

WH-1601 (Rev. 7/16/12)

3127

Withholding Tax Coupon

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.

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

INSTRUCTIONS FOR FORM WH-1601

- 1. Only use **BLACK INK** on this form and on your check.
- 2. You must enter the SC withholding file 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 file 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

 detach here	

■ ¹³⁵⁰	-	STATE OF SOUTH CAN DEPARTMENT OF RI DING TAX PAY	EVENUE	ON WH-1601 (Rev. 7/16/12) 3127
SC WITHHOLDING FILE NO.	Darken Quarte Pavcheck Date De	er (Required) etermines Quarter	YEAR	THIS IS NOT A RETURN
	O 1st Qtr Jan, Feb, Mar	2nd Qtr		
	O 3rd Qtr Jul, Aug, Sep	O 4th Qtr Oct, Nov, Dec		PAYMENT AMOUNT
FEIN Business Name and Address:	14-0811	SC n		FIELD USE ONLY
		•••••••••••••••••••••••••••••••••••••••		Date
		Phon	ie	Email
		Mail f	to: SC DOR, Withholdin	ng, Columbia, SC 29214-0004

- 1. Only use **black ink** on this form and on your check.
- 2. You must enter the SC withholding file 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 file 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.

		STATE OF SOUTH DEPARTMENT OF DING TAX P/	REVENUE	OUPON WH-1601 (Rev. 7/16/12) 3127
WITHHOLDING FILE NO.	Darken Quarte	er (Required)	YEAR	THIS IS NOT A RETURN
WITHIOLDING FILE NO.	Paycheck Date De	a 2nd Qtr		•
	O Jan, Feb, Mar	O Apr, May, Jun	_	PAYMENT AMOUNT
	O 3rd Qtr Jul, Aug, Sep	O 4th Qtr Oct, Nov, Dec		
FEIN siness Name and Address:	14-0811	•		FOR FIELD USE ONLY
		so	C payments must be	e made at same time as federal payments.
		Co	ontact Name	Date
			-	Email hholding, Columbia, SC 29214-0004
31271042				
		detach he	ere	
1350		STATE OF SOUTH DEPARTMENT OF DING TAX P/	REVENUE	OUPON WH-1601 (Rev. 7/16/12) 3127
WITHHOLDING FILE NO.	Darken Quarte Paycheck Date De		YEAR	THIS IS NOT A RETURN
	1st Qtr	2nd Qtr		
				■ PAYMENT AMOUNT
	O 3rd Qtr Jul, Aug, Sep	O 4th Qtr Oct, Nov, Dec	;	
FEIN siness Name and Address:	14-0811	1		FOR FIELD USE ONLY
				e made at same time as federal payments.
siness Name and Address:		Co	ontact Name	e made at same time as federal payments. Date
siness Name and Address:		Cc Ph	ontact Name	e made at same time as federal payments.
siness Name and Address:		Cc Ph Ma	ontact Name	e made at same time as federal payments. Date Email
siness Name and Address:	ШТННОЦІ	Cc Ph Ma detach he STATE OF SOUTH DEPARTMENT OF DING TAX PA	ontact Name none ail to: SC DOR, Wit ere CAROLINA REVENUE	e made at same time as federal payments. Date Email hholding, Columbia, SC 29214-0004 WHH-1601 (Rev. 7/16/12)
31271042		Cc Ph Ma detach he STATE OF SOUTH DEPARTMENT OF DING TAX PA er (Required)	ontact Name none ail to: SC DOR, Wit ere CAROLINA REVENUE	e made at same time as federal payments. Date Email hholding, Columbia, SC 29214-0004 WHH-1601 (Rev. 7/16/12)
31271042	E WITHHOLI Darken Quarte	Cc Ph Ma detach he STATE OF SOUTH DEPARTMENT OF DING TAX PA er (Required)	ere CAROLINA REVENUE AYMENT CC	e made at same time as federal payments. Date
31271042	E WITHHOLI Darken Quarte Paycheck Date De O 1st Qtr Jan, Feb, Mar	Cc Ph Ma detach he STATE OF SOUTH DEPARTMENT OF DING TAX PA Pr (Required) termines Quarter O 2nd Qtr Apr, May, Jun	ere CAROLINA	e made at same time as federal payments. Date
31271042 3350 WITHHOLDING FILE NO.	E WITHHOLI Darken Quarte Paycheck Date De O 1st Qtr Jan, Feb, Mar O 3rd Qtr Jul, Aug, Sep	Cc Ph Ma detach he STATE OF SOUTH DEPARTMENT OF DING TAX PA er (Required) termines Quarter O 2nd Qtr Apr, May, Jun 4th Otr	ere CAROLINA	e made at same time as federal payments. Date
Siness Name and Address: 31271042 1350 WITHHOLDING FILE NO. FEIN Siness Name and Address:	E WITHHOLI Darken Quarte Paycheck Date De O 1st Qtr Jan, Feb, Mar	Ca Ph Ma detach he STATE OF SOUTH DEPARTMENT OF DING TAX PA Tr (Required) termines Quarter Q 2nd Qtr Apr, May, Jun Q 4th Qtr Oct, Nov, Dec	carolina REVENUE AYMENT CC	e made at same time as federal payments.
Siness Name and Address: 31271042 1350 WITHHOLDING FILE NO. FEIN Siness Name and Address:	E WITHHOLI Darken Quarte Paycheck Date De O 1st Qtr Jan, Feb, Mar O 3rd Qtr Jul, Aug, Sep 14-0811	Cc Ph Ma detach he STATE OF SOUTH DEPARTMENT OF DING TAX PA Pr (Required) termines Quarter O 2nd Qtr Apr, May, Jun O 4th Qtr Oct, Nov, Dec SC Cc	contact Name none ail to: SC DOR, With ere CAROLINA REVENUE AYMENT CC YEAR	e made at same time as federal payments. Date

- 1. Only use **black ink** on this form and on your check.
- 2. You must enter the SC withholding file 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 file 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.

- 1. Only use **black ink** on this form and on your check.
- 2. You must enter the SC withholding file 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 file 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.

- 1. Only use **black ink** on this form and on your check.
- 2. You must enter the SC withholding file 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 file 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.