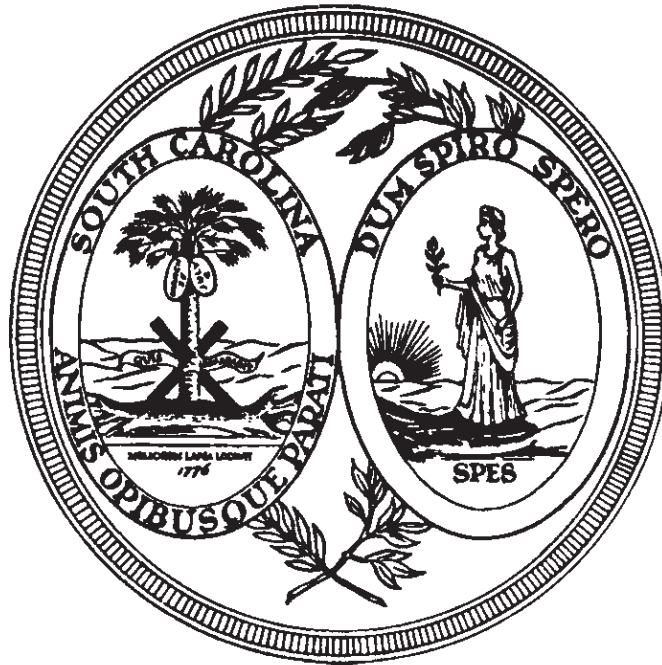


# STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE



# 2016

## Instructions and Specifications for Filing Forms W2

This package contains:

- IMPORTANT NOTICES
- SOUTH CAROLINA REQUIREMENTS
- WH-1612 TRANSMITTAL FORM
- SOUTH CAROLINA RS RECORD SPECIFICATIONS (Used for CD-ROM or W2 Portal Filing)

Important Highlights:

- You must use the W2 Portal at [www.scbos.sc.gov](http://www.scbos.sc.gov) when filing 250 or more Forms W2 in a calendar year.
- You can file electronically, by CD-ROM or by paper forms when filing fewer than 250 Forms W2.
- Do not submit Forms 1099 with zero SC income tax withheld.

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## FOR ASSISTANCE

Contact the SC DOR Withholding Section  
Toll Free (844) 898-8542  
Monday through Friday  
8:30 AM to 4:45 PM EST  
E-mail: **WithholdingTax@dor.sc.gov**  
or for additional information, visit our website  
**dor.sc.gov**

For information on Electronic Filing of W2s, go to **www.scbos.sc.gov**.

For Federal Information, see Social Security Administration Publications No. 42-007 (W2s) and No. 42-014 (W2cs) and Internal Revenue Service Publication 1220 (W2Gs and 1099s).

SSA website: **www.socialsecurity.gov/employer**

IRS website: **www.irs.gov**

# Purpose

The purpose of this manual is to state the requirements and conditions under which wages and tax information and information returns are reported to the South Carolina Department of Revenue.

## Important Notices

### Highlights

- **Tax filers filing 250 or more W2s** in a calendar year **must** use South Carolina's web based solution at **www.scbos.sc.gov** to file electronically by either the direct entry method or file upload method.
- When the Internal Revenue Service or Social Security Administration requires you to file **W2cs, W2Gs or 1099s** electronically, you must file them **by CD-ROM for South Carolina**.
- South Carolina DOR will accept CD-ROM or paper forms when filing fewer than 250 W2s. Only W2s can be filed electronically.
- For current record changes and other changes go to "What's New" in SSA Publication No. 42-007 located at <http://www.socialsecurity.gov/employer/efw/15efw2.pdf>
- For tax year 2016, both electronic and paper filers must file W2s and 1099s by January 31, 2017.
- Beginning January 2017, SC Withholding Tax Tables (WH-1603) and SC Withholding Tax Formula (WH-1603F) will be updated every year and are available on our website at **dor.sc.gov/withholding**.

### Combined Federal/State Filing Program

South Carolina Department of Revenue participates in the Combined Federal/State Filing Program for reporting non-wage statements that do not have South Carolina income tax withholding. Statements containing South Carolina income tax withholding **must be reported directly** to the Department of Revenue.

### Quarterly Withholding Returns and Withholding Payments

To prevent posting errors, do not mail withholding payment(s) or Forms WH-1605 or WH-1606 with Forms WH-1612 and Forms W2 and/or 1099.

### Avoid Duplicate Filing

Do not mail paper forms that already have been filed electronically or submitted through CD-ROM

### Additional Federal information by specific form type:

- Form W2 - SSA Publication No. 42-007
- Form W2c - SSA Publication No. 42-014
- Forms W2G and 1099 - IRS Publication 1220

# SOUTH CAROLINA REQUIREMENTS

## WHO MUST FILE W2s

Employers having an employee or employees earning income within South Carolina are subject to South Carolina withholding laws. According to S.C. Code Section 12-8-1540, a person required to withhold income tax or who would have been required to withhold tax under Section 12-8-520 shall furnish on or before January 31st of the following year a properly completed W2 or 1099 to the taxpayer(s). Section 12-8-1550 requires the person to submit the W2s or 1099s to the Department of Revenue on or before the last day of January of the following year.

## WHO MUST FILE 1099s

Any person, including a corporation, partnership, individual, estate, and trust, who makes reportable transactions during the calendar year, must file the information returns with the IRS to report these transactions. If the information returns have South Carolina income tax withholding, then payers are also required to directly submit 1099s with the South Carolina Department of Revenue on or before the last day of January of the following year.

## WHO MUST FILE WH-1612 TRANSMITTAL FORM FOR W2S OR 1099S SUBMITTED BY CD-ROM OR PAPER

You must complete the entire WH-1612 and file it with the SC Department of Revenue if you file W2s, W2cs, W2Gs and/or 1099s with South Carolina withholding by paper or by CD-ROM. WH-1612 is available in the RS-1 manual and at [dor.sc.gov](http://dor.sc.gov).

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

- **filed electronically through the W2 Portal at [www.scbos.sc.gov](http://www.scbos.sc.gov) OR**
- **did not issue W2s, W2cs, W2Gs, or 1099s.**

## ELECTRONIC AND CD-ROM FILING REQUIREMENTS

When you are required to file W2s electronically for federal purposes, you must file them with the SC Department of Revenue electronically, using the **W2 Portal** at [www.scbos.sc.gov](http://www.scbos.sc.gov). Currently, the federal threshold is 250 or more for a calendar year. Electronic filing is the preferred method when filing fewer than 250 W2s, but you may submit them by CD-ROM or in paper form.

When you are required to file W2cs, W2Gs or 1099s electronically for federal purposes, you must file them through CD-ROM for South Carolina. CD-ROM is the preferred method when filing fewer than 250 1099s, but you may submit them by paper instead.

## METHODS FOR FILING

- Electronic Filing using W2 Portal at [www.scbos.sc.gov](http://www.scbos.sc.gov) (You must use this method when required to file electronically for federal filing 250 or more W2s in a calendar year. Only W2s can be filed electronically.)
- CD-ROM (You must use this method when filing when required to file W2cs, W2Gs or 1099s electronically for federal.)
- Paper forms (only when filing fewer than 250 W2s, W2cs, W2Gs or 1099s)

## ELECTRONIC FILING

### W2s

W2 filers may use direct entry method or file upload method to electronically file their W2s. For additional information and instructions about South Carolina's electronic filing systems go to [www.scbos.sc.gov](http://www.scbos.sc.gov).

The web-based system supports comma delimited files (.csv). Zipped or compressed files also are accepted via web upload. Compressed files can only contain one EFW2 file. Password protected zip files cannot be uploaded to the web-based system.

### Other Types of Forms

The electronic filing option is not available for W2cs, W2Gs or 1099s. Payers who are required to file electronically for federal must file these forms by CD-ROM. South Carolina follows the same specifications for 1099 found in IRS Publication 1220. You must include WH-1612 when submitting W2cs, W2Gs or 1099s to the Department of Revenue.

## RECORD REQUIREMENTS

Code RA	Submitter Record	Required
Code RE	Employer Record	Required
Code RW	Employee Wage Record	Required
Code RO	Employee Wage Record	Non-Required
Code RS	State Record	Required
Code RT	Total Record	Required
Code RU	Total Record	Non-Required
Code RV	State Total Record	Non-Required
Code RF	Final Record	Required

**Note: Non-required numeric fields should be filled with zeros and non-required non-numeric fields should be filled with blank spaces.**

## FILE REQUIREMENTS

### W2s

The file name that has to be assigned to the State Wage Record is "W2Report\_XX.txt". "XX" refers to the last two digits of the tax year. The "RS" Record must be included on the file. South Carolina will accept a copy of the information submitted to the Social Security Administration as long as the "RS and RT" Records are included, the filename is named appropriately, and is submitted electronically or by CD-ROM. The Department of Revenue will accept files with multiple states information **as long as the state code for South Carolina, "45" is present.** The State mailing abbreviation will no longer be accepted. **THE STATE CODE "45" HAS TO BE PRESENT ON THE FILE.**

### 1099s

The file name must be "SC1099\_XX.txt". "XX" refers to the last two digits of the tax year. The State "K" Record must be included on the file. The Special Data Entries Field in the "B" record is to be used for the SC Withholding number (File Number). This field should be right justified.

## INSTRUCTIONS FOR SUBMITTING SECURED DATA OR ZIP FILES

Make sure you encrypt or password-protect the data on the CD-ROM that you send to the Department. The Department cannot accept or process .exe files.

Mail the password or key in a separate package from the secured data or zip file. Mail each package separately to the address listed on the next page. Label both packages in the same manner as the sample label on the next page. Label the secured data or the zip file as Vol 1 of 2 and the password or key as Vol 2 of 2. Make sure you include an original or copy of WH-1612 in both mailings. If data is not submitted in this fashion, you risk a delay in processing and may be required to submit your information again.

## MAILING INSTRUCTIONS FOR PAPER OR CD-ROM SUBMISSIONS

Label CD-ROM with information as noted below.

Mail your CD-ROM, paper forms or extension request to the address listed below.

### CD Label

SC WITHHOLDING FILE NO.					
FEIN:					
NAME:					
ADDRESS:				CITY	
STATE:		ZIP CODE		TELEPHONE	
VOL: _____ of _____					

### MAILING ADDRESSES

Paper W2s, W2cs, W2Gs, 1099s or Extension Request	CD-ROM	Overnight Delivery for CD-ROM Only
SC Department of Revenue Withholding Columbia, SC 29214-0004	SC Department of Revenue Withholding CD-ROM Columbia, SC 29214-0022	SC Department of Revenue Withholding CD-ROM 300A Outlet Point Blvd Columbia, SC 29210-5666

### PROCEDURES FOR FILING AN EXTENSION

According to Section 12-8-1550(B), if additional time is required to file Forms W2 or Forms 1099, a withholding agent or payer may request an extension in writing with the Department of Revenue. A DOR approved extension may not exceed thirty days.

Write a letter requesting an extension to file W2s or 1099s as well as providing a reason for such request to the Department of Revenue. Include FEI number, Withholding account file number(s), business mailing address, contact person's name, phone number and e-mail address and the Tax Year in the letter. Mail this letter to: South Carolina Department of Revenue, Withholding, Columbia, SC 29214-0004.

## FREQUENTLY ASKED QUESTIONS

**Q. Can South Carolina accept wage information (W2) via electronic filing?**

**A.** Yes, a web-based solution for submitting 2011 and forward Forms W2 to the South Carolina Department of Revenue is available.

**Q. Am I required to file electronically with SC DOR?**

**A.** If you are required to file Forms W2 electronically with the Social Security Administration, then you are required to file Forms W2 electronically with the Department of Revenue.

**Q. Do I register or is there an application before filing electronically or by CD-ROM?**

**A. Electronically:** No, if you are filing electronically through [www.scbos.sc.gov](http://www.scbos.sc.gov)

**By CD-ROM:** No, Form I-314, Application for Filing Information Returns on magnetic media to the South Carolina Department of Revenue is no longer required.

**Q. Do I provide test files?**

**A.** No, test files are not required to be submitted by CD-ROM. They will neither be processed nor be returned to the filer.

If you are using the Department of Revenue's web based electronic filing method through [www.scbos.sc.gov](http://www.scbos.sc.gov) you may upload a test file but it MUST NOT BE SUBMITTED completely. Stop before the "Check Out" process and delete the test file.

**Q. Am I required to file information returns (Form 1099)?**

**A.** If South Carolina income tax has been withheld, Form 1099 must be filed with the South Carolina Department of Revenue. Do not send 1099 forms to SC DOR if South Carolina State tax has not been withheld.

**Q. Will the Department of Revenue accept an electronic file or CD-ROM containing wage information for multiple companies?**

**A.** Yes, however CD-ROM filers would need to submit one WH-1612 and provide the service bureau's or the preparer's information. Form WH-1612 is not required when electronically filing Forms W2.

**Q. Will the Department of Revenue accept an electronic file or CD-ROM containing wage information from multiple states?**

**A.** Yes, provided that there are records with state numeric code "45".

**Q. Will SC DOR accept a copy of the SSA filing?**

**A.** Yes, provided that the RS and RT Records, the state numeric code "45" and South Carolina are in the SSA file.

**Q. How should Forms W2 be submitted to the Department of Revenue?**

**A.** Withholding agents that file 250 or more Forms W2 must file these wage and tax information electronically. The Department of Revenue will accept CD-ROM or paper forms if fewer than 250 Forms W2 are filed.

**Q. When is the due date for filing W2 Forms and/or 1099 Forms?**

**A.** Last day of January following tax year end.

**Q. What if I would like my CD-ROM returned to me?**

**A.** SC DOR does not return CD-ROMs. Once they are received by the SC DOR, these submissions fall under our confidentiality and retention laws.

- Q. Would paper Forms W2 still be required to be filed with the Department of Revenue if Forms W-2 have already been filed electronically or by CD-ROM with the Department of Revenue?**
- A.** No, only one form of filing is required.
- Q. Where do I find additional information about the Department of Revenue's electronic filing option?**
- A.** Go to [www.scbos.sc.gov](http://www.scbos.sc.gov) and visit the W2 filing information page.
- Q. Should I mail any reports regarding my W-2 information if filing electronically or by CD-ROM?**
- A.** Electronic filing through the W2 Portal requires nothing to be mailed to the Department. CD-ROM filing does require the Form WH-1612, but no other documentation regarding your W2s is required with this mailing.
- Q. Do I need to keep a copy of the W2 information I send to the Department of Revenue?**
- A.** Yes. Department of Revenue requires that you retain a copy of your W2s or your Forms W-2 data for at least six (6) years after the due date of the report.
- Q. Am I still required to file the SC Withholding Fourth Quarter/Annual Reconciliation Return (WH-1606) after electronically filing the W2 forms?**
- A.** Yes, and the WH-1606 return is due on or before the last day of January following the tax year.



# South Carolina RS Record Specification

## Code RS - State Record (Required)

EFW2 is the Social Security Administration and South Carolina Department of Revenue's electronic filing record layout for the W2 data. This filing layout can be used for W2 Portal or CD-ROM submissions. See IRS Publication 1220 for 1099 specifications.

This manual has the layout of the RS record only. To find other record layouts go to the Social Security Administration EFW2 publication, at [www.ssa.gov/employer](http://www.ssa.gov/employer).

### COMMON FILING ERRORS TO AVOID

- Media must not be submitted on diskette.
- No data contained on the file.
- There should be no lines without data.
- There should be no unassigned spaces in the file.
- Data file must be in text format. (.txt)
- RA Record: Submitter Record was not found.
- RA Record: Submitter Record must contain submitters' contact name and telephone number
- RE Record: Employer Record was not found.
- RE Record: Incorrect Tax Year on data. Confirm that the tax year entered is correct.
- Each RW record must have a RS record present (for each file).
- No corresponding RW Record: Cannot locate the Wage Record which contains all the employee information.
- RS Record: No State Code on the File – One of the two locations is missing a valid State Code, "45".
- RS Record: File does not contain a State ID: The 9 digit state ID contains non-numeric character, most likely a space or dash. Remaining 20 spaces should be filled with blanks.
- No corresponding RS Record: Supplemental Record does not contain the state information. This record is not required on the Federal level, but is required by South Carolina.
- Do not create a file that contains any data after the Final Record (RF Record).
- RF Record: Final Record was not found.
- Make sure each data file submitted is complete. (RA through RF records.)
- Do not submit paper Forms W2 if they were submitted electronically or by CD-ROM.

**SOUTH CAROLINA: RS -- STATE RECORD**  
**STATE REQUIRED FIELDS ARE CHECKED**

FIELD	✓ Record Identifier	✓ State Code	Taxing Entity code	✓ Social Security Number (SSN)	✓ Employee First Name	✓ Employee Middle Name or Initial
LOCATION	1-2	3-4	5-9	10-18	19-33	34-48
LENGTH	2	2	5	9	15	15

✓ Employee Last Name	✓ Suffix	Location Address	Delivery Address	City	State Abbreviation
49-68	69-72	73-94	95-116	117-138	139-140
20	4	22	22	22	2

Zip Code	Zip Code Extension	Blank	Foreign State/Province	Foreign Postal Code	Country Code
141-145	146-149	150-154	155-177	178-192	193-194
5	4	5	23	15	2

Optional Code	Reporting Period	State Quarterly Unemployment Insurance Total Wages	State Quarterly Unemployment Insurance Total Taxable Wages	Number of Weeks Worked	Date First Employed
195-196	197-202	203-213	214-224	225-226	227-234
2	6	11	11	2	8

Date of Separation	Blank	✓ State Employer Account Number*	Blank	✓ State Code	✓ State Taxable Wages
235-242	243-247	248-267	268-273	274-275	276-286
8	5	20	6	2	11

✓ State Income Tax Withheld	Other State Data	Tax Type Code	Local Taxable Wages	Local Income Tax Withheld	State Control Number
287-297	298-307	308	309-319	320-330	331-337
11	10	1	11	11	7

Supplemental Data 1	Supplemental Data 2	Blank
338-412	413-487	488-512
75	75	25

\* State Employer Account Number - See position specifications on page #14

# SOUTH CAROLINA RS RECORD SPECIFICATION

LOCATION	FIELD	LENGTH	SPECIFICATIONS
1-2	Record Identifier	2	Constant "RS".
3-4	State Code	2	Enter the appropriate postal Numeric Code. (See Appendix A.)
5-9	Taxing Entity Code	5	Spaces.
10-18	Social Security Number (SSN)	9	Enter the employee's social security number as shown on the original/replacement SSN card issued by SSA.  If the SSN is not available, enter zeros.
19-33	Employee First Name	15	Enter the employee's first name as shown on the social security card.  Left justify and fill with blanks.
34-48	Employee Middle Name or Initial	15	If applicable, enter the employee's middle name or initial exactly as shown on the social security card.  Left justify and fill with blanks.  Otherwise, fill with blanks.
49-68	Employee Last Name	20	Enter the employee's last name as shown on the social security card.  Left justify and fill with blanks.
69-72	Suffix	4	If applicable, enter the employee's alphabetic suffix.  For example: SR, JR  Left justify and fill with blanks.  Otherwise, fill with blanks.
73-94	Location Address	22	Enter the employee's location address (Attention, Suite, Room Number, etc.).  Left justify and fill with blanks.
95-116	Delivery Address	22	Enter the employee's delivery address.  Left justify and fill with blanks.
117-138	City	22	Enter the employee's city.  Left justify and fill with blanks.

# SOUTH CAROLINA RS RECORD SPECIFICATION

LOCATION	FIELD	LENGTH	SPECIFICATIONS
139-140	State Abbreviation	2	<p>Enter the employee's state.</p> <p>Use a postal abbreviation as shown in Appendix A.</p> <p>For a foreign address, fill with blanks.</p>
141-145	Zip Code	5	<p>Enter the employee's zip code.</p> <p>For a foreign address, fill with blanks.</p>
146-149	Zip Code Extension	4	<p>Enter the employee's four-digit extension of the Zip Code.</p> <p>If not applicable, fill with blanks.</p>
150-154	Blank	5	<p>Fill with blanks. Reserved for SSA Use.</p>
155-177	Foreign State/Province	23	<p>If applicable, enter the employee's foreign state/province.</p> <p>Left justify and fill with blanks.</p> <p>Otherwise, fill with blanks.</p>
178-192	Foreign Postal Code	15	<p>If applicable, enter the employee's foreign postal code.</p> <p>Left justify and fill with blanks.</p> <p>Otherwise, fill with blanks.</p>
193-194	Country Code	2	<p>If one of the following applies, fill with blanks.</p> <ul style="list-style-type: none"> <li>• One of the 50 states of the U.S.A.</li> <li>• District of Columbia</li> <li>• Military Post Office (MPO)</li> <li>• American Samoa</li> <li>• Guam</li> <li>• Northern Mariana Islands</li> <li>• Puerto Rico</li> <li>• Virgin Islands</li> </ul>

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## LOCATIONS 195 TO 267 APPLY TO UNEMPLOYMENT REPORTING

195-196	Optional Code	2	<p>Spaces.</p>
197-202	Reporting Period	6	<p>Enter the last month and 4 digit year for the calendar quarter for which this report applies; e.g., "032015" for January-March of 2015.</p>

## SOUTH CAROLINA RS RECORD SPECIFICATION

LOCATION	FIELD	LENGTH	SPECIFICATIONS
203-213	State Quarterly Unemployment Insurance Total Wages	11	Right justify and zero fill.
214-224	State Quarterly Unemployment Insurance Total Taxable Wages	11	Right justify and zero fill.
225-226	Number of Weeks Worked	2	Spaces.
227-234	Date First Employed	8	Enter the month, day and four digit year, e.g., "01012015."
235-242	Date of Separation	8	Enter the month, day, and four digit year e.g., "12312015."
243-247	Blank	5	Fill with blanks. Reserved for SSA use.
248-267	State Employer Account Number	20	SC Withholding File No. and not the SC unemployment account number. Empty spaces filled with blanks.
268-273	Blank	6	Fill with blanks. Reserved for SSA use.

### LOCATIONS 274 TO 337 APPLY TO INCOME TAX

274-275	State Code	2	Enter the SC state Numeric Code "45". (See Appendix A)
276-286	State Taxable Wages	11	Right justify and zero fill.
287-297	State Income Tax Withheld	11	Right justify and zero fill.
298-307	Other State Code	10	Spaces.
308	Tax Type Code	1	Space
309-319	Local Taxable Wages	11	Spaces.
320-330	Local Income Tax Withheld	11	Spaces.
331-337	State Control Number	7	Optional.
338-412	Supplemental Data 1	75	To be defined by user.
413-487	Supplemental Data 2	75	To be defined by user.
488-512	Blank	25	Fill with blanks. Reserved for SSA use.

## APPENDIX A -- POSTAL ABBREVIATIONS AND NUMERIC CODES

STATE	ABBREVIATION	NUMERIC CODE*	STATE	ABBREVIATION	NUMERIC CODE*
Alabama	AL	01	Montana	MT	30
Alaska	AK	02	Nebraska	NE	31
Arizona	AZ	04	Nevada	NV	32
Arkansas	AR	05	New Hampshire	NH	33
California	CA	06	New Jersey	NJ	34
Colorado	CO	08	New Mexico	NM	35
Connecticut	CT	09	New York	NY	36
Delaware	DE	10	North Carolina	NC	37
District of Columbia	DC	11	North Dakota	ND	38
Florida	FL	12	Ohio	OH	39
Georgia	GA	13	Oklahoma	OK	40
Hawaii	HI	15	Oregon	OR	41
Idaho	ID	16	Pennsylvania	PA	42
Illinois	IL	17	Rhode Island	RI	44
Indiana	IN	18	South Carolina	SC	45
Iowa	IA	19	South Dakota	SD	46
Kansas	KS	20	Tennessee	TN	47
Kentucky	KY	21	Texas	TX	48
Louisiana	LA	22	Utah	UT	49
Maine	ME	23	Vermont	VT	50
Maryland	MD	24	Virginia	VA	51
Massachusetts	MA	25	Washington	WA	53
Michigan	MI	26	West Virginia	WV	54
Minnesota	MN	27	Wisconsin	WI	55
Mississippi	MS	28	Wyoming	WY	56
Missouri	MO	29			

\*Use on RS State Wage Record only

### U.S Territories and Possessions and Military Post Offices

TERRITORIES AND POSSESSIONS	ABBREVIATION
American Samoa	AS
Guam	GU
Northern Marina Islands	MP
Puerto Rico	PR
Virgin Islands	VI

MILITARY POST OFFICES formerly APO and FPO	ABBREVIATION
The Pacific	AP
Canada, Europe, Africa and Middle East	AE
Central and South America	AA