

STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

Withholding Tax Coupon

(Rev. 8/31/11)

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".
- Enter the payment amount. Do not enter a dollar sign \$. If entering a whole dollar amount, you must 6. 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**

WH-1601

		WITH	IHO	LDING TA	X COUPO	ON		3127
SC WITHHOLDING NO.	P	Darken Quarte aycheck Date De			YEAR		PAYI	MENT AMOUNT
	0	1st Qtr Jan, Feb, Mar	0	2nd Qtr Apr, May, Jun				
	0	3rd Qtr Jul, Aug, Sep	0	4th Qtr Oct, Nov, Dec		」 14-0811	THIS IS	NOT A RETURN
FEIN Business Name and Address:			•	SC pa	ayments must l	oe made at sa	ame time a	s federal payments.
	Contact Name							Date
				Phon	e	Er	nail	
	Mail to: SC Department of Revenue, Withholding Columbia, SC 29214-0004							

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STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

WH-1601

		WITHHOLDING TAX COUPON								(Rev. 8/31/11) 3127	
SC WITHHOLDING NO.		Darken Quarter (Required) Paycheck Date Determines Quarter					YEAR	PAYMENT AMOUN		MENT AMOUNT	
CO WITHIUS BING NO.	O 1st Qtr Jan, Feb, Mar O 2nd Qtr Apr, May,			Jun							
		0	3rd Qtr Jul, Aug, Sep	0	4th Qtr Oct, Nov, I	Dec		 14-0811	THIS	S NOT A RETURN	
FEIN						SC pa	yments must b	e made at sa	ame time a	as federal payments	
siness Name and Address:		C				Contac	Contact Name			Date	
						Phone		Er	nail		
						Mail to	SC Departm Columbia, S	ent of Rever SC 29214-0		olding	
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1350			г	_	TE OF SOU	_	-			WH-1601	
							COUPO	N		(Rev. 8/31/11) 3127	
		Darken Quarte	r (Re	quired)	., 37	YEAR		PAY	MENT AMOUNT		
WITHHOLDING	i NO.		aycheck Date De 1st Qtr	termir	nes Quarter 2nd Qtr			1			
		0	Jan, Feb, Mar	0	Apr, May,	Jun		_		-	
		0	3rd Qtr Jul, Aug, Sep	0	4th Qtr Oct, Nov, I	Dec] 14-0811	THIS	S NOT A RETURN	
FEIN ness Name and A	Address:	•		•						as federal payment	
										Date	
						Phone Emai Mail to: SC Department of Revenue					
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1350		STATE OF SOUTH CARO DEPARTMENT OF RE								WH-1601	
							COUPO	N		(Rev. 8/31/11) 3127	
LC WITHHOLDING	S NO		Darken Quarte				YEAR		PAY	MENT AMOUNT	
O WITH INCLUDING	J 140.		aycheck Date De 1st Qtr		2nd Qtr	$\neg \uparrow$					
		0	Jan, Feb, Mar	0	Apr, May,	Jun				•	
		0	3rd Qtr Jul, Aug, Sep	0	4th Qtr Oct, Nov, I	Dec] 14-0811	THIS	S NOT A RETURN	
FEIN	Address:			•		SC pa	yments must b	e made at sa	ame time a	as federal payment	
siness Name and Address:							nct Name Date				
						Phone		Er	nail		

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