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STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
Withholding Tax Coupon

WH-1601
(Rev. 8/31/11)
3127

Pay WH-1601 electronically at www.sctax.org Click on DOR ePay and pay with VISA or MasterCard or by Electronic Funds Withdrawal (EFW - Bank Draft). Do not mail this form when paying online.

If you submit 24 or more withholding payments in a year, you must pay electronically.
SC Code Section 12-8-1520(D). SC payments must be made at the same time as federal payments.

INSTRUCTIONS FOR FORM WH-1601

1. Only use **black ink** on this form and on your check.
2. **You must enter the SC withholding number.** This is a nine digit number beginning with "25".
3. Enter the Federal Employer Identification Number (FEIN).
4. **Darken the circle** by the quarter for which this payment is to be applied. The date on the employee's paycheck determines the quarter.
5. Enter the **tax year** for the payment, "YYYY".
6. Enter the **payment amount**. Do **not** enter a dollar sign \$. If entering a whole dollar amount, you must enter "00" in the cents field. (Example: 154.00)
7. **IMPORTANT - Print the business name and address** in the space under the FEIN.
8. **Provide contact name and date.** Include a daytime telephone contact number including the area code.

Make check payable to SCDOR and enter the **quarter, year and SC withholding number** in the memo section of the check. Coupon must accompany payment. **Do not** staple the check to the coupon. **Do not** fold coupon or check. **Only** use an original coupon. **Do not** send a photocopy.

Mail the completed WH-1601 with payment to:
SC Department of Revenue
Withholding
Columbia, SC 29214-0004

To apply for a withholding number, go online to www.sctax.org and click on the SCBOS link or complete and submit form SCDOR-111 (Tax Registration Application).

USE BLACK INK ONLY

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STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
WITHHOLDING TAX COUPON

WH-1601
(Rev. 8/31/11)
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SC WITHHOLDING NO.

Darken Quarter (Required)
Paycheck Date Determines Quarter

<input type="radio"/> 1st Qtr Jan, Feb, Mar	<input type="radio"/> 2nd Qtr Apr, May, Jun
<input type="radio"/> 3rd Qtr Jul, Aug, Sep	<input type="radio"/> 4th Qtr Oct, Nov, Dec

YEAR

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PAYMENT AMOUNT

14-0811

THIS IS NOT A RETURN

FEIN

Business Name and Address:

SC payments must be made at same time as federal payments.

Contact Name _____ Date _____

Phone _____ Email _____

Mail to: SC Department of Revenue, Withholding
Columbia, SC 29214-0004

31271034

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