

1350

dor.sc.gov



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE

## Withholding Tax Coupon

WH-1601

(Rev. 6/16/22)  
3127

Pay online using our free tax portal, MyDORWAY, at **MyDORWAY.dor.sc.gov**. Log in and select **View Returns and Periods** to get started. Do not mail a paper copy of the WH-1601 if you pay online.

**THIS IS NOT A RETURN.**

- 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.
- If you file by paper, use only black ink on the WH-1601 and on your check.
- Apply online for an SC Withholding File Number at **dor.sc.gov/register**.
- Enter your SC Withholding File Number.
- Enter your Federal Employer Identification Number (FEIN).
- Enter your Business name and address.
- Place an X in the box by the quarter you're paying. The date on the employee's paycheck determines the quarter.
- Enter the tax year for the payment in the YYYY format.
- Enter the payment amount. Do not use a dollar sign. Always include cents. (examples: 154.13, 198.00)
- Enter the date and the name, daytime phone number with the area code, and the email of a contact person.
- Make your check payable to SCDOR. Include the quarter, tax year, and your SC Withholding File Number in the memo line of the check. **Do not send cash.**
- 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

..... cut along dotted line .....

1350

dor.sc.gov



SC DEPARTMENT OF REVENUE  
**WITHHOLDING TAX PAYMENT COUPON**

WH-1601

(Rev. 6/16/22)  
3127

SC Withholding File Number

|  |
|--|
|  |
|  |

FEIN

Business name and address

**Mark quarter with X (required)**  
**Paycheck date determines quarter**

|   |   |
|---|---|
| <input type="checkbox"/> 1st quarter<br>Jan, Feb, Mar | <input type="checkbox"/> 2nd quarter<br>Apr, May, Jun |
| <input type="checkbox"/> 3rd quarter<br>Jul, Aug, Sep | <input type="checkbox"/> 4th quarter<br>Oct, Nov, Dec |

Year

|  |
|--|
|  |
|--|

**THIS IS NOT A RETURN**

\_\_\_\_\_ .  
Payment amount

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

Contact name \_\_\_\_\_ Date \_\_\_\_\_

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

**Mail to:** SCDOR, Withholding, PO Box 100161, Columbia, SC 29202

31271059

1350  
dor.sc.gov



SC DEPARTMENT OF REVENUE  
WITHHOLDING TAX PAYMENT COUPON

WH-1601  
(Rev. 6/16/22)  
3127

SC Withholding File Number

|  |
|--|
|  |
|  |

FEIN

Business name and address

Mark quarter with X (required)  
Paycheck date determines quarter

|   |   |
|---|---|
| <input type="checkbox"/> 1st quarter<br>Jan, Feb, Mar | <input type="checkbox"/> 2nd quarter<br>Apr, May, Jun |
| <input type="checkbox"/> 3rd quarter<br>Jul, Aug, Sep | <input type="checkbox"/> 4th quarter<br>Oct, Nov, Dec |

Year

|  |
|--|
|  |
|--|

THIS IS NOT A RETURN

Payment amount

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

Contact name \_\_\_\_\_ Date \_\_\_\_\_

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

Mail to: SCDOR, Withholding, PO Box 100161, Columbia, SC 29202

31271059

cut along dotted line

1350  
dor.sc.gov



SC DEPARTMENT OF REVENUE  
WITHHOLDING TAX PAYMENT COUPON

WH-1601  
(Rev. 6/16/22)  
3127

SC Withholding File Number

|  |
|--|
|  |
|  |

FEIN

Business name and address

Mark quarter with X (required)  
Paycheck date determines quarter

|   |   |
|---|---|
| <input type="checkbox"/> 1st quarter<br>Jan, Feb, Mar | <input type="checkbox"/> 2nd quarter<br>Apr, May, Jun |
| <input type="checkbox"/> 3rd quarter<br>Jul, Aug, Sep | <input type="checkbox"/> 4th quarter<br>Oct, Nov, Dec |

Year

|  |
|--|
|  |
|--|

THIS IS NOT A RETURN

Payment amount

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

Contact name \_\_\_\_\_ Date \_\_\_\_\_

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

Mail to: SCDOR, Withholding, PO Box 100161, Columbia, SC 29202

31271059

cut along dotted line

1350  
dor.sc.gov



SC DEPARTMENT OF REVENUE  
WITHHOLDING TAX PAYMENT COUPON

WH-1601  
(Rev. 6/16/22)  
3127

SC Withholding File Number

|  |
|--|
|  |
|  |

FEIN

Business name and address

Mark quarter with X (required)  
Paycheck date determines quarter

|   |   |
|---|---|
| <input type="checkbox"/> 1st quarter<br>Jan, Feb, Mar | <input type="checkbox"/> 2nd quarter<br>Apr, May, Jun |
| <input type="checkbox"/> 3rd quarter<br>Jul, Aug, Sep | <input type="checkbox"/> 4th quarter<br>Oct, Nov, Dec |

Year

|  |
|--|
|  |
|--|

THIS IS NOT A RETURN

Payment amount

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

Contact name \_\_\_\_\_ Date \_\_\_\_\_

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

Mail to: SCDOR, Withholding, PO Box 100161, Columbia, SC 29202

31271059