



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
TRANSMITTAL FORM FOR W2s OR 1099s
SUBMITTED BY CD-ROM OR PAPER

WH-1612
(Rev. 9/17/12)
3331

BUSINESS NAME AND ADDRESS

SC WITHHOLDING FILE NO.

YEAR

Last day of February

FEIN

DUE DATE

Use this form to submit (a) W2s filed by CD-ROM or Paper or (b) only those 1099s that have SC state tax withheld and are filed by CD-ROM or Paper. (Do not file this form if no W2s or 1099s were issued.) Separate CD-ROMs and WH-1612s must be submitted for each form type (W2 versus 1099).

All filers must complete Sections A and C. Complete Section B also if submitting by CD-ROM.

YOU MUST FILE FORM WH-1606 SEPARATELY.

Section A: Complete the following information for all W2s or 1099s, including CD-ROM submissions.

TOTALS FROM W2s OR 1099s	
SC state income tax withheld	\$
Wages, tips and other compensation	\$
Number of W2s	
Number of 1099s with SC withholding	

Section B: Complete the following information for CD-ROM submissions only.

If the IRS or Social Security Administration requires you to file W2s or 1099s electronically, you must file electronically or by CD-ROM for South Carolina.

You can submit W2s through the W2 Portal at www.scbos.sc.gov. The W2 Portal is the preferred method, but CD-ROMs are acceptable.

Number of CD-ROMs Submitted:		
Type of Data Reported (check only one)		
<input type="checkbox"/> W2	<input type="checkbox"/> 1099 with SC withholding	<input type="checkbox"/> W2c for corrected data

Section C: Complete the following information for all W2s or 1099s, including CD-ROM submissions.

Contact Name _____ Phone _____
Mailing Address _____ Email _____
City _____ State _____ ZIP Code _____

WH-1612 INSTRUCTIONS

INSTRUCTIONS

Section A:

- Enter total SC state income tax withheld. This is the sum of income tax withheld from W2s or 1099s.
- Enter total wages, tips, and other compensation.
- Enter the number of W2s.
- Enter the number of 1099s with SC withholding.

Section B:

- Enter number of CD-ROMs being submitted.
- Check the box to indicate which type of data is being submitted. CD-ROM filers may use only one type of data to report with each WH-1612.
- See SC DOR RS-1 for the required format (see below).

REMINDERS

- **YOU MUST FILE FORM WH-1606 SEPARATELY!!!!**
- If the top portion of the WH-1612 is not preprinted, complete the top of the form with the name and address of the company, the SC Withholding File Number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.
- Send copies of only those 1099s that have SC state tax withheld.
- If you have domestic employees you are still required to send a copy of the W2 you issue your employee(s). You may not have a SC Withholding File Number, but you must still submit the W2s with this form. Write "Domestic Employee" at the top of each of the W2s.

DUE DATE

WH-1612 is due on or before the last day of February.

MAILING INSTRUCTIONS

Paper W2s and 1099s:

SC Department of Revenue
Withholding
Columbia SC 29214-0004

CD-ROM:

SC Department of Revenue
Withholding CD-ROM
Columbia SC 29214-0022

Overnight Delivery (for CD-ROM Only)

SC Department of Revenue
Withholding CD-ROM
300A Outlet Pointe Blvd
Columbia SC 29210-5666

CD-ROM Information

- You can file W2s through the W2 Portal at **www.scbos.sc.gov**
- If the IRS or Social Security Administration requires you to file W2s or 1099s electronically, you must file electronically or by CD-ROM for South Carolina.
- **Employers with 250 or more** W2s or 1099s must submit them electronically or by CD-ROM. **The W2 Portal is the preferred method for filing W2s.**
- Employers who issue fewer than 250 W2s to SC employees in a calendar year or who issue fewer than 250 1099s with SC withholding in a calendar year may submit them electronically or by CD-ROM or by sending them in paper form. **The W2 Portal is the preferred method for filing W2s.**
- See complete filing specifications in SCDOR Publication RS-1 on the Publications page at **www.sctax.org** or the W2 Portal Information page at **www.scbos.sc.gov**