

COMPLETING THE **PT – 61** FORM

DISCLAIMER:

You (the filer) are solely responsible for the accuracy of the information contained within the PT-61 Form. Before submitting the form, please be sure that all names are spelled correctly; correct addresses are listed for the buyer and seller and that you have the correct Map & Parcel number for the property being conveyed.

GO TO <https://www.gsccca.org/>

Click on file

Click on E-Filing

Click on PT-61 e-Filing

Click on FILE MY PT-61 FORM

Complete the highlighted portions below:

GSCCCA PT-61 E-Filing

You must log in to automatically save your filings*. Please click here to login. This is not required.



Section A - Seller's Information

Primary Name:

Individual

* First: Middle: * Last: ?

Business / Organization / Other

* Name: ?

Primary Mailing Address:

* Address Type: U.S. International Military ?

* Address 1: ?

Address 2: ?

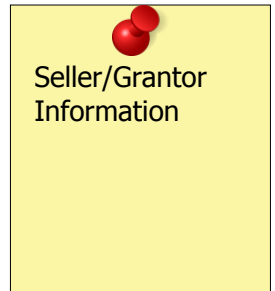
* City: ?

* State: ?

* Zip: - ?

* Country: ?

* denotes required field



ONCE COMPLETE: CLICK NEXT STEP

GSCCCA PT-61 E-Filing

You must log in to automatically save your filings*. Please click here to login. This is not required.



Section B - Buyer's Information

Primary Name:

Individual

* First: Middle: * Last: ?

Business / Organization / Other

* Name: ?

Primary Mailing Address:

This address will be used for mailing of Tax Notices.

* Address Type: U.S. International Military ?

* Address 1: ?

Address 2: ?

* City: ?

* State: Georgia ?

* Zip: - ?

* Country: United States ?

* denotes required field

Buyer/Grantee Information

Additional Buyers: ?

Individual

* First: Middle: * Last: ?

Business

* Organization Name: ?

Add to Additional Names ?

Update Additional Name ?

?
 ?

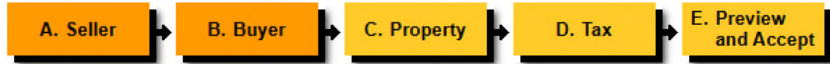
Add additional buyers only if applicable


Previous Step


Next Step

ONCE COMPLETE: CLICK NEXT STEP

You must log in to automatically save your filings*. Please click here to login. This is not required.




Date of Sale is the date listed on the deed.


List city only if property is located within the city limits of Roberta.

Section C - Property Information

* Date of Sale: ?

Street / Road Number: ?
House # (ex. 265) Extension (ex. A)

Street / Road Name: ?
Pre-Direction (ex. N) Street Name (ex. Peachtree) Street Type (ex. St.) Post-Direction (ex. NW)

Street / Road Suite: ?
Suite (ex. 100)

* County: ?

City: ?

* Map & Parcel Number: ?

Digest Account Number: ?

Acres: ?

Tax District: ?


GMD: ?

Land District: ?

Land Lot: ?

Sub Lot & Block: ?

Buyer's Intended Use: ?


Map & Parcel number can be found using the Crawford County qPublic website.

* denotes required field


Previous Step

Next Step

ONCE COMPLETE: CLICK NEXT STEP

You must log in to automatically save your filings*. Please click here to login. This is not required.



 If you qualify for an exemption of real estate transfer tax, you must select the appropriate exemption code and complete 1A. If you do not qualify for an exemption, you will need to complete 1 and provide the Actual Value of Consideration Received by Seller.

Section D - Tax Computation

If you qualify for a tax exemption, please select your tax exempt code below:
You must also fill in line 1 or 1A if you select an exemption.

Exempt Code: ?

1: * Actual Value of consideration received by seller ?
(Complete Line 1A if actual value unknown.)

OR

1A: Estimated fair market value of Real and Personal property. ?

2: * Fair market value of Personal Property only. ?
(Personal Property does not include real estate)

3: * Amount of liens and encumbrances not removed by transfer. ?

4: Net Taxable Value. ?
(Line 1 or 1A less Lines 2 and 3)

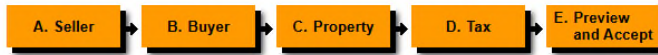
5: Tax Due - calculated at the rate of \$1.00 for the first \$1000.00 or fractional part of \$1000.00 and 10 cents for each additional \$100.00 or fractional part of \$100.00. Under \$100.00 there is no tax due. ?

* denotes required field

Previous Step

ONCE COMPLETE: CLICK NEXT STEP

For security reasons, automatic saving is disabled for free accounts and on public search terminals.



Please review the information you entered below for accuracy and completeness.

If correct then please check the Acceptance Box at the bottom of the page and press the Submit PT-61 Form button, otherwise please go back and correct or add missing information.

Seller

Name: KJHH HJLKH H
 Address1: ERTEHYTR5
 Address2: JH
 City: H
 State: KS
 Zip: 31008
 Country: United States
 Address Type: U.S. Address

Buyer

Name: THRTN NMJRDSY
 Address1: SDNMFSDN
 City: N MDR
 State: GA
 Zip: 31008
 Country: United States
 Address Type: U.S. Address

Property

Date of Sale: 12/02/2045
 County: Calhoun
 Map & Parcel Number: C052 025

Tax

Actual Value: \$0.00
 Fair Market Value: \$0.00
 Liens And Encumbrances Value: \$0.00
 Net Taxable: \$0.00
 Tax Due: \$0.00

Acceptance Section - All boxes must be checked

This property is located in CALHOUN County. Check if correct.

The information contained herein has been provided by Seller and Buyer and, to the best of the filer's knowledge, is true and correct.

By checking this box, the buyer or buyer's authorized agent further acknowledges that he/she will be deemed to have returned the property for taxation at the same valuation as was finally determined for the year in which the transfer took place if:

- the property described on form PT-61 has not been sub-divided or improved since the transfer and
- if no tax return is filed by the buyer

Acceptance Section - All boxes must be checked

This property is located in CALHOUN County. Check if correct.

The information contained herein has been provided by Seller and Buyer and, to the best of the filer's knowledge, is true and correct.

By checking this box, the buyer or buyer's authorized agent further acknowledges that he/she will be deemed to have returned the property for taxation at the same valuation as was finally determined for the year in which the transfer took place if:

- the property described on form PT-61 has not been sub-divided or improved since the transfer and
- if no tax return is filed by the buyer

The buyer is not relieved from the responsibility of filing a new timely return where the property transferred has been split from an existing property or where there have been substantial changes or new improvements to the property, nor would the filing of the form PT-61 relieve the buyer from filing an application for homestead or other exemptions to which he/she may be entitled.

IMPORTANT!!!
 This will be your last opportunity to verify the accuracy of the information contained on the PT-61 Form. If everything is correct, you will need to check all three boxes in the Acceptance Section and then click Submit PT-61 Form. Once the form has been submitted, you will not be able to make any changes. You will have to complete the process from the beginning.

For security reasons, automatic saving is disabled for free accounts and on public search terminals.

TO COMPLETE THE FILING, PRINT THE FORM BELOW AND SUBMIT IT WITH THE DEED!

Thank you for completing the on-line PT-61 form!

Please wait while your final PT-61 PDF is generated. It will appear below when done.

To print the form, be sure to **Click the Red Print Button** below.
After you are done printing, you can click the **Return to PT-61 Home Page** button above to exit.

PRINT THE FILING COPY - CLICK HERE
OPTIONAL SAVE - CLICK HERE

PT-61 (Rev. 2/18) To be filed in **CALHOUN COUNTY** PT-61 019-2025-000002

SECTION A - SELLER'S INFORMATION (Do not use agent's information)			SECTION C - TAX COMPUTATION	
SELLER'S LAST NAME H	FIRST NAME KJHH	MIDDLE HJLKH	Exempt Code If no exempt code enter NONE	NONE
MAILING ADDRESS (STREET & NUMBER) ERTEHYTR5 JH			1. Actual Value of consideration received by seller Complete Line 1A if actual value unknown	\$0.00
CITY, STATE / PROVINCE / REGION, ZIP CODE, COUNTRY H, KS 31008 USA		DATE OF SALE 12/2/2045	1A. Estimated fair market value of Real and Personal property	\$0.00
SECTION B - BUYER'S INFORMATION (Do not use agent's information)			2. Fair market value of Personal Property only	\$0.00
BUYER'S LAST NAME HMLJRD5Y	FIRST NAME THRTW	MIDDLE	3. Amount of liens and encumbrances not removed by transfer	\$0.00
MAILING ADDRESS (Must use buyer's address for tax billing & notice purposes) SDNMFSDH			4. Net Taxable Value (Line 1 or 1A less Lines 2 and 3)	\$0.00
CITY, STATE / PROVINCE / REGION, ZIP CODE, COUNTRY N MDR, GA 31008 USA		Check Buyers Intended Use () Residential () Commercial () Agricultural () Industrial	5. TAX DUE at .10 per \$100 or fraction thereof (Minimum \$1.00)	\$0.00
SECTION D - PROPERTY INFORMATION (Location of Property (Street, Route, Hwy, etc))				
HOUSE NUMBER & EXTENSION (ex 265A)		PRE-DIRECTION, STREET NAME AND TYPE, POST DIRECTION		SUITE NUMBER
COUNTY CALHOUN		CITY (IF APPLICABLE)		ACCOUNT NUMBER
TAX DISTRICT	GMD	LAND DISTRICT	ACRES	LAND LOT
				SUB LOT & BLOCK
SECTION E - RECORDING INFORMATION (Official Use Only)				
DATE	DEED BOOK	DEED PAGE	PLAT BOOK	PLAT PAGE

ADDITIONAL BUYERS
None

EFFECTIVE JANUARY 1, 2025, THE PT-61 FORM MUST BE E-FILED WITH DEED.

Search Terminal – Registration Guide

This guide outlines the registration process

- Click the Clerks' Authority LOGO at the top right of the screen to navigate to the home page



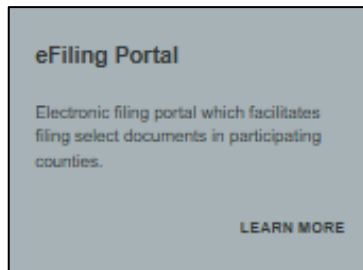
- Click FILE



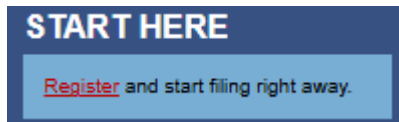
- Click eFiling



- Click eFiling Portal



- Click [Register](#)



- Create a Username and Password and click Next

Register

Login Information

Create a username and password

* Username:

* Password:

* Confirm Password:

[Populate Test Data](#)

- Fill out the Contact Information and click Next

Register

Contact Information

Enter your contact information

* First Name:

Middle Name:

* Last Name:

Suffix:

Company Name:

Website Uri:

* Address Line 1:

Address Line 2:

* City:

* State:

* Postal Code:

* Email Address:

* Phone Number: Ext.:

Fax Number:

BACK **NEXT** **CANCEL**

- Indicate the filing type(s) to be submitted by clicking on the checkboxes, then click Next

Register

Filing Type Information

Indicate filing types to be submitted. Check all that apply.

UCC

Real Estate (Deeds, Liens, and Plats)

BACK **NEXT** **CANCEL**

- Review the [eFile Terms of Use](#), click the check box, and select Next

Register

Terms of Use


I have read and agree to the [eFile Terms of Use](#)

BACK **NEXT** **CANCEL**

- After reviewing Username and Contact Information, click Submit.

Register	
Login Review	
Username:	kmfiler
Contact Review	
Name:	Filer
Company Name:	None
Website Url:	None
Address:	1875 Century Blvd Atlanta, Georgia 30047
Email Address:	
Phone Number:	(404) 327-9836
Fax Number:	None
Filing Type Review	
Filing Type(s):	UCC Real Estate (Deeds, Liens, and Plats)
BACK SUBMIT CANCEL	

- Registration is complete! Select Done

Register	
Registration Completed Successfully	
Username:	kmfiler
Name:	Filer
Address:	1875 Century Blvd Atlanta, Georgia 30047
Email Address:	
Phone Number:	(404) 327-9836
Verify Government Issued ID	
This account cannot file real estate filings until a government issued ID is verified by the system. Click here to verify your identity.	
 Print this confirmation for your records	
DONE	

- If filing a real estate document, click “here” to complete the Identity Verification portion.
- For further assistance, contact our Customer Support at help@gsccca.org or 800-304-5174

Search Terminal - Mobile Assisted Identity Verification Guide

This guide outlines the identity verification process.

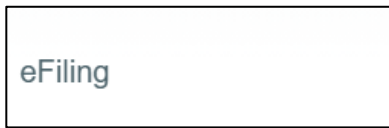
- Click the Clerks Authority LOGO at the top right of the screen to navigate to the home page.



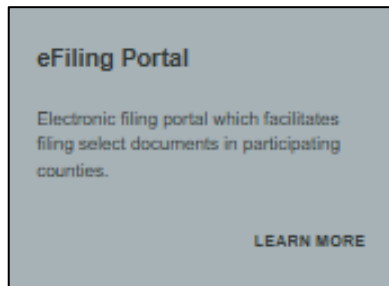
- Click FILE



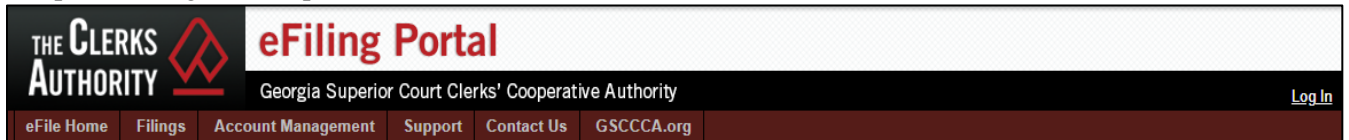
- Click eFiling



- Click eFiling Portal



- Log in to the eFile portal (top right-hand corner). If a user does not have an eFile account, click *Register* and complete the registration process.



- Select [Click here](#).

Effective January 1, 2025, a verified government-issued ID will be required to submit real estate electronic filings in accordance with O.C.G.A. § 44-2-39(b)(1). Your account does not have a verified ID on file.

[Click here](#) to proceed to the Identity Verification page.

- Click

Begin verifying

- Using the dropdown box, select the country from which your government ID was issued, then click

Select

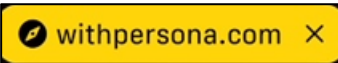
- Select the government-issued ID by clicking on the > symbol. The ID *must* be unexpired.

Continue on a mobile device (recommended)

- Click



- Scan the QR Code



- Open link and click

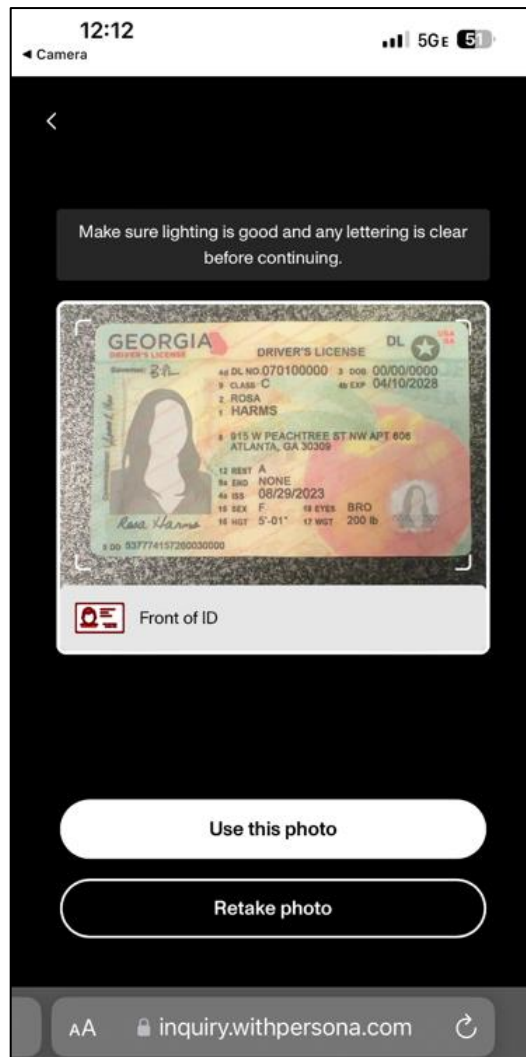
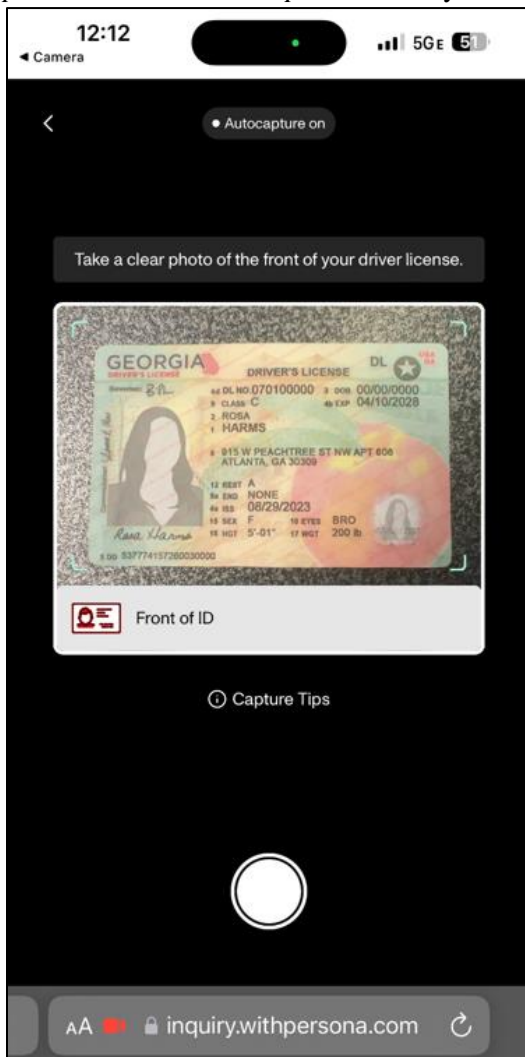
Continue

- Select the government-issued ID by clicking on the > symbol. The ID *must* be unexpired.

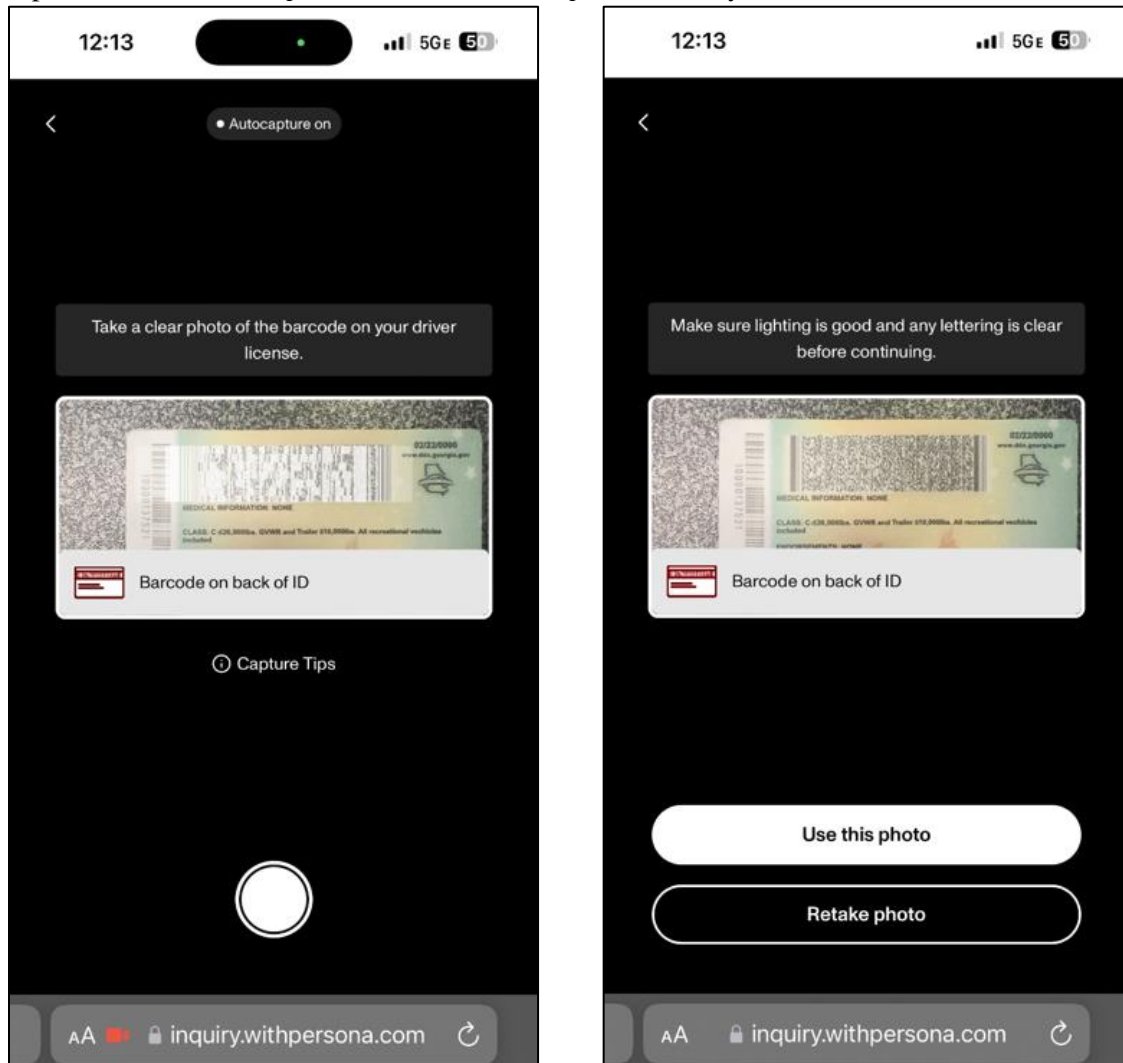


- Click

- Review *Capture Tips*. Move the ID to fit within the outline, and auto-capture will attempt to capture the photo. If not automatically captured, a button will appear to manually capture the photo. Once captured, click *Use this photo* if clear or *Retake photo* if blurry.



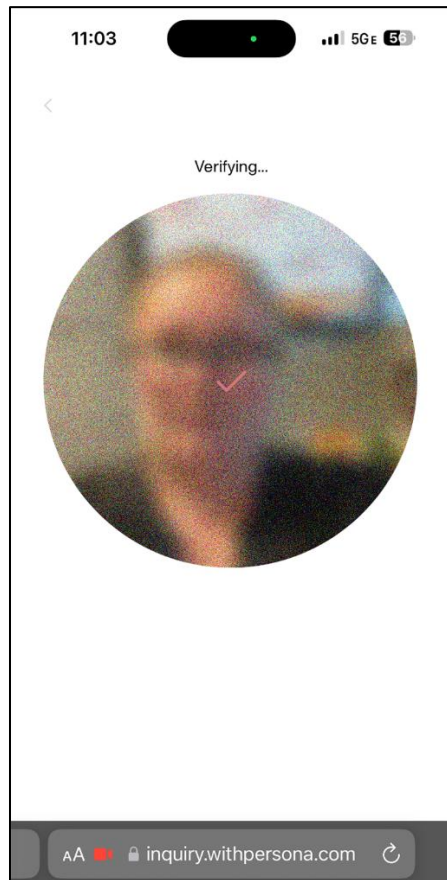
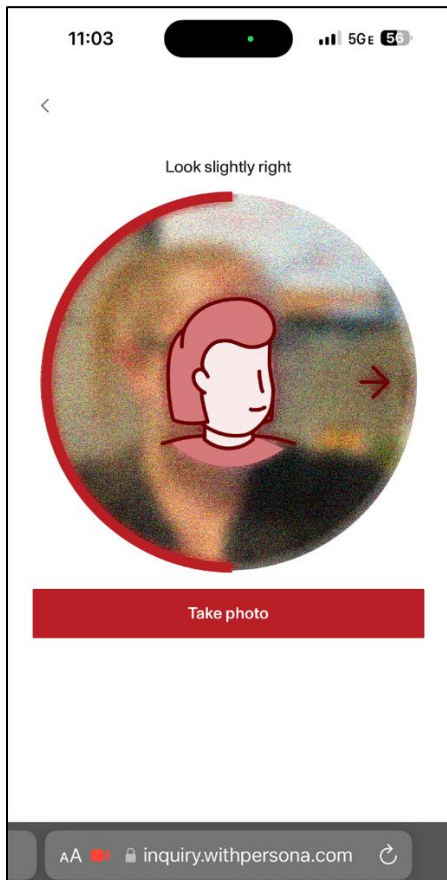
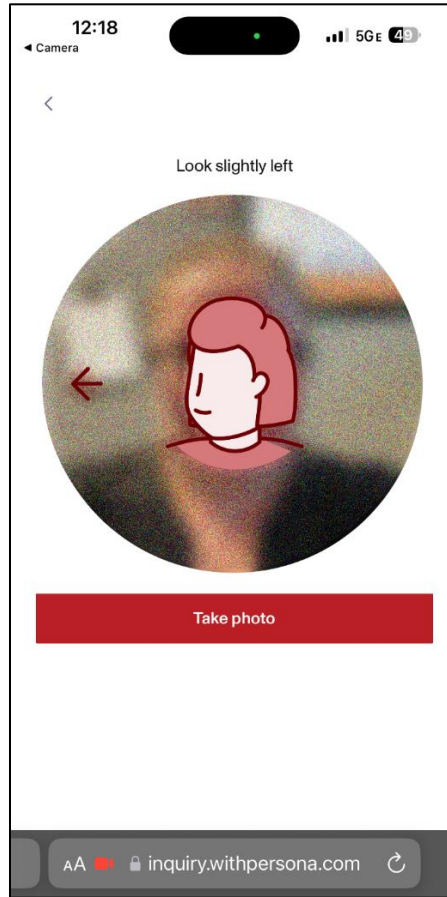
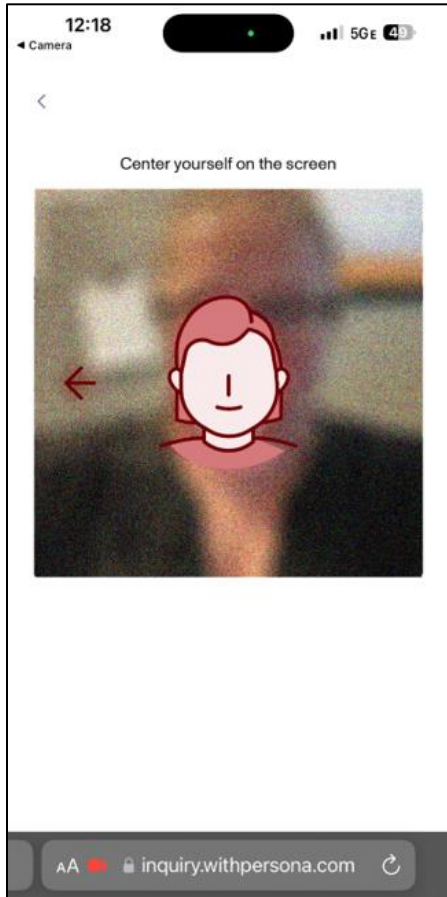
- Take a photo of the back of your ID. Move the ID to fit within the outline, and auto-capture will attempt to capture the photo. If not automatically captured, a button will appear to manually capture the photo. Once captured, click *Use this photo* if clear or *Retake photo* if blurry.




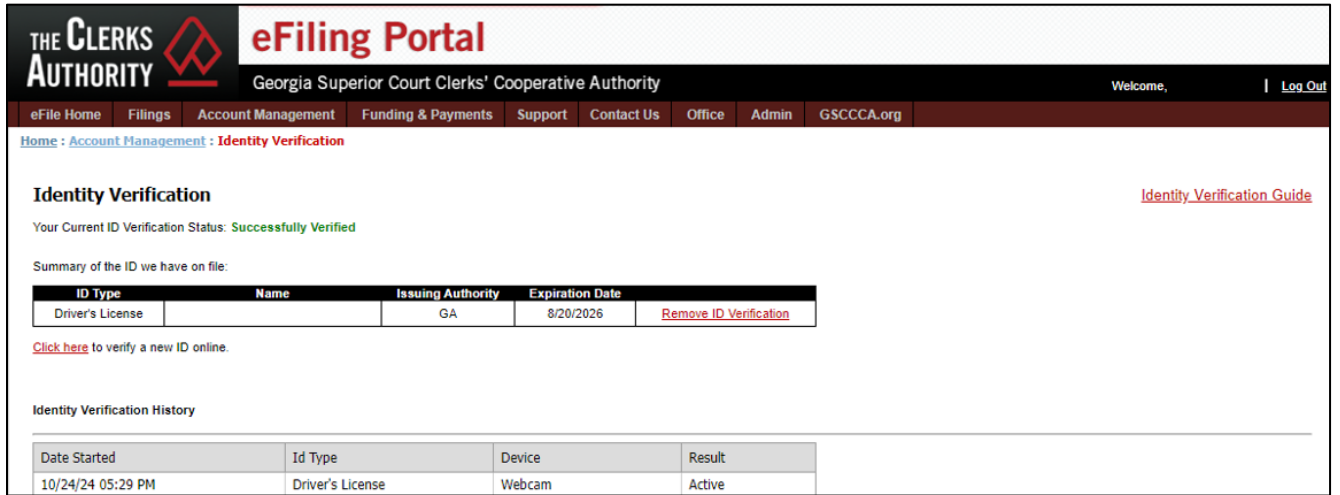
- You will be prompted to take a selfie once image uploads are processed. Click

[Get started](#)

- Position your face in the center of the screen. You may need to move your head closer or further from the screen to continue the process. The system will capture your photo then prompt you to turn your head slightly to the left. Once the image is captured, you will be prompted to turn slightly to the right.



- “We have received your ID” will be displayed. Click .
- After clicking *Done*, your Current ID Verification Status will be updated, displaying your Identity Verification history. Email confirmation will be sent upon successful identity verification.



THE CLERKS AUTHORITY **eFiling Portal**
Georgia Superior Court Clerks' Cooperative Authority

Welcome, | [Log Out](#)

[eFile Home](#) | [Filings](#) | [Account Management](#) | [Funding & Payments](#) | [Support](#) | [Contact Us](#) | [Office](#) | [Admin](#) | [GSCCCA.org](#)

[Home](#) : [Account Management](#) : **Identity Verification**

Identity Verification [Identity Verification Guide](#)

Your Current ID Verification Status: **Successfully Verified**

Summary of the ID we have on file:

ID Type	Name	Issuing Authority	Expiration Date	
Driver's License		GA	8/20/2026	Remove ID Verification

[Click here](#) to verify a new ID online.

Identity Verification History

Date Started	Id Type	Device	Result
10/24/24 05:29 PM	Driver's License	Webcam	Active

- Once successfully verified, you may begin eFiling real estate documents. A filer guide is available on how to file by selecting *Support* then clicking *Filer Guide*.

Search Terminal – Filer Guide

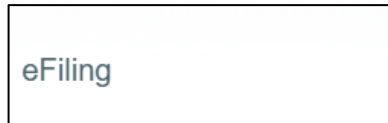
- Click the Clerks' Authority LOGO at the top right of the screen to navigate to the home page.



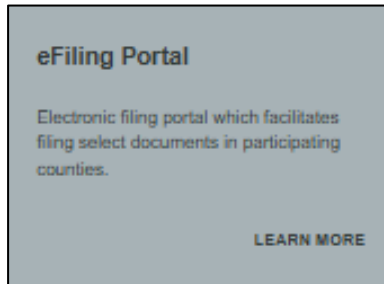
- Click **FILE**



- Click **eFiling**



- Click **eFiling Portal**



- Register using the [Register](#) link
- Once registration is completed and the user has completed identity verification, click on the Filings tab and select **Current Filings**
- Scroll to the bottom of the Current Filings dashboard and select **New Filing**



- Select the Type of Filing, **Real Estate (Deeds, Liens and Plats)**

Type of Filing:
Real Estate (Deeds, Liens and Plats) ▼

- Select the **County**

County:
Camden ▼

- Click **Continue**
- Scroll to the bottom of the page, and click **Continue** again


- Click **Add New Filing**

Real Estate eFiling

Welcome to GSCCCA Real Estate eFiling

One or more related real estate documents may be filed using this screen. When multiple filings are submitted together, they are accepted or rejected by the clerk as a single package. Filings submitted together will be either all accepted or all rejected.

Please review the contents of the filing package below. Once satisfied, click the **Submit** button.



eFiling Package Summary ?

Name: ?

County: ?

Estimated Fees Grand Total: ? \$0.00

Filing Information

There are no filings in your filing package. Click the **Add New Filing** button below to add a new filing to the filing package.

Estimated Fees Grand Total: \$0.00

Please review the contents of the filing package above. Once satisfied, click the **Submit** button.

- Select the instrument type

Real Estate eFiling

1. Document
2. Taxes
3. Parties
4. Filing Fees

Step 1: To help us calculate proper recording fees, please tell us which type of document you are recording

Instrument Type: ?

eFiling Package Summary

Filings In Package

(New Filing)

Use screen to specify the document being filed

- Click **Choose File** to locate the document on the search terminal. NOTE: the disc or USB drive should be input into the terminal

<ul style="list-style-type: none"> Videos Windows8_OS (C:) Network 	<ul style="list-style-type: none"> Single-page Landscape (LZW) 12/6/2016 10:30 ... TIF File 392 KB Single-page Landscape 11/7/2016 2:41 PM TIF File 134 KB Single-page Portrait 11/7/2016 2:41 PM TIF File 55 KB Single-page Square 11/7/2016 2:42 PM TIF File 83 KB 	
--	--	--

- Click **Ok**

By continuing, the document(s) uploaded will be queued for submission to the Clerk of Superior Court. Upon payment authorization, documents will be transmitted.


Filing fees and taxes shown are an estimate based on information provided. Per the terms of agreement, the Clerk of Superior Court assesses the actual filing fees.

OK **Cancel**

- Click **Pay Now**

Real Estate eFiling

Your filing package was submitted successfully



Attention


Filing package will not be transmitted until payment is authorized
Click **Pay Now** to authorize payment

County Name: Cook
Filing ID: 3549784
[What Is This?](#)

Filing Type	Instrument Type	Status	Estimated Fee
Real Estate	Deed - Conveyance Deed	AWAITING PAYMENT	\$35.00

ESTIMATED FEES FOR THE SELECTED FILINGS: \$35.00

Please note: Filing fees are an estimate based on information provided.
Actual filing fees will be assessed by the Clerk of Superior Court.

 [Print this confirmation for your records](#)

Pay Now **Pay Later**

- Select method of payment



- Enter Payment Information and click **Confirm Payment**

Pay Filing Fees - Confirmation

Authorization Only
Your credit card or bank account will not be charged until your filings have been accepted by the Superior Court Clerk's Office. If paying by credit card, a temporary hold may be placed on your card for the amount authorized.

Notice when paying or funding via bank account:
Please confirm with your financial institution that no ACH block exists on the entered bank account. If an ACH block exists, take the necessary steps with your financial institution to allow ACHs from GSCCCA prior to funding an account. Returned ACH payments will result in an **account suspension**.

Payment will be collected by the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) on behalf of the Superior Court Clerk's office.

Amount Due: \$10.35

[Credit Cards](#) | [Bank Accounts](#)

NOTE: A credit card transaction fee of **\$0.35** has been added to the filing fee amount.

Pay | [Use Credit Card from Wallet](#)

Card Type: <input type="text" value="Select..."/>	First Name: <input type="text"/>	Address Line 1: <input type="text"/>
Card Number: <input type="text"/>	Last Name: <input type="text"/>	Address Line 2: <input type="text"/>
Expiration Month: <input type="text" value="Select..."/>		City: <input type="text"/>
Expiration Year: <input type="text" value="Select..."/>		State: <input type="text" value="Select..."/>
CV Number: <input type="text"/>		Postal Code: <input type="text"/>

[What Is This?](#)

Save Credit Card to My Wallet for Future Filings

- Click **Pay**

Pay Filing Fees - Confirmation

Please verify payment information

Number of Filings: 1

Total Filings: \$35.00

Total Fees: \$1.23

Total Payment: \$36.23

Payment Date: 12/18/2024 9:23 AM

Credit Card: 411111XXXXXX1111

- Upon successful confirmation, the document is submitted to the Clerk’s office for filing

Credit Card Authorization Successful


Credit card authorized for payment of filing fees, and filings have been transmitted to the Clerk’s office for processing. Your credit card will only be charged upon acceptance of the filing(s).

Reference Number: da1f587d-376a-4d86-89e0-9f08d58ef35c [What Is This?](#)

ID	DATE & TIME	STATUS	COUNTY	TYPE	FEE
3549784	12/18/2024 9:16:17 AM	AWAITING CLERK REVIEW	Cook	RealEstate	\$35.00

ESTIMATED FILING FEES: \$35.00
PROCESSING FEES: \$1.23
TOTAL PAYMENT: **\$36.23**

Please note: Filing fees are an estimate based on information provided.
 Actual filing fees will be assessed by the Clerk of Superior Court.

 [Print this confirmation for your records](#)

CLOSE

- To return the search terminal to the Authority home page, click the **GSCCCA Home** tab
- For further assistance, contact our Customer Support at help@gsccca.org or 800-304-5174