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STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

Withholding Tax Coupon

WH-1601

(Rev. 9/30/19) 3127

If you owe \$15,000 or more in connection with any SCDOR return, or you make 24 or more payments in a year, you must file and pay electronically according to SC Code Section 12-54-250.

File and pay online using our free tax portal, MyDORWAY, at dor.sc.gov/pay. Do not mail the WH-1601 if paying online.

Apply online for a withholding file number at **MyDORWAY.dor.sc.gov** or complete and submit form SCDOR-111, available at **dor.sc.gov/forms**.

INSTRUCTIONS

THIS IS NOT A RETURN.

- 1. Use only black ink on this form and on your check.
- 2. Enter your SC withholding file number.
- 3. Enter your Federal Employer Identification Number (FEIN).
- 4. Place an X in the box by the quarter you're paying. The date on the employee's paycheck determines the quarter.
- 5. Enter the tax year for the payment in the format YYYY.
- 6. Enter the payment amount. Do not use a dollar sign. Always include cents. (examples: 154.13, 198.00)
- 7. Enter your business name and address in the space provided.
- 8. Enter a contact name and date. Include a daytime phone number with the area code.
- 9. Make your check payable to SCDOR. Enter the quarter, year, and your SC withholding file number in the memo.
- 10. Mail your WH-1601 and payment in one envelope. Do not staple or fold the check or the coupon.

Mail your WH-1601 and payment to:

SCDOR Withholding PO Box 100161 Columbia, SC 29202

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FEIN Business name and address

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Contact name				Date	
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