

# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

# Withholding Tax Coupon

WH-1601 (Rev. 1/29/16) 3127

Pay WH-1601 electronically at mydorway.dor.sc.gov Click on MyDORWAY and pay with VISA or MasterCard or by Electronic Funds Withdrawal (EFW - Bank Draft).

Do not mail this form when paying online.

A person owing \$15,000 or more in connection with any return or a withholding agent making at least 24 payments in a year should pay the tax liability electronically by the federal due date.

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

# **INSTRUCTIONS FOR FORM WH-1601**

### THIS IS NOT A RETURN.

- 1. Only use **BLACK INK** on this form and on your check.
- 2. You must enter the SC withholding file number.
- 3. Enter the Federal Employer Identification Number (FEIN).
- 4. **Place an X in the box** 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

# **USE BLACK INK ONLY**

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		☐ 3rd Qtr Jul, Aug, Sep	4th Qtr Oct, Nov, Dec	PAYMENT AMOUNT				
FEIN Business Name and Address:			14-0811		FOR FIELD USE ONLY			
Busines	ss Name and	i Address:		SC pa	ayments must be ma	ade at same time a	s federal payments.	
				Contact Name			Date	
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WH-1601

(Rev. 1/29/16)

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