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

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1350 dor.sc.gov	SC DEPARTMENT OF REVENUE WITHHOLDING TAX PAYMENT COUPON	WH-1601 (Rev. 6/16/22) 3127		
SC Withholding File Number	Mark quarter with X (required) Year T	HIS IS NOT A RETURN		
	1st quarter			
	3rd quarter	Payment amount		
FEIN Business name and address				
	SC payments must be made at the sa	me time as federal payments.		
	Contact name	Date		
	Phone Email			
	Mail to: SCDOR, Withholding, PO Box 100161, Columbia, SC 29202			

1350



WH-1601

dor.sc.gov		WITHHOLDING TAX	PAYMENT COUPON	3127
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dor.sc.gov		WITHHOLDING TAX	PAYMENT COUPON	3127
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		C C	ontact name	Date

Phone _____ Email _____

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