1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
Withholding Tax Coupon

WH-1601
(Rev. 7/30/14)
3127

Pay WH-1601 electronically at www.dor.sc.gov Click on DOR ePay and pay with VISA or MasterCard or by Electronic Funds Withdrawal (EFW - Bank Draft). Do not mail this form when paying online.

A person owing $15,000 or more in connection with any return or a withholding agent making at least 24 payments in a year should pay the tax liability electronically by the federal due date.

To apply for a withholding file number, go online to **www.dor.sc.gov** and click on the SCBOS link or complete and submit form SCDOR-111 (Tax Registration Application).

INSTRUCTIONS FOR FORM WH-1601

THIS IS NOT A RETURN.

1. Only use **BLACK INK** on this form and on your check.

2. **You must enter the SC withholding file number**. This is a nine digit number beginning with "25".

3. Enter the Federal Employer Identification Number (FEIN).

4. **Place an X in the box** by the quarter for which this payment is to be applied. The date on the employee's paycheck determines the quarter.

5. Enter the **tax year** for the payment, "YYYY".

6. Enter the **payment amount**. Do **not** enter a dollar sign $. If entering a whole dollar amount, you must enter "00" in the cents field. (Example: 154.00)

7. **IMPORTANT - Print the business name and address** in the space under the FEIN.

8. **Provide contact name and date.** Include a daytime telephone contact number including the area code.

Make check payable to SCDOR and enter the **quarter, year and SC withholding file number** in the memo section of the check. Coupon must accompany payment. **Do not** staple the check to the coupon. **Do not** fold coupon or check. **Only** use an original coupon. **Do not** send a photocopy.

Mail the completed WH-1601 with payment to:
SC Department of Revenue
Withholding
Columbia, SC 29214-0004

USE BLACK INK ONLY
.... detach here ....

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STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
WITHHOLDING TAX PAYMENT COUPON

WH-1601
(Rev. 7/30/14)
3127

SC WITHHOLDING FILE NO.

Mark Quarter with X (Required)
Paycheck Date Determines Quarter

	YEAR	**THIS IS NOT A RETURN**

☐ 1st Qtr Jan, Feb, Mar   ☐ 2nd Qtr Apr, May, Jun

☐ 3rd Qtr Jul, Aug, Sep   ☐ 4th Qtr Oct, Nov, Dec

.
_____
PAYMENT AMOUNT

FEIN
Business Name and Address:

14-0811

FOR FIELD USE ONLY

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

Contact Name _____ **Date** _____

Phone _____ **Email** _____

Mail to: SC DOR, Withholding, Columbia, SC 29214-0004

31271059

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WITHHOLDING TAX PAYMENT COUPON

WH-1601
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SC WITHHOLDING FILE NO.

Mark Quarter with X (Required)
Paycheck Date Determines Quarter

YEAR

THIS IS NOT A RETURN

☐ 1st Qtr
Jan, Feb, Mar
☐ 2nd Qtr
Apr, May, Jun

☐ 3rd Qtr
Jul, Aug, Sep
☐ 4th Qtr
Oct, Nov, Dec

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PAYMENT AMOUNT

FEIN   14-0811
Business Name and Address:

FOR FIELD USE ONLY

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

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