

# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE WITHHOLDING RETURN PACKET

WH-1647 (Rev. 8/19/14) 3539

Withholding File Number:

The enclosed Employer Withholding Returns are being mailed to you from the South Carolina Department of Revenue as requested. A return is due even if there are no employees or any withholding withheld. Always mail in original returns because 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 at our website **www.dor.sc.gov**. eWithholding allows you to view and print returns that you have previously filed. Use eWithholding to file WH1605 or WH1606 and pay the balance due by credit card (VISA or MasterCard only) or EFW (also known as electronic funds withdrawal or bank draft or ACH Debit). Payments must be made **at the same time** the return is filed. 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 choose to pay your tax liability with either method, you will 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. A withholding tax filer having a **zero balance due** for the quarter or a **refund due** for the quarter may file the quarterly return through Business 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: 0.5% 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 Section 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.dor.sc.gov** >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 Withholding File Number if the ownership remains the same. You may close the withholding account by any of the following methods:

- Place an "X" in the "Account Closed" box 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 place an "X" in the box 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.

#### **SUBMITTING W2S AND 1099S**

The Department accepts electronically filed W2 forms through the SCBOS W2 Portal, through the direct entry method or the file upload method. For additional information visit **www.scbos.sc.gov.** W2s submitted via CD-ROM or paper forms are also accepted. W2s are due on the last day of February following the tax year.

Electronic filing of 1099s is not currently available. 1099s submissions are accepted by CD-ROM or paper. Only 1099 forms that have SC withholding tax should be submitted to SCDOR.

A WH-1612 must be filed with the 1099s or W2s if they are filed by CD-ROM or by paper.

A person who files 250 or more W2s for a single tax period must submit them electronically. A person who files 250 or more 1099s for a single tax period must submit them by CD-ROM.

For more information on the following topics, visit our website **www.dor.sc.gov** 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.dor.sc.gov under Forms and Instructions>Withholding. You may also obtain forms by using our Forms Request Line service by calling 1-800-768-3676 or in Columbia, SC, 803-898-5320.

#### **CONTACT INFORMATION**

INTERNET	
SC Department of Revenue website	www.dor.sc.gov
South Carolina State Government Website	www.sc.gov
South Carolina Business One Stop (SCBOS)	www.scbos.sc.gov
TELEPHONE	
Forms Request Line - Columbia, SC area	803-898-5320
Forms Request Line - 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
CD-ROM 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 from 9:00 until noon. as online webinars and as on-site classes at 300A Outlet Pointe Blvd, Columbia, SC 29210

Check our website, www.dor.sc.gov, for dates and times of the workshops. The dates and times are subject to change.

To register for the workshop: By E-mail - TaxPayerEd@dor.sc.gov By Telephone - (803) 898-5800 By Mail - download a copy of the registration form from our website:

www.dor.sc.gov

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. 8/11/14) 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 language.
- 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 Request Line: 1-800-768-3676 Internet: www.dor.sc.gov Automated Refund Info: (803) 898-5300

#### **Taxpayer Service Centers**

The South Carolina Department of Revenue is ready to assist you at 6 locations around the state. You will find the address, telephone numbers and counties served for each location listed below.

Columbia Main Office: 300A Outlet Pointe Blvd. Greenville Service Center: 545 N. Pleasantburg Dr.

P.O. Box 125 Suite 300

Columbia, SC 29214 Greenville, SC 29607 Phone: 803-898-5000 Phone: 864-241-1200 Fax: 803-896-0132 Fax: 864-232-5008

**Columbia Field Collections:** 300A Outlet Pointe Blvd. **Myrtle Beach Office:** 1330 Howard Parkway

P.O. Box 21587 Myrtle Beach, SC 29577
Columbia, SC 29221 Phone: 843-839-2960
Phone: 803-898-5200 Fax: 843-839-2964
Fax: 803-896-0020

Charleston Service Center: 2 South Park Circle Rock Hill Service Center: Business and Technology Center

Suite 100 454 South Anderson Road

Charleston, SC 29407
Phone: 843-852-3600
Fax: 843-556-1780
Suite 202
P.O. Box 12099
Rock Hill, SC 29731
Phone: 803-324-7641

Florence Service Center: 1452 West Evans Street Fax: 803-324-8289

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

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

Marlboro

Lexington Sumter
McCormick Williamsburg
Newberry
Orangeburg

Union

Kershaw

Richland Saluda

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

**WH-1605** (Rev. 7/30/14) 3129

					SC WITHHO	LDING FILE NO.		QUARTER
	BUSIN	NESS NAME AND A	ADDRESS	_	1			<b>1st</b> Quarter Jan, Feb, Mar
								<b>2nd</b> Quarter Apr, May, Jun
								<b>3rd</b> Quarter Jul, Aug, Sep
	L			_	J F	EIN		
			ONLY. box if this is an AMI		(310F) 41	NOT USE FOR TH QUARTER Use WH-1606)	YEA	
		Place an X in the b	box if change of add	ress.		FOR OFFICE	USE O	NLY
				ired to withhold and				
		Reason:						
Ç	NC C	OTE: A return MUS	ST BE filed even if	no SC state income tumbers. All cent fields	ax has been v	vithheld during	the qua	rter to prevent a
┌▶	, QL	JARTERLY SC STA	ATE INCOME TAX	INFORMATION:	_	_	00.0 (.00	
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U CLIP	4.	SC TAX DUE (If li	ne 2 is less than line 1	, enter difference.)		4. 🕨		
U	5.	Penalty \$	and interest \$	due		5. 🕨		•
L	6.	Net SC state inco (line 4 plus line 5) .	me tax, penalty, and	d interest dueBAL 14-08		6. •		-
		Mail to: \$	SC Department of F	Revenue				
		(	Withholding Columbia SC 29214	1-0004		For I	Field Use	only
	F		the withholding file n	nount payable to SC I number and quarter or	•			
	I auth	orize the Director	of the Department of	of Revenue or delega	te to discuss t	h <b>is return</b> , attac	chments	s and related tax
	matte	rs with the preparer	. Yes	No				
	When furnish	signing this form, h a false or fraudule	it is important that tent statement to the	the information contain Department is a crime	ned in your rep	name and phone no port be correct a information belo	ind com	nplete. To wilfully
	Sigr	<b>1</b> Signature		Name		Date _	/	/
	Here	<b>e</b> Telephone (_	) -	Email		Title _		

#### INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.dor.sc.gov**. 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:

Complete the top of the form with the name and address of the business, the SC withholding file number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.

- Place an X in the box if this is an amended return. Provide an explanation in the line below the box.
- Place an X in the box if changing address.
- Place an X in the box if you are no longer required to withhold. Provide a close date and an explanation.
- Place an X in the box 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. (see www.dor.sc.gov > P&I Calculator.)
- 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.
- Write all numbers clearly and include unrounded dollars and cents (ex. \$20.13).
- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- 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. 7/30/14) 3129

					SC WITHHO	LDING FILE NO.		QUARTER
	BUSIN	NESS NAME AND A	ADDRESS	_	1			<b>1st</b> Quarter Jan, Feb, Mar
								<b>2nd</b> Quarter Apr, May, Jun
								<b>3rd</b> Quarter Jul, Aug, Sep
	L			_	J F	EIN		
			ONLY. box if this is an AMI		(310F) 41	NOT USE FOR TH QUARTER Use WH-1606)	YEA	
		Place an X in the b	box if change of add	ress.		FOR OFFICE	USE O	NLY
				ired to withhold and				
		Reason:						
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Щ	1.	Quarterly SC stat	e income tax withh	neld (all sources)		1. 🕨		
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IP CHE	3.	SC REFUND (If lir DO NOT PAY TH		e 1, enter difference.) .		3. 🕨		•
U CLIP	4.	SC TAX DUE (If li	ne 2 is less than line 1	, enter difference.)		4. 🕨		
U	5.	Penalty \$	and interest \$	due		5. 🕨		•
L	6.	Net SC state inco (line 4 plus line 5) .	me tax, penalty, and	d interest dueBAL 14-08		6. •		-
		Mail to: \$	SC Department of F	Revenue				
		(	Withholding Columbia SC 29214	1-0004		For I	Field Use	only
	F		the withholding file n	nount payable to SC I number and quarter or	•			
	I auth	orize the Director	of the Department of	of Revenue or delega	te to discuss t	h <b>is return</b> , attac	chments	s and related tax
	matte	rs with the preparer	. Yes	No				
	When furnish	signing this form, h a false or fraudule	it is important that tent statement to the	the information contain Department is a crime	ned in your rep	name and phone no port be correct a information belo	ind com	nplete. To wilfully
	Sigr	<b>1</b> Signature		Name		Date _	/	/
	Here	<b>e</b> Telephone (_	) -	Email		Title _		

#### INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.dor.sc.gov**. 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:

Complete the top of the form with the name and address of the business, the SC withholding file number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.

- Place an X in the box if this is an amended return. Provide an explanation in the line below the box.
- Place an X in the box if changing address.
- Place an X in the box if you are no longer required to withhold. Provide a close date and an explanation.
- Place an X in the box 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. (see www.dor.sc.gov > P&I Calculator.)
- 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.
- Write all numbers clearly and include unrounded dollars and cents (ex. \$20.13).
- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- 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. 7/30/14) 3129

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	L			_	J F	EIN		
			ONLY. box if this is an AMI		(310F) 41	NOT USE FOR TH QUARTER Use WH-1606)	YEA	
		Place an X in the b	box if change of add	ress.		FOR OFFICE	USE O	NLY
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CHECK HER	2.			ts or payments previo same time as federa	,	2.		•
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U CLIP	4.	SC TAX DUE (If li	ne 2 is less than line 1	, enter difference.)		4. 🕨		
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		Mail to: \$	SC Department of F	Revenue				
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	F		the withholding file n	nount payable to SC I number and quarter or	•			
	I auth	orize the Director	of the Department of	of Revenue or delega	te to discuss t	h <b>is return</b> , attac	chments	s and related tax
	matte	rs with the preparer	. Yes	No				
	When furnish	signing this form, h a false or fraudule	it is important that tent statement to the	the information contain Department is a crime	ned in your rep	name and phone no port be correct a information belo	ind com	nplete. To wilfully
	Sigr	<b>1</b> Signature		Name		Date _	/	/
	Here	<b>e</b> Telephone (_	) -	Email		Title _		

#### INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

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**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:

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- Place an X in the box if changing address.
- Place an X in the box if you are no longer required to withhold. Provide a close date and an explanation.
- Place an X in the box 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.
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- Line 4 Enter the amount of **SC state** tax due, if any.
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#### TO AVOID DELAYS IN PROCESSING YOUR RETURN(S):

- Must be prepared with BLACK ink only.
- Do not staple attachments.
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- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- 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.

1350

37377067



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

**WH-1606** (Rev. 7/30/14) 3131

(P	NOTE	: A return <b>MUST BE</b> filed even if no SC state included during the quarter to prevent a delinquent notice	come tax has been §	SC WITHHOLDING F	ILE NO. QUARTER
_	withhe	ld during the quarter to prevent a delinquent notice			4th Quarter
	I		I		Oct, Nov, Dec
			-		Oct, Nov, Dec
					<b>-</b>
					■ YEAR
	1		L	FEIN	Due on or Before
		Use BLACK INK ONLY.			Last Day of February
		Place an X in the box if this is an <b>AMENDED</b>	return.	FOR	OFFICE USE ONLY
		Reason:			
		Place an X in the box if change of address.	L		
		Diago on V in the boy if no longer required to	withhold and		Department of Revenue
	Ш	Place an X in the box if no longer required to account should be closed. Close date:			hholding
				Со	lumbia SC 29214-0004
		Reason:			
┌▶		H QUARTER SC STATE INCOME TAX INFO			
Ţ		not enter negative numbers. All cent fields must be o			
R	1.	4th Quarter SC state income tax withheld (al Do not include amounts withheld during o		1. ▶	•
里	2	4th Quarter SC state income tax deposits or		sly made 2	
쏫		SC payments must be made at the same ti			<u> </u>
CHECK HERE	3.	SC REFUND (If line 2 is greater than line 1, enter			
Р		DO NOT PAY THIS AMOUNT		,	
CLIP	4.	SC TAX DUE (If line 2 is less than line 1, enter of	lifference.)	4.	
Λ	_	Decelor de la lace de lace de la lace de lace de la lace de lace de lace de lace de la lace de la lace de lace d		· ·	
dd	5.	Penalty \$ and interest \$ Net SC state income tax, penalty, and interes (line 4 plus line 5)	_ aue	<b>5</b> .	•
U	0.	(line 4 plus line 5)	BALAN	CE DUE 6 L	
			14-0809	· · ·	<u>-</u>
<b>└</b> ▶		NUAL SC STATE RECONCILIATION INFOR			ORMATION IS REQUIRED)
		Recap of South Carolina tax withheld by quar			,
		JAN - MAR	JU	L - SEP	
		APR - JUN		CT - DEC	
	8.	Total SC state income tax WITHHELD from a			
		W2s \$, W2Gs \$, and 1099s	3 \$	8. P	•
		(Line 8 should equal the total of line 7.)	20-	■ 9. ▶	
	9.	Total <b>SC INCOME</b> from W2s, W2Gs, and 109 Number of W2s, W2Gs, and 1099s submitted	198	■ 9. ✓	
	10.	or online through SCBOS (see instructions).		10.	
		or original tribught debete (see mandations).			
		orize the Director of the Department of Revenue or		•	For Field Use Only
	attach	ments and related tax matters with the preparer.	Yes N	10	
	Prepai	er's name and phone number			
		signing this form, it is important that the info			correct and complete. To wilfully
	furnis	n a false or fraudulent statement to the Depart	ment is a crime. C	omplete all informa	tion below.
	Siar	• Signatura	Namo		Data / /
	_		Name		Date//
	Here	Telephone ( )	Email		Title
		<u> </u>			

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

File WH-1606 electronically free of charge at **www.dor.sc.gov**. 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:** Fourth Quarter and Annual Reconciliation Return......Last day of February of the following year **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:

Complete the top of the form with the name and address of the business, the SC withholding file number, the Federal Employer Identification Number (FEIN) and the year for which you are filing.

- Place an X in the box if this is an amended return. Provide an explanation in the line below the box.
- Place an X in the box if changing address.
- Place an X in the box 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. (see www.dor.sc.gov > P&I Calculator)
- Line 6 Enter the net **SC state** income tax, penalty, and interest due, if any.

#### ANNUAL (Line 7 through 10 information is required. Enter the corrected figures when amending a return.):

- Line 7 Enter the 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. Line 8 should equal the total of all quarters from line 7. 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. **W2s only** may be filed online using the W2 Portal SCBOS at **www.scbos.sc.gov.** Use state copy of W2 forms.

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

- Amounts withheld from employees on W2s cannot be refunded to employers.
- Must be prepared with BLACK INK ONLY.
- Do not staple attachments.
- Write all numbers clearly and include unrounded dollars and cents (ex. \$20.13).
- Must NOT contain slashes, dashes, dollar signs or commas in the block number area.
- Must be signed by person authorized to act on behalf of withholding agent.
- Checks must be signed and include the written dollar amount.

#### **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. Preparer's name must be an individual.

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

1350



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

STATE OF SOUTH CAROLINA

**WH-1612** (Rev. 9/25/14) 3331

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

Use this form to submit (a) W2s, W2cs, or W2Gs 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, W2c, W2G or 1099). Mail WH-1612 and W2s, W2cs, W2Gs or 1099s **separately from WH-1606**. Do **not** file WH-1612 until the W2s, W2cs, W2Gs or 1099s are **issued**.

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, W2cs, W2Gs or 1099s, including CD-ROM

TOTALS FROM W2s OI	R 1099s
SC state income tax withheld	\$
Wages, tips and other compensation	\$
Number of W2s, W2cs or W2Gs	
Number of 1099s with SC withholding	

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

When the Internal Revenue Service or Social Security Administration requires you to file these forms electronically, you must file:

- W2s electronically using the W2 Portal at www.scbos.sc.gov.
- Forms W2c, W2G or 1099 by CD-ROM
   You may use CD-ROM or paper for W2s if you have fewer than 250 for the tax year.

Nun	nber of CD-RC	Ms Submitte	d:
Type of	Data Reporte	d (check only	one)
☐ W2 (must be fewer than 250)	□ W2G	☐ W2c	☐ 1099 with SC withholding

Section C: Complete	the following information for all W2s or 10	99s, including CD-ROM submissions.
Contact Name		Phone
Contact Name		Phone
Mailing Address		Email
City	State	ZIP Code

#### WH-1612 INSTRUCTIONS

#### WHO MUST FILE WH-1612

You must complete the entire WH-1612 and file it with the SC Department of Revenue if you file W2s, W2cs, W2Gs and/or any forms in the federal Form 1099 series with South Carolina withholding by paper or by CD-ROM. WH-1612 is available in the RS-1 manual and at www.dor.sc.gov.

Do **not** file or mail WH-1612 if you EITHER:

- filed electronically through the W2 Portal at www.scbos.sc.gov OR
- did not issue W2s, W2cs, W2Gs or 1099s.

#### **GENERAL INFORMATION**

Only file 1099s that have South Carolina withholding.

When the Internal Revenue Service or Social Security Administration requires you to file these forms electronically, you must file:

- W2s electronically using the W2 Portal at www.scbos.sc.gov.
- W2cs, W2Gs or 1099s by CD-ROM.

Currently, the federal threshold for filing these forms electronically is 250 or more in a calendar year.

W2s can be filed by CD-ROM but only W2s can be filed electronically. The W2 Portal is the preferred method for filing W2s.

Paper filing is available when you are not required to file electronically for federal.

See complete filing specifications in SCDOR Publication RS-1 on the Publications page at www.dor.sc.gov or the W2 Portal Information page at www.scbos.sc.gov.

You must include 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. Preparers only may omit the SC Withholding File Number.

#### 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, W2cs or W2Gs submitted by Paper or CD-ROM but not both.
- Enter the number of all forms in the federal Form 1099 series with SC withholding submitted by Paper or CD-ROM but not both.

#### 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.

#### Section C:

Complete the demographic information.

#### **REMINDERS**

- FILE WH-1606 SEPARATELY FROM WH-1612 AND YOUR W2s, W2cs, W2Gs OR 1099s.
- If you have domestic employees you are still required to send a copy of the W2 you issue your employee(s). You máy 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, W2cs, W2Gs or 1099s: CD-ROM:

SC Department of Revenue Withholding

Columbia SC 29214-0004

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

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## STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

## **WITHHOLDING TAX TABLES**

NOTE: 2015 Withholding Tables (same as 2014 Tables)

WH1603

(Rev. 3/14/14) 3268

#### 2015 DAILY Number of Exemptions

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2015 WEEKLY Number of Exemptions

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2015 BI-WEEKLY Number of Exemptions

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## 2015 SEMI-MONTHLY Number of Exemptions

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2015 MONTHLY Number of Exemptions

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150	170	3	0	0	0	0	0	0	0	0	0	0	1740 1780	1780 1820	96 98	70 72	56 59	43 46	31 33	21 23	13 14	6 7	1 2	0	
190	210	5	0	0	0	0	0	0	0	0	0	0	1820 1860	1860 1900	101 104	75 77	62 64	48 51	35 37	24 26	15 17	9 10	2	0	
230 250	250	6	0	0	0	0	0	0	0	0	0	0	1900 1940	1940 1980	107 110	80 82	67 69	53 56	40 42	28 30	18 20	11 12	5 6	0	
270 290	290	7	1 2	0	0	0	0	0	0	0	0	0	1980 2020	2020 2060	112 115	85 88	72 74	58 61	45 47	32 35	22 24	14 15	7	2	
310 330	330 350	9	2 2	0	0	0 0	0	0	0 0	0 0	0 0	0 0	2060 2100	2100 2140	118 121	90 93	77 79	63 66	50 52	37 39	26 27	16 18	9 10	3 4	
350 370	390	10 10	3	0	0	0 0	0	0	0 0	0 0	0 0	0 0	2140 2180	2180 2220	124 126	95 98	82 84	68 71	55 58	41 44	30 32	20 22	12 13	6 7	
390 410	430	11 12	3 4	0	0	0	0	0	0 0	0	0	0 0	2220 2260	2260 2300	129 132	101 103	87 90	74 77	60 63	47 50	34 37	24 26	15 16	8 9	
430 460	500	13 14	5 6	0	0	0	0	0	0	0	0	0	2300 2340	2340	135 138	106 109	93 96	79 82	66 69	53 55	39 42	28 30	18 20	10 12	
500 540	580	16 18	7 8	2	0	0	0	0	0	0	0	0	2380 2420	2420 2460	140 143	112 115	98 101	85 88	72 74	58 61	45 48	32 35	22 24	14 15	
580 620	660	20 22	10 11	5	0 0 1	0	0	0	0 0 0	0	0	0	2460 2500	2500 2540	146 149	117 120	104 107	91 93	77 80	64 67	50 53	37 40	26 28	17 18	
700 740	740	24 26 28	12 14 15	6 7 8	1 2	0 0 0	0 0 0	0 0 0	0	0 0 0	0 0 0	0 0 0	2540 2580 2620	2580 2620 2660	152 154 157	123 126 129	110 112 115	96 99 102	83 86 88	69 72 75	56 59 62	43 45 48	31 33 35	20 22 24	
780 820	820	30 32	16 18	9	3 4	0	0	0	0	0	0	0	2660 2700	2700 2740	160 163	131 134	118 121	102 105 107	91 94	78 81	64 67	51 54	38 40	26 29	
860 900	900	35 37	20 21	12 13	6 7	1	0	0	0	0	0	0	2740 2780	2780 2820	166 168	137 140	124 126	110 113	97 100	83 86	70 73	57 59	43 46	31 33	
940	980	40 42	23 25	14 16	8 9	2	0	0	0	0	0	0	2820 2860	2860 2900	171 174	143 145	129 132	116 119	102 105	89 92	76 78	62 65	49 52	36 38	
1020 1060	1060	45 48	27 29	17 19	10 11	3	0	0	0	0	0	0	2900 2940	2940 2980	177 180	148 151	135 138	121 124	108 111	95 97	81 84	68 71	54 57	41 44	
1100	1140	51 54	31 33	21 23	13 14	6 7	1 2	0	0	0	0	0	2980 3020	3020 3060	182 185	154 157	140 143	127 130	114 116	100 103	87 90	73 76	60 63	47 49	
1180 1220	1220	56 59	35 37	24 26	15 17	8 10	2	0	0	0	0	0	3060 3100	3100 3140	188 191	159 162	146 149	133 135	119 122	106 109	92 95	79 82	66 68	52 55	
1260 1300	1340	62 65	40 42	28 30	18 20	11 12	5 6	0	0 0	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	
1340 1380 1420	1420	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	171 173	157 160	144 147	130 133	117 120	104 106 rcent (7	90 93	77 80	63 66	