested.

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SALES DISTRIBUTION SEARCH | **SEARCH RESULTS**

Search Sales Tax Distributions

The search reflects the monthly sales tax distributions per jurisdiction (county, city, or school), tax type and monthly period. City only distributions may be requested by selecting the appropriate county, then jurisdiction (city) for LOST and ELOST distributions. Multiple periods may be requested by selecting the beginning and ending distribution periods. Distributions prior to June 2009 will not have the source of distribution information available. All distribution data is unaudited and reflects only the amounts distributed to each jurisdiction for the period(s) requested.

Select County

County: **APPLING** | **Jurisdiction**

Select Date or type specific date as mm/yy

Distribution Period From: **Required** | To: **Required**

Select Jurisdiction or leave blank for all

- (Pro Rata) APPLING COUNTY BOARD OF COMMISSIONERS (LOST)
- (Pro Rata) APPLING COUNTY BOARD OF COMMISSIONERS (SPLOST)
- (Pro Rata) APPLING COUNTY BOARD OF EDUCATION (ELOST)
- (Pro Rata) CITY OF BAXLEY (LOST)
- (Pro Rata) CITY OF GRAHAM (LOST)
- (Pro Rata) CITY OF SURRENCY (LOST)
- (Pro Rata) TSPLOST
- APPLING COUNTY BOARD OF COMMISSIONERS (LOST)
- APPLING COUNTY BOARD OF COMMISSIONERS (SPLOST)
- APPLING COUNTY BOARD OF EDUCATION (ELOST)
- CITY OF BAXLEY (LOST)
- CITY OF GRAHAM (LOST)
- CITY OF SURRENCY (LOST)

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Step Three:

Once the county and jurisdiction have been selected, the user must select dates for their search. The timeframe provided allows searches from the first date of the month to the last date of the month for whatever timeframe is indicated. The timeframe options range from a single month to multiple years. Only single county searches can be conducted for multiple years. If the user wants to search all counties, only one month of data at a time can be generated.

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SALES DISTRIBUTION SEARCH | **SEARCH RESULTS**

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Select County **Select Jurisdiction or leave blank for all**

County: Jurisdiction:

Select Date or type specific date as mmm yyyy - default is last day of the month

Distribution Period From: To:

Search

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Step Four:

Once the desired criteria has been selected, click on the Search button and the information will be presented as shown below. The displayed data includes the time period requested, the jurisdiction, tax type, returns, billing, audits, adjustments, and administrative fee. A legend at the top of the page provides additional information to the user on the meaning of the terms provided in the search fields. The data can also be exported into an Excel file. The tool to prompt the export is located right above the administrative fee results on the far right. For new searches, the user need only to click on the New Search button located at the bottom of the data and will be taken back to the home page to start over.

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SEARCH RESULTS
Legend
Returns - From processed returns during the period(s) requested.
Billing - From assessment billings processed during period(s) requested and includes penalties and interest.
Audits - From audit collections processed during period(s) requested and includes penalties and interest.
Adjustments - Changes to revenue due to refunds, transfers or corrections to previous distributions.
Admin Fee - Revenue reduced due to the Department's statutory administrative fee, 1% of distribution.

Monthly Distribution Search Results
If you receive an Excel message after clicking Export regarding the format of the file, click Yes.

Distribution Period	County Code	Jurisdiction	Amount of Distribution	Tax Type	Returns	Billing	Audits	Adjustments (+ or -)	Admin Fee
31-May-2016	001	CITY OF GRAHAM (LOST)	4,626.45	LOST	4,549.75	114.95	9.60	-1.11	-46.74
31-May-2016	001	CITY OF SURRENCY (LOST)	4,626.45	LOST	4,549.75	114.95	9.60	-1.11	-46.74
31-May-2016	001	CITY OF BAXLEY (LOST)	69,395.78	LOST	68,247.10	1,724.30	143.93	-18.58	-700.97
31-May-2016	001	TSPLOST	201,933.26	TSPLOST	196,608.45	5,216.72	163.80	-55.71	0.00
31-May-2016	001	APPLING COUNTY BOARD OF COMMISSIONERS (LOST)	152,670.94	LOST	150,143.86	3,793.55	316.62	-40.96	-1,542.13
31-May-2016	001	APPLING COUNTY BOARD OF COMMISSIONERS (SPLOST)	231,319.33	SPLOST	227,490.41	5,747.84	479.74	-62.11	-2,336.55
31-May-2016	001	APPLING COUNTY BOARD OF EDUCATION (ELOST)	234,051.95	ELOST	230,285.16	5,713.61	479.74	-62.40	-2,364.16

7 Rows

New Search

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Research Tips

The Georgia Tax Center provides a wealth of data on sales tax distributions through the sales tax distribution database. To ensure you have the most productive searches, the following tips should be observed:

- Use the “home” and “back” buttons on the website as opposed to the ones from the browser
- Used the “new search” button on the website as opposed to going back through the browser
- Distributions prior to 2009 will not have the source of distribution information available
- Data ranges are from the first day of the month through the last day of the month for whatever timeframe is selected