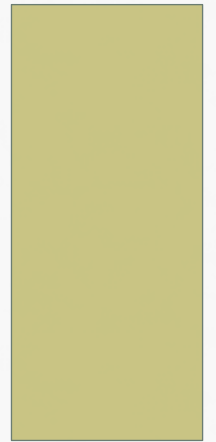


**FOOD SALES SUBMISSION
TECHNICAL ASSISTANCE TRAINING**

GEORGIA WIC PROGRAM



PURPOSE

To provide technical assistance for the correct preparation of food sales assessment documentation

TRAINING OUTLINE

- Correct preparation of self-reporting documents (e.g. GWVF 1, 2 and 3)
- Proper retrieval of the Sales and Use Tax (ST-3) forms from the Georgia Department of Revenue for designated reporting period
- Submission process for self-reporting and ST-3 documents to Georgia WIC
- Provide information regarding upcoming changes to the reporting process

PREPARATION OF SELF-REPORTING DOCUMENTS

GWVF-1 Georgia WIC Vendor's Food Sales Report

- Requires three (3) months of food sales information
- Self-reported calculations should equal **total sales** inclusive of exempt and non-exempt sales
- Total eligible food sales should equal total exempt food sales unless the following are sold:
 - Gasoline
 - Georgia Lottery Tickets
 - Vitamins and/or dietary supplements

Georgia WIC Vendor's Food Sales Report (GWVF-1)

Vendor Name	Vendor Number
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Please provide the Requested Information and Documents for EACH appropriate month.

Note: Your self-reported figures on this form should match the figures reflected in your Georgia DOR ST-3 filing report.

Month & Year	Total Sales	Total State Exempt	Total State Non-Exempt	Total Eligible Food Sales Including WIC/SNAP Sales	Total Gasoline Sales
	Gross Sales	Non-Taxable Sales	Taxable Sales		If Applicable

Signature of Store Authorized Representative

Date of Signature

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PREPARATION OF SELF-REPORTING DOCUMENTS

GWVF-2 GA WIC Questionnaire Form

Georgia WIC Vendor Questionnaire (GWVF-2)

Vendor Name	Vendor Number

1. Does this store sell the Georgia lottery? Yes No
2. Does this store sell Gasoline? Yes No
3. Does this store sell any tax-exempt non-food items or tax-exempt non-WIC/SNAP eligible food items? Yes No

If so, please list all items along with the total sales data for each in the table below.

- Refer to <https://etax.dor.ga.gov/salestax/index.aspx> and click on the link [2014 List of Sales and Use Tax and Exemptions](#) for a complete list.

Item(s)	Total Sales
	\$
	\$
	\$

4. Please list the items this store carries for sale other than WIC/SNAP eligible items (i.e. paper products, clothing, prepared/hot foods, etc.).

1.		5.	
2.		6.	
3.		7.	
4.		8.	

Signature of Store Authorized Representative

Date of Signature

Georgia Department of Public Health | We Protect Lives.

Complete all fields accurately and truthfully, including:

- Vendor Name
- Vendor Number
- Complete questions 1-4
- Sign and date

PREPARATION OF SELF-REPORTING DOCUMENTS

GWVF-3 VERIFICATION Form

Complete all fields accurately and truthfully, including:

- Vendor Name
- Vendor Number
- Signature
- Supporting documentation (if applicable)
- Complete Notary Public section

Georgia WIC Vendor Verification (GWVF-3)

Vendor Name	Vendor Number
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PERSONALLY APPEARED before me, the undersigned officer duly authorized to administer oaths,
Print Name of Store Authorized Representative _____, who, after first being duly sworn, states on oath the following:

I swear and affirm under penalty of perjury that the information and documents submitted are true and correct. I have completed the documents based on facts that were in my personal knowledge, and calculated by examining the business and financial records of the above-referenced WIC Vendor. The facts contained herein are true, correct, and complete to the best of my knowledge. If I subsequently discover that the facts herein have changed, or I need to amend any of my tax documents, I understand that I am under the affirmative obligation to update my tax documents with the Georgia Department of Revenue prior to the deadline to submit the enclosed forms (GWVF-1, GWVF-2, GWVF-3, and DOR ST-3) to the Georgia WIC Program. I understand that failure to provide the requested information timely will result in termination of my Vendor Agreement with Georgia WIC.

I further understand that the information provided may be verified with other governmental agencies and must be supported by tax forms and other business and sales documentation correspondent to the requested months that will sufficiently establish total eligible food sales, non-exempt sales, SNAP and WIC sales, and/or gross sales.

I acknowledge that this statement is given under oath, under penalty of perjury and punishable by criminal prosecution for false swearing. I also swear that below is the list of documents used to calculate and verify the figures reported. (If necessary, additional forms attached):

Supporting Documentation	
1. _____	3. _____
2. _____	4. _____

Dated this ____ day of _____, 2014

Address: _____ Signature of Store Authorized Representative _____

Phone: (____) _____-____ Printed Name of Store Representative _____

Sworn to and subscribed before me this ____ day of _____, 2014.

NOTARY PUBLIC
My Commission Expires: _____ [NOTARY SEAL]

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****Once self-reporting documents are complete, proceed to ST-3 retrieval**

RETRIEVING ST-3 FORMS

Visit the Georgia Department of Revenue - **Georgia Tax Center** website <https://gtc.dor.ga.gov/#1>

STEP 1- Log-in using username and password provided by the Georgia Department of Revenue

STEP 2- Click on account number

STEP 3- Click on the word **REQUEST**

STEP 4- Print ST-3 forms (ensure confirmation number is located in the upper right corner)



The screenshot shows the Georgia Tax Center website. At the top, it says "Welcome to georgia tax center" with a small image of a Georgia state seal. Below that, there are navigation links: "Georgia Department of Revenue", "Instructions/Videos", "Frequently Asked Questions", and "GA Trucking Portal". The main content area is divided into three columns: "FOR BUSINESSES", "FOR INDIVIDUALS", and "LOGIN FOR FULL ACCESS". The "FOR BUSINESSES" column lists options like "Register a new GA business", "Make a quick payment", "Protest a proposed assessment", "Appeal to the GA Tax Tribunal", "Request a waiver of penalty", "Submit documentation", and "Exempt Wine Permit for Churches". The "FOR INDIVIDUALS" column lists options like "Where's my refund?", "Make a quick payment", "Protest a proposed assessment", "Appeal to the GA Tax Tribunal", "Request a waiver of penalty", "Submit documentation", and "Receive 1099G electronically". The "LOGIN FOR FULL ACCESS" column has a "What can I do inside GTC?" button, a "Username" field, a "Password" field with a "Forgot your password?" link, an "Authorization Code" field, and "Login" and "Sign up" buttons. There is also a "Find an existing request" button at the bottom.

NOTE: Corporate vendors must provide an itemized spreadsheet separating total state sales, exempt sales, and taxable sales for **each WIC authorized store.**

****Once ST-3 documentation is retrieved, proceed to proper submission**

PROPER SUBMISSION TO GEORGIA WIC

- Mail all documents to the Georgia WIC Program using a traceable method (i.e. UPS, FedEx, etc.). Please keep copies of all documents mailed.

Mail to:

Georgia Department of Public Health

Georgia WIC Program

Office of Vendor Management

2 Peachtree Street, NW, 10th Floor

Atlanta, GA 30303

UPCOMING CHANGES

Effective November 2014

Self-reporting form GWVF-1 will be accessible online through the shelf price survey website, State Electronic Notifiable Disease Surveillance System (SENDSS)

REMINDERS

- Each WIC-authorized store must be assessed to ensure an accurate assessment of sales data.
- All ST-3 documentation must have a confirmation number that verifies that the forms were retrieved from the Georgia Department of Revenue.

CONTACT INFORMATION

**Georgia WIC
Office of Vendor Management:**
(404)657-2900

Customer Service Hotline:
1 (866)814-5468 (toll free within
Georgia)