

# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

### Withholding Tax Coupon

WH-1601

(Rev. 6/13/17) 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 MyDORWAY at **MyDORWAY.dor.sc.gov** or complete and submit form SCDOR-111 (Tax Registration Application) located on our website at **dor.sc.gov**.

#### **INSTRUCTIONS FOR FORM WH-1601**

### THIS IS NOT A RETURN.

- 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**

detach here ....

1350





SC DEPARTMENT OF REVENUE
WITHHOLDING TAX PAYMENT COUPON

WH-1601 (Rev. 6/13/17)

3127

SC WITHHOLDING FILE NO.

Mark Quarter with X (Required)
Paycheck Date Determines Quarter

1st Qtr 2nd Qtr
Jan, Feb, Mar Apr, May, Jun

3rd Qtr 4th Qtr
Jul, Aug, Sep Oct, Nov, Dec

14-0811

YEAR	THIS IS NOT A RETURN
	PAYMENT AMOUNT
	FOR FIELD USE ONLY

	1 -1	1.4		
Business	Name	and	Addres	s:

SC payments must	payments must be made at same time as federal payments.		
Contact Name		Date	
Phone	Email		
Mail to: SC DOR V	Nithhalding Calumbia	SC 20244 0004	

Mail to: SC DOR, Withholding, Columbia, SC 29214-0004

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## SC DEPARTMENT OF REVENUE

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WH-1601

(Rev. 6/13/17) 3127

SC WITHHOLDING FILE NO.	Mark Quarter with Paycheck Date Dete		YEAR	THIS IS NOT A RETURN
	1st Qtr Jan, Feb, Mar	2nd Qtr Apr, May, Jun		
	3rd Qtr	4th Qtr Oct, Nov, Dec		PAYMENT AMOUNT
FEIN	Jul, Aug, Sep 14-0811	Oct, Nov, Dec	FOF	R FIELD USE ONLY
Business Name and Address:		SC pa	layments must be mad	e at same time as federal payments.
			-	Date
				Email
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	1st Qtr Jan, Feb, Mar	2nd Qtr Apr, May, Jun		
	3rd Qtr	4th Qtr		PAYMENT AMOUNT
FEIN	Jul, Aug, Sep 14-0811	Oct, Nov, Dec	FOF	R FIELD USE ONLY
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			-	e at same time as rederal payments Date
				Email
		Mail t	o: SC DOR, Withholdi	ng, Columbia, SC 29214-0004
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	S WITH	HOLDING TAX PA	OF REVENUE Yment Coupon	3127
C WITHHOLDING FILE NO.	Mark Quarter with Paycheck Date Dete	X (Required)	YEAR	THIS IS NOT A RETURN
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FEIN Business Name and Address: Paycheck Date Determines Quarter

1st Qtr 2nd Qtr
Jan, Feb, Mar Apr, May, Jun

3rd Qtr 4th Qtr
Jul, Aug, Sep Oct, Nov, Dec

PAYMENT AMOUNT

Jul, Aug, Sep Oct, Nov, D

FOR FIELD USE ONLY

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

Contact Name \_\_\_\_\_ Date \_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_

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