# State of South Carolina

# **Department of Revenue**

301 Gervais Street, P.O. Box 125, Columbia, South Carolina, 29214

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The enclosed Employer Withholding Returns are being mailed to you from the South Carolina Department of Revenue as requested. Always mail in original returns as copies may cause a delay in processing.

#### INFORMATION ABOUT OUR ELECTRONIC FILING OPTIONS

The Department of Revenue's Electronic Filing Options are designed to give taxpayers a fast, convenient and secure electronic way to submit withholding quarterly return information and tax payments.

**eWithholding** is an online filing and payment application for filing WH1605 SC Withholding Quarterly tax returns and WH1606 SC Withholding Fourth Quarter/Annual Reconciliation returns. eWithholding allows you to file directly with the South Carolina Department of Revenue's website at www.sctax.org. eWithholding allows you to view and print returns that you have previously filed. Most taxpayers filing a WH1605/WH1606 have a zero balance due, but if you do owe, you can submit payment through eWithholding. You can submit withholding payments by credit card (VISA or MasterCard only) or EFW (also known as electronic funds withdrawal or bank draft or ACH Debit). There is NO ADDITIONAL CHARGE if you pay by credit card or EFW! You are only charged the amount of tax liability owed. If you have a tax liability, you know the exact day the money will be paid out of your bank account.

**Business Telefile for Withholding** is an interactive voice response system that transforms your telephone into a tool to file your quarterly withholding returns (WH1605) and fourth quarter/annual reconciliation return (WH1606) electronically. **Withholding tax filers with zero balances due for the quarter or the quarter is due a refund** may file their quarterly returns via TeleFile by calling 803-898-5918. You can even use your cell phone to submit your return. Payments cannot be submitted by using Business Telefile for Withholding.

# MAKING PAYMENTS - RESIDENT/NONRESIDENT

For payment of withholding taxes, the South Carolina employer/withholding agent accounts are divided into two categories: RESIDENT and NONRESIDENT. Employers/withholding agents (resident and nonresident) whose SC withholding tax exceeds \$15,000 during a quarter or who make 24 or more payments in a year must pay by either DOR ePay or EFT by their due date. If the due date of the payment falls on a holiday or a weekend, the payment is due on the next business day.

RESIDENT: Any individual or other entity whose principal place of business is in SC. Resident employers/withholding agents are required to make payment of withholding taxes at the same time that the federal payments are due, regardless of your state amount withheld.

NONRESIDENT: Any individual or other entity whose principal place of business is outside SC. Nonresident employers/withholding agents are required to make payments either quarterly or monthly. If the South Carolina state tax liability is less than \$500 for the quarter, the payment is due by the last day of the month following the end of the quarter. Once the withholding reaches \$500 or more during the quarter, it is due by the 15th of the following month.

# PENALTIES AND INTEREST

#### PENALTY:

- A. Failure to file return by the due date: 5% of the tax due per month, or part of a month, not to exceed 25%. See SC Code Section 12-54-43(C).
- B. Failure to timely pay tax due: ½% per month, or part of a month, not to exceed 25%. See SC Code Section 12-54-43(D).
- C. Failure to timely deposit during the quarter: Not to exceed \$1000. See SC Code Section 12-54-43(K).

INTEREST: SC Code of Law 12-54-25(A) states that if any tax is not paid when due, interest is due on the unpaid portion from the time the tax was due until it is paid in its entirety.

Failure to file and/or pay penalties and interest can be determined by using the Penalty and Interest calculator found on our website: **www.sctax.org** >P&I Calculator.

#### **REFUNDS**

A refund will be issued, if the withholding is overpaid due to a math error or incorrect payment amount being sent. Overpayments will be refunded to the withholding agent if claimed prior to the issuance of original W2 forms. See SC Code Section 12-8-2020. Show any overpayment on the proper line of the return and a refund will be issued if Department of Revenue records agree. No credits are allowed. Each quarter stands on its own.

Refunds are not allowed to the withholding agent due to the issuance of W2Cs (corrected W2s) which decrease the amount of state tax withheld. Taxes withheld from an employee's paycheck belong to the employee. Any overpayment will be refunded from his or her individual income tax return.

#### **CLOSING AN ACCOUNT**

The withholding account can be closed if there is no withholding anticipated, even if the business remains open. The withholding tax account can be reactivated within three (3) years with the same SC State withholding tax account file number if the ownership remains the same. You may close the withholding account by any of the following methods:

- Darken the "Account Closed" circle on the WH1605 or WH1606
- Complete the Account Closing Form (C-278) and mail to the address on the form.
- File your return electronically using eWithholding (eWH) and enter the date of your last paycheck.
- File your return using Business Tax TeleFile program and enter the date of your last paycheck.

Closing information furnished to other state or federal agencies is not provided to the South Carolina Department of Revenue. You must close the account if the business is sold. If you close your withholding account during the year, a WH1606 must be filed.

#### **AMENDED RETURNS**

To amend a return, use WH1605 or WH1606 and darken the circle for AMENDED return. Provide an explanation or reason for the amendment. File an amended return only if corrections need to be made to an original return that has already been filed. DO NOT amend a return if an original has not been filed. No amended WH1606 is necessary if only correcting the wage amount (line 9). An amended return cannot be electronically filed or TeleFiled. Refunds will not be issued to the withholding agent due to corrected W2s.

Forms can be downloaded from our website at www.sctax.org under Forms and Instructions>Withholding. You may also obtain forms by using our Fax on Demand service by calling 1-800-768-3676 or in Columbia, SC, 803-898-5320.

#### **SUBMITTING W2S**

Use form WH1612 to submit W2s and 1099s. W2s are due to the Department of Revenue on the last day of February following the tax year. Only 1099 forms that have SC withholding tax should be sent to SCDOR.

For more information on the following topics, visit our website www.sctax.org or call the Withholding Tax Questions telephone numbers:

- 2009 Federal Military Spouses Residency Relief Act
- 2008 SC Illegal Immigration Reform Act and 7% Income Tax Withholding on Certain Persons
- W-4 Information

Forms can also be downloaded from our website at **www.sctax.org** under Forms and Instructions>Withholding. You may also obtain forms by using our Fax on Demand service by calling 1-800-768-3676 or in Columbia, SC, 803-898-5320.

#### **CONTACT INFORMATION**

INTERNET	
SC Department of Revenue website	www.sctax.org
Office South Carolina State Government Website	www.sc.gov
South Carolina Business One Stop (SCBOS)	www.scbos.gov
TELEPHONE	
Forms by FAX - Columbia, SC area	803-898-5320
Forms by FAX - Outside Columbia Area	1-800-768-3676
South Carolina Business One Stop (SCBOS)	803-898-5690
Withholding Tax Registration	803-896-1350
Withholding General Questions	803-898-5752
Withholding Tax Questions	803-896-1450
Electronic Help Desk - Columbia, SC area	803-896-1715
Electronic Help Desk - Outside Columbia area	1-800-476-0311
Magnetic Media General Questions	803-896-1450
IRS Business Information	1-800-829-4933
South Carolina Department of Employment and Workforce	803-737-2400

The Family Privacy Protection Act

Under the Family Privacy Protection Act, the collection of personal information from citizens by the Department of Revenue is limited to the information necessary for the Department to fulfill its statutory duties. In most instances, once this information is collected by the Department, it is protected by law from public disclosure. In those situations where public disclosure is not prohibited, the Family Privacy Protection Act prevents such information from being used by third parties for commercial solicitation purposes.

#### **Social Security Privacy Act Disclosure**

It is mandatory that you provide your social security number on this tax form. 42 U.S.C 405(c)(2)(C)(i) permits a state to use an individual's social security number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SC Department of Revenue shall provide identifying numbers, as prescribed, for securing proper identification. Your social security number is used for identification purposes.

# Basic Withholding Tax Workshop Need Help Completing Your Withholding Tax Returns?

We offer FREE Basic Withholding Tax Workshops.

You can learn to correctly prepare and file your state withholding returns.

Workshops are held in Columbia at 301 Gervais Street (inside the State Museum Building) from 9:00 until noon.

Check our website, www.sctax.org, for dates and times of the workshops.

The dates and times are subject to change.

To register for the workshop:
By E-mail - TaxPayerEd@sctax.org
By Telephone - (803) 898-5593
By Mail - download a copy of the registration form from our website:

#### www.sctax.org

Click on Tax Workshops and select Withholding Tax Workshops.

Directions to our location can also be found here.

# Taxpayers' Bill Of Rights

C-367 (Rev. 6/17/11) 6318

- You have the right to apply for assistance from the Taxpayer Rights' Advocate within the Department of Revenue. The advocate or his designee is responsible for facilitating resolution of taxpayer complaints and problems.
- You have the right to request and receive forms, instructions and other written materials in plain, easy-to-understand
- You have the right to prompt, courteous service from us in all your dealings with the Department of Revenue.
- You have the right to request and receive written information guides, which explain in simple and nontechnical language, appeal procedures and your remedies as a taxpayer.
- You have the right to receive notices which contain descriptions of the basis for and identification of amounts of any tax, interest and penalties due.

Under the provisions of Section 12-4-340 of the 1976 code of laws, any outstanding liabilities due and owing to South Carolina Department of Revenue for more than 6 months may be assigned to a private collection agency for collecting actions.

Forms by Fax: 1-800-768-3676 Internet: www.sctax.org Automated Refund Info: (803) 898-5300

#### **Taxpayer Service Centers**

The South Carolina Department of Revenue is ready to assist you at 7 locations around the state. You will find the address, telephone numbers and counties served for each location listed below.

Market Pointe Service Center: 300-B Outlet Pointe Blvd. **Columbia Main Office:** 301 Gervais Street

> P.O. Box 125 Columbia, SC 29214

Columbia, SC 29221 Phone: 803-898-5000 Phone: 803-898-5200 Fax: 803-898-5822 Fax: 803-896-0020

Charleston Service Center: One South Park Circle

Suite 100

Charleston, SC 29407 Phone: 843-852-3600 Fax: 843-556-1780

Myrtle Beach Office: 1330 Howard Parkway

Myrtle Beach, SC 29577 Phone: 843-839-2960 Fax: 843-839-2964

P.O. Box 21587

Florence Service Center: 1452 West Evans Street

P.O. Box 5418 Florence, SC 29502 Phone: 843-661-4850 Fax: 843-662-4876

**Rock Hill Service Center: Business and Technology Center** 

454 South Anderson Road

Suite 202

P.O. Box 12099 Rock Hill, SC 29731 Phone: 803-324-7641 Fax: 803-324-8289

Greenville Service Center: 545 N. Pleasantburg Dr.

Jasper

Suite 300

Greenville, SC 29607 Phone: 864-241-1200 Fax: 864-232-5008

COLUMBIA	CHARLESTON	GREENVILLE	FLORENCE	MYRTLE BEACH	ROCK HILL
Aiken Allendale	Beaufort Berkeley	Abbeville Anderson	Chesterfield Clarendon	Georgetown Horry	Cherokee Chester
Bamberg	Charleston	Greenville	Darlington	riorry	Fairfield
Barnwell	Colleton	Laurens	Dillon		Kershaw
Calhoun	Dorchester	Oconee	Florence		Lancaster
Edgefield	Hampton	Pickens	Lee		York

Marion

Lexington Union Marlboro McCormick Sumter Newberry Orangeburg

Spartanburg

Greenwood

Richland Saluda



# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE **SC WITHHOLDING QUARTERLY TAX RETURN**

**WH-1605** (Rev. 6/1/11) 3129

			SC WITHHOLDING NO.	QUARTER
	BUSII	NESS NAME AND ADDRESS		1st Quarter O Jan, Feb, Mar
				2nd Quarter O Apr, May, Jun
				3rd Quarter Jul, Aug, Sep
			FEIN	
		Use BLACK INK ONLY.	DO NOT USE FOR	
	0	Darken circle completely if this is an <b>AMENDED</b> return.  Reason:	4TH QUARTER	YEAR
			FOR OFFICE	E USE ONLY
	0	Darken circle completely if change of address.		
	0	Darken circle completely if no longer required to withhold and		
		account should be closed. Close date://		
		Reason:		
Œ	) N(	OTE: A return MUST BE filed even if no SC state income tax elinquent notice. Do not enter negative numbers. All cent fields m	has been withheld during	the quarter to prevent a
_		JARTERLY SC STATE INCOME TAX INFORMATION:	ust be completed using hun	ibers (.0099).
		Quarterly SC state income tax withheld (all sources)	4	
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<u> </u>		DO NOT PAY THIS AMOUNT		
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	4.	SC TAX DUE (If line 2 is less than line 1, enter difference.)		<u> </u>
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		14-0809		
		Mail to: SC Department of Revenue		
		Withholding		
		Columbia SC 29214-0004		- Field Hee Oak
	(	Clip payment to this return for the full amount payable to SC Dep	partment of	r Field Use Only
		Revenue and write the withholding number and quarter on the pa		
		Do not include WH-1601 coupon.		
		•		
		orize the Director of the Department of Revenue or delegate	to discuss this return, atta	achments and related tax
	matte	rs with the preparer.  Yes No		
			Preparer's name and phone	numher
	When	signing this form, it is important that the information contained	d in your report be correct	and complete. To wilfully
		h a false or fraudulent statement to the Department is a crime.		
		•	·	
	Sign	<b>1</b> Signature Name	Date	/
	_	•		
	Her	<b>e</b> Telephone <u>( ) -</u> Email	Title	
		1		

# INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.sctax.org**. Click on eWithholding. Payments can be made by VISA or MasterCard or by Electronic Funds Withdrawal (EFW). **Do not** mail this form when filing online.

If the WH-1605 return is a refund return or a zero payment amount due return, file using Business Tax Telefile free of charge. Call 803-898-5918 and follow step by step instructions. **Do not** mail this form when using Telefile.

With either of these filing methods, confirmation will be given for a successfully filed return.

DUE DATES: First Quarter (Jan - Mar)......April 30 Third Quarter (Jul - Sep).....October 31 Second Quarter (Apr - Jun).....July 31 Fourth Quarter (Oct - Dec).....Use WH-1606

Do not use WH-1605 to file 4th quarter information. Use WH-1606. WH-1605 for 4th quarter cannot be processed.

**NOTE:** A return **MUST BE** filed even if no state tax has been withheld during the quarter to prevent a delinquent notice from being mailed. A **WH-1606 reconciliation must be filed** if the account was open for any portion of the calendar year.

#### Instructions:

#### DO NOT ALTER COMPLETED FIELDS ON PRE-PRINTED FORMS AS IT MAY RESULT IN ACCOUNT ERRORS.

If the top portion of the WH-1605 is not pre-printed, complete the top of the form with the name and address of the business, the SC withholding number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.

- Darken circle completely if this is an amended return. Provide an explanation in the line below the circle.
- Darken circle completely if changing address.
- Darken circle completely if you are no longer required to withhold. Provide a close date and an explanation.
- Darken the circle for the appropriate quarter.
- Fill in the year in the Year box.

#### QUARTERLY:

- Line 1 Enter total quarterly **SC state** income tax withheld from all sources. Enter corrected amount if filing an amended return.
- Line 2 Enter total quarterly **SC state** income tax deposits or payments previously made. For amended return, include amount paid with original WH-1605.
- Line 3 Enter the amount of SC state refund, if any. (SCDOR will not honor credit transfer requests.)
- Line 4 Enter the amount of **SC state** tax due, if any.
- Line 5 Enter the amount of penalty and interest due, if any.
- Line 6 Enter the net **SC state** income tax, penalty, and interest due, if any.

# TO AVOID DELAYS IN PROCESSING YOUR RETURN(S):

- Must be prepared with BLACK ink only.
- Do not staple attachments.
- Must have all numbers written clearly (for scanner accuracy).
- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- Must contain a telephone number (including area code) available during business hours.
- Must be signed by person authorized to act on behalf of withholding agent.
- Checks must be signed and include the written dollar amount.
- Must be mailed to SCDOR at the special address shown on the return.
- Must include SC Withholding file number and quarter on the "FOR" line of the check.
- Clip payment to this return for the full amount due. Do not include WH-1601 coupon.

# **AUTHORIZATION AND SIGNATURE:**

Check the "YES" box for release of confidential information. This authorizes the Director of the South Carolina Department of Revenue or delegate to discuss **this** return, its attachments, any notices, adjustments or assessments with the preparer whose name is provided.



# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE **SC WITHHOLDING QUARTERLY TAX RETURN**

**WH-1605** (Rev. 6/1/11) 3129

			SC WITHHOLDING NO.	QUARTER
	BUSII	NESS NAME AND ADDRESS		1st Quarter O Jan, Feb, Mar
				2nd Quarter O Apr, May, Jun
				3rd Quarter Jul, Aug, Sep
			FEIN	
		Use BLACK INK ONLY.	DO NOT USE FOR	
	0	Darken circle completely if this is an <b>AMENDED</b> return.  Reason:	4TH QUARTER	YEAR
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	0	Darken circle completely if change of address.		
	0	Darken circle completely if no longer required to withhold and		
		account should be closed. Close date://		
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		Quarterly SC state income tax withheld (all sources)	4	
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		Mail to: SC Department of Revenue		
		Withholding		
		Columbia SC 29214-0004		- Field Hee Oak
	(	Clip payment to this return for the full amount payable to SC Dep	partment of	r Field Use Only
		Revenue and write the withholding number and quarter on the pa		
		Do not include WH-1601 coupon.		
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		orize the Director of the Department of Revenue or delegate	to discuss this return, atta	achments and related tax
	matte	rs with the preparer.  Yes No		
			Preparer's name and phone	numher
	When	signing this form, it is important that the information contained	d in your report be correct	and complete. To wilfully
		h a false or fraudulent statement to the Department is a crime.		
		•	·	
	Sign	<b>1</b> Signature Name	Date	/
	_	•		
	Her	<b>e</b> Telephone <u>( ) -</u> Email	Title	
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# INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.sctax.org**. Click on eWithholding. Payments can be made by VISA or MasterCard or by Electronic Funds Withdrawal (EFW). **Do not** mail this form when filing online.

If the WH-1605 return is a refund return or a zero payment amount due return, file using Business Tax Telefile free of charge. Call 803-898-5918 and follow step by step instructions. **Do not** mail this form when using Telefile.

With either of these filing methods, confirmation will be given for a successfully filed return.

DUE DATES: First Quarter (Jan - Mar)......April 30 Third Quarter (Jul - Sep).....October 31 Second Quarter (Apr - Jun).....July 31 Fourth Quarter (Oct - Dec).....Use WH-1606

Do not use WH-1605 to file 4th quarter information. Use WH-1606. WH-1605 for 4th quarter cannot be processed.

**NOTE:** A return **MUST BE** filed even if no state tax has been withheld during the quarter to prevent a delinquent notice from being mailed. A **WH-1606 reconciliation must be filed** if the account was open for any portion of the calendar year.

#### Instructions:

#### DO NOT ALTER COMPLETED FIELDS ON PRE-PRINTED FORMS AS IT MAY RESULT IN ACCOUNT ERRORS.

If the top portion of the WH-1605 is not pre-printed, complete the top of the form with the name and address of the business, the SC withholding number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.

- Darken circle completely if this is an amended return. Provide an explanation in the line below the circle.
- Darken circle completely if changing address.
- Darken circle completely if you are no longer required to withhold. Provide a close date and an explanation.
- Darken the circle for the appropriate quarter.
- Fill in the year in the Year box.

#### QUARTERLY:

- Line 1 Enter total quarterly **SC state** income tax withheld from all sources. Enter corrected amount if filing an amended return.
- Line 2 Enter total quarterly **SC state** income tax deposits or payments previously made. For amended return, include amount paid with original WH-1605.
- Line 3 Enter the amount of SC state refund, if any. (SCDOR will not honor credit transfer requests.)
- Line 4 Enter the amount of **SC state** tax due, if any.
- Line 5 Enter the amount of penalty and interest due, if any.
- Line 6 Enter the net **SC state** income tax, penalty, and interest due, if any.

# TO AVOID DELAYS IN PROCESSING YOUR RETURN(S):

- Must be prepared with BLACK ink only.
- Do not staple attachments.
- Must have all numbers written clearly (for scanner accuracy).
- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- Must contain a telephone number (including area code) available during business hours.
- Must be signed by person authorized to act on behalf of withholding agent.
- Checks must be signed and include the written dollar amount.
- Must be mailed to SCDOR at the special address shown on the return.
- Must include SC Withholding file number and quarter on the "FOR" line of the check.
- Clip payment to this return for the full amount due. Do not include WH-1601 coupon.

# **AUTHORIZATION AND SIGNATURE:**

Check the "YES" box for release of confidential information. This authorizes the Director of the South Carolina Department of Revenue or delegate to discuss **this** return, its attachments, any notices, adjustments or assessments with the preparer whose name is provided.



# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE **SC WITHHOLDING QUARTERLY TAX RETURN**

**WH-1605** (Rev. 6/1/11) 3129

			SC WITHHOLDING NO.	QUARTER
	BUSII	NESS NAME AND ADDRESS		1st Quarter O Jan, Feb, Mar
				2nd Quarter O Apr, May, Jun
				3rd Quarter Jul, Aug, Sep
			FEIN	
		Use BLACK INK ONLY.	DO NOT USE FOR	
	0	Darken circle completely if this is an <b>AMENDED</b> return.  Reason:	4TH QUARTER	YEAR
			FOR OFFICE	E USE ONLY
	0	Darken circle completely if change of address.		
	0	Darken circle completely if no longer required to withhold and		
		account should be closed. Close date://		
		Reason:		
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		Quarterly SC state income tax withheld (all sources)	4	
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<u> </u>		DO NOT PAY THIS AMOUNT		
CLIP CHECK HER		CO TAN PUE (())		
	4.	SC TAX DUE (If line 2 is less than line 1, enter difference.)		<u> </u>
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		14-0809		
		Mail to: SC Department of Revenue		
		Withholding		
		Columbia SC 29214-0004		- Field Hee Oak
	(	Clip payment to this return for the full amount payable to SC Dep	partment of	r Field Use Only
		Revenue and write the withholding number and quarter on the pa		
		Do not include WH-1601 coupon.		
		•		
		orize the Director of the Department of Revenue or delegate	to discuss this return, atta	achments and related tax
	matte	rs with the preparer.  Yes No		
			Preparer's name and phone	numher
	When	signing this form, it is important that the information contained	d in your report be correct	and complete. To wilfully
		h a false or fraudulent statement to the Department is a crime.		
		•	·	
	Sign	<b>1</b> Signature Name	Date	/
	_	•		
	Her	<b>e</b> Telephone <u>( ) -</u> Email	Title	
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# INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.sctax.org**. Click on eWithholding. Payments can be made by VISA or MasterCard or by Electronic Funds Withdrawal (EFW). **Do not** mail this form when filing online.

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DUE DATES: First Quarter (Jan - Mar)......April 30 Third Quarter (Jul - Sep).....October 31 Second Quarter (Apr - Jun).....July 31 Fourth Quarter (Oct - Dec).....Use WH-1606

Do not use WH-1605 to file 4th quarter information. Use WH-1606. WH-1605 for 4th quarter cannot be processed.

**NOTE:** A return **MUST BE** filed even if no state tax has been withheld during the quarter to prevent a delinquent notice from being mailed. A **WH-1606 reconciliation must be filed** if the account was open for any portion of the calendar year.

#### Instructions:

#### DO NOT ALTER COMPLETED FIELDS ON PRE-PRINTED FORMS AS IT MAY RESULT IN ACCOUNT ERRORS.

If the top portion of the WH-1605 is not pre-printed, complete the top of the form with the name and address of the business, the SC withholding number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.

- Darken circle completely if this is an amended return. Provide an explanation in the line below the circle.
- Darken circle completely if changing address.
- Darken circle completely if you are no longer required to withhold. Provide a close date and an explanation.
- Darken the circle for the appropriate quarter.
- Fill in the year in the Year box.

#### QUARTERLY:

- Line 1 Enter total quarterly **SC state** income tax withheld from all sources. Enter corrected amount if filing an amended return.
- Line 2 Enter total quarterly **SC state** income tax deposits or payments previously made. For amended return, include amount paid with original WH-1605.
- Line 3 Enter the amount of SC state refund, if any. (SCDOR will not honor credit transfer requests.)
- Line 4 Enter the amount of **SC state** tax due, if any.
- Line 5 Enter the amount of penalty and interest due, if any.
- Line 6 Enter the net **SC state** income tax, penalty, and interest due, if any.

# TO AVOID DELAYS IN PROCESSING YOUR RETURN(S):

- Must be prepared with BLACK ink only.
- Do not staple attachments.
- Must have all numbers written clearly (for scanner accuracy).
- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- Must contain a telephone number (including area code) available during business hours.
- Must be signed by person authorized to act on behalf of withholding agent.
- Checks must be signed and include the written dollar amount.
- Must be mailed to SCDOR at the special address shown on the return.
- Must include SC Withholding file number and quarter on the "FOR" line of the check.
- Clip payment to this return for the full amount due. Do not include WH-1601 coupon.

# **AUTHORIZATION AND SIGNATURE:**

Check the "YES" box for release of confidential information. This authorizes the Director of the South Carolina Department of Revenue or delegate to discuss **this** return, its attachments, any notices, adjustments or assessments with the preparer whose name is provided.

31311046



# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE SC WITHHOLDING FOURTH QUARTER/ANNUAL RECONCILIATION

WH-1606 (Rev. 8/18/11) 3131

	E: A return <b>MUST BE</b> filed even if no SC state income tax has been eld during the quarter to prevent a delinquent notice.	SC WITHHOLDING NO.	QUARTER
withne	eld during the quarter to prevent a delinquent notice.		Oct, Nov, Dec
			001, 1407, 200
			YEAR
			TEAR
L	LICE DI ACKUNIK CANI Y	FEIN	Due on or Before Last Day of February
0	Use BLACK INK ONLY.  Darken circle completely if this is an AMENDED return.	FOR OFFIC	E USE ONLY
Ü	Reason:		
$\circ$			
0	Darken circle completely if change of address.	Mail to: SC Dana	rtmant of Davanua
0	Darken circle completely if no longer required to withhold and	Wall to: SC Depa Withhold	rtment of Revenue ling
	account should be closed. Close date://		a SC 29214-0004
	Reason:		
	TH QUARTER SC STATE INCOME TAX INFORMATION ONLY: onot enter negative numbers. All cent fields must be completed using num	hore ( 00 - 00)	
	4th Quarter SC state income tax withheld (all sources)		_
	·	<u> </u>	
2.	4th Quarter SC state income tax deposits or payments previous SC payments must be made at the same time as federal pay		•
3.	SC <b>REFUND</b> (If line 2 is greater than line 1, enter difference.)		
١,	DO NOT PAY THIS AMOUNT SC TAX DUE (If line 2 is less than line 1, enter difference.)		
4.		4. 🗩	
1	(if line 2 is less than line 1, enter difference.)	<b>/</b>	
5.			
5. 6.			•
5. 6.			
6.	Penalty \$ and interest \$ due	CE DUE 6.	. TION IS REQUIRED)
6.	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA	,
6.	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA	TION IS REQUIRED)
6. <b>AN</b> 7	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC	,
6. <b>AN</b> 7	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC d from	,
6. <b>AN</b> 7	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC d from	,
6. <b>AN</b> 7	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC d from	•
6. <b>AN</b> 7	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC d from	•
6. <b>AN</b> 7	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC d from	,
6.  AN 7 8. 9. 10.	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC d from	•
6.  AN 7 8. 9. 10.	Penalty \$ and interest \$ due	CE DUE 6.  THROUGH 10 INFORMA  OL - SEP CT - DEC d from	· .

**Sign** Signature \_\_\_\_\_ Name \_\_\_\_ Date \_\_/ \_\_/

Here Telephone ( ) - Email Title

# **INSTRUCTIONS FOR PREPARING FOURTH QUARTER/ANNUAL RECONCILIATION WH-1606**

File WH-1606 electronically free of charge at **www.sctax.org**. Click on eWithholding. Payments can be made by VISA or MasterCard or by Electronic Funds Withdrawal (EFW). **Do not** mail this form when filing online.

If the WH-1606 return is a refund return or a zero payment amount due return, file using Business Tax Telefile free of charge. Call 803-898-5918 and follow step by step instructions. **Do not** mail this form when using Telefile.

With either of these filing methods, confirmation will be given for a successfully filed return.

**DUE DATES:** 4TH QUARTER: Fourth Quarter/Annual Reconciliation.....Last day of February

**NOTE:** A return **MUST BE** filed even if no state tax has been withheld during the quarter to prevent a delinquent notice from being mailed. **A WH-1606 reconciliation must be filed if the account was open for any portion of the calendar year.** 

#### Instructions:

#### DO NOT ALTER COMPLETED FIELDS ON PRE-PRINTED FORMS AS IT MAY RESULT IN ACCOUNT ERRORS.

If the top portion of the WH-1606 is not pre-printed, complete the top of the form with the name and address of the business, the SC withholding number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.

- Darken circle completely if this is an amended return. Provide an explanation in the line below the circle.
- Darken circle completely if changing address.
- Darken circle completely if you are no longer required to withhold. Provide a close date and explanation.
- Fill in the year in the Year box.

#### NOTE: Only use fourth quarter figures for lines 1-6.

- Line 1 Enter total **SC** state income tax withheld from all sources in the fourth quarter. Enter corrected amount if filing an amended return.
- Line 2 Enter total **SC state** income tax deposits or payments made in the fourth quarter. For amended return, include amount paid with original WH-1606.
- Line 3 Enter the amount of SC state refund, if any. (SCDOR will not honor credit transfer requests.)
- Line 4 Enter the amount of **SC state** tax due, if any.
- Line 5 Enter the amount of penalty and interest due, if any.
- Line 6 Enter the net **SC state** income tax, penalty, and interest due, if any.

#### ANNUAL (Line 7 through 10 information is required):

- Line 7 Enter the reported amount of SC tax withheld by quarter.
- Line 8 Enter the total **SC state income tax withheld** from all quarters reported from W2s, W2Gs, and 1099s. Total of line 7 should equal line 8. If there is a difference, you should review your records to determine the quarter or quarters that should be amended.
- Line 9 Enter the total **SC income** from W2s, W2Gs, and 1099s.
- Line 10 Enter the total number of wage and tax statements. Submit all W2s, W2Gs, and only 1099s with SC state tax withheld with WH-1612 or online using SCBOS at www.scbos.sc.gov. Use state copy of W2 forms.

#### TO AVOID DELAYS IN PROCESSING YOUR RETURN(S):

- Must be prepared with BLACK INK ONLY.
- Do not staple attachments.
- Must have all numbers written clearly (for scanner accuracy).
- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- Must contain a telephone number (including area code) available during business hours.
- Must be signed by person authorized to act on behalf of withholding agent.
- Checks must be signed and include the written dollar amount.
- Must be mailed to SCDOR at the special address shown on the return.
- Must include SC Withholding file number and quarter on the "FOR" line of the check.

#### **AUTHORIZATION AND SIGNATURE:**

Check the "YES" box for release of confidential information. This authorizes the Director of the South Carolina Department of Revenue or delegate to discuss **this** return, its attachments, any notices, adjustments or assessments with the preparer whose name is provided.

Clip payment to this return for the full amount payable to SC Department of Revenue and write the withholding number and quarter on the payment. **Do not include WH-1601 coupon.** 



# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE TRANSMITTAL FORM FOR W2s. 1099s & MAGNETIC MEDIA

**WH-1612** (Rev. 8/16/10) 3331

BUSINESS NAME AND ADDRESS	_	SC WITHHOLDING NO.	YEAR
	I		
			Last day of February
		FEIN	DUE DATE
L			

Use this form to submit all W2s or only 1099s with SC tax withheld whether you filed by TeleFile, eWithholding, or paper. Separate CDs and WH-1612s must be submitted for each form type (W2 versus 1099).

All filers must complete Sections A and C. For Magnetic Media submissions, also complete Section B.

#### YOU MUST FILE FORM WH-1606 SEPARATELY.

Section A: Complete the following information for all W2s or 1099s, including Magnetic Media 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 Magnetic Media submissions only.

S.C.Code Section 12-8-1550 requires wage and tax information to be submitted to the SC Department of Revenue on magnetic media if the withholding agent is required by the Internal Revenue Service to file using non-paper methods.

While the Social Security Administration accepts W2/1099 information through electronic filing, South Carolina does not offer this option. We continue to accept magnetic media.

Number of CD-ROM Submitted:					
Type of Data Reported (check only one)					
□ W2	☐ 1099 with SC withholding	☐ W2c for corrected data			

Section C: Complete the following information for all W2s or 1099s, including Magnetic Media submissions.						
Contact Name		Phone				
Contact Maine	9	Phone				
Mailing Addres	ss	Email				
City	State	ZIP Code				

#### WH-1612 INSTRUCTIONS

#### **PURPOSE**

Use this form to submit all W2s or only 1099s that have SC state tax withheld regardless of the filing method (Telefile, eWithholding, paper return). Separate CDs and WH-1612s must be submitted for each form type (W2 versus 1099).

#### **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-ROM being submitted.
- Check the box to indicate which type of data is being submitted. Magnetic media filers may use only one type of data to report per WH-1612.
- See SC Department of Revenue Publication RS-1 for the required format.

#### 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 number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.
- Send copies of 1099s only if they 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 number, but you must still submit the W2s with this form. Write "Domestic Employee" at the top of each of the W2s.

#### **DUE DATE**

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

#### MAILING INSTRUCTIONS

Paper W2s and 1099s:	Magnetic Media:	Overnight Delivery (for Magnetic Media Only)
SC Department of Revenue Withholding	SC Department of Revenue Magnetic Media	SC Department of Revenue Magnetic Media
Columbia SC 29214- <b>0004</b>	Columbia SC 29214- <b>0022</b>	301 Gervais St. Columbia SC 29201

#### **Magnetic Media Information**

- South Carolina Code of Laws Section 12-8-1550 requires wage and tax information to be submitted to the SC Department of Revenue on magnetic media if the withholding agent is required by the Internal Revenue Service to file using non-paper methods.
- While the Social Security Administration accepts W2/1099 information through electronic filing, South Carolina does not offer this option. We continue to accept magnetic media.
- Employers with 250 or more W2s or 1099s must submit on magnetic media.
- Employers who issue less than 250 W2s to SC employees in a calendar year or who issue less than 250 1099s with SC withholding in a calendar year may submit the W2s or 1099s to the department on traditional paper forms or by magnetic media.
- See complete magnetic media specifications in SCDOR Publication RS-1. This publication is available on our website at www.sctax.org under Publications or through Fax On Demand. For Fax On Demand ordering call 1-800-768-3676 or in Columbia, 898-5320. The Document Retrieval Number for Publication RS-1 is 9052.
- For general information regarding magnetic media, contact this office at (803) 896-1450.

# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

# WITHHOLDING TAX TABLES

NOTE: 2012 Withholding Tables (same as 2011 Tables)

**WH1603** (Rev. 5/17/11) 3268

# 2012 DAILY Number of Exemptions

leas	t but less than	0	1	2	3	4	5	6	7	8	9	10	at least	but less than	0	1	2	3	4	5	6	7	8	9	10
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2012 WEEKLY Number of Exemptions

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3 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	3
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2012 BI-WEEKLY Number of Exemptions

# 2012 SEMI-MONTHLY Number of Exemptions

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2012 MONTHLY Number of Exemptions

at least	but less than	0	1	2	3	4	5	6	7	8	9	10	at least	but less than	0	1	2	3	4	5	6	7	8	9	10
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130 150	150 170	3	0	0	0	0	0	0	0	0	0	0	1700 1740	1740 1780	93 96	67 70	54 56	41 43	29 31	19 21	11 13	5 6	0	0	0
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410 430 460	430 460 500	12 13 14	4 5 6	0 0 1	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	2260 2300 2340	2300 2340 2380	132 135 138	103 106 109	90 93 96	77 79 82	63 66 69	50 53 55	37 39 42	26 28 30	16 18 20	9 10 12	3 4 6
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580 620 660	620 660 700	20 22 24	10	3 5 6	0 0 1	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	2460 2500	2500 2540	146 149 152	117 120	104 107	91 93	77 80 83	64 67 69	50 53	37 40 43	26 28 31	17 18	9 11 12
700 740	740 780	26 28	12 14 15	7	1 2	0	0	0	0	0	0	0	2540 2580 2620	2580 2620 2660	154 157	123 126 129	110 112 115	96 99 102	86 88	72 75	56 59 62	45 48	33 35	20 22 24	14 16
780 820	820 860	30 32	16 18	9	3 4	0	0	0	0	0	0	0	2660 2700	2700 2740	160 163	131 134	118 121	105 107	91 94	78 81	64 67	51 54	38 40	26 29	17 19
860 900 940	900 940 980	35 37 40	20 21 23	12 13 14	6 7 8	1 1 2	0 0 0	0	0 0 0	0 0 0	0 0 0	0 0 0	2740 2780 2820	2780 2820 2860	166 168 171	137 140 143	124 126 129	110 113 116	97 100 102	83 86 89	70 73 76	57 59 62	43 46 49	31 33 36	21 23 25
980 1020	1020 1060	42 45	25 27	16 17	9 10	3	0	0	0	0	0	0	2860 2900	2900 2940	174 177	145 148	132 135	119 121	105 108	92 95	78 81	65 68	52 54	38 41	27 29
1060 1100	1100 1140	48 51	29 31	19 21	11 13	5 6 7	0	0	0	0	0	0	2940 2980	2980 3020	180 182	151 154	138 140	124 127	111 114	97 100	84 87	71 73	57 60	44 47	32 34
1140 1180 1220	1180 1220 1260	54 56 59	33 35 37	23 24 26	14 15 17	7 8 10	2 2 3	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3020 3060 3100	3060 3100 3140	185 188 191	157 159 162	143 146 149	130 133 135	116 119 122	103 106 109	90 92 95	76 79 82	63 66 68	49 52 55	36 39 41
1260 1300	1300 1340	62 65	40 42	28 30	18 20	11 12	5 6	0	0	0	0 0	0	3140 3180	3180 3220	194 196	165 168	152 154	138 141	125 128	111 114	98 101	85 87	71 74	58 61	44 47
1340 1380 1420	1380 1420 1460	68 70 73	45 47 50	32 35 37	22 24 26	14 15 16	7 8 9	1 2 3	0 0 0	0 0 0	0 0 0	0 0 0	3220 3260 3300	3260 3300 over	199 202 Amou	171 173 Int show	157  160 n on lin	144   147 e above	130   133   plus se	117  120 even pe	104   106 rcent (7	90 93 %) of ex	77   80   cess o	63   66 ver \$3,3	50   53   00.