(Rev. 7/21/16)

WITHHOLDING RETURN PACKET

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.

MYDORWAY

MyDORWAY is designed to give taxpayers a fast, convenient and secure electronic way to submit withholding quarterly return information and tax payments.

MyDORWAY is an online filing and payment application for filing WH1605 SC Withholding Quarterly tax returns and WH1606 SC Withholding Fourth Quarter/Annual Reconciliation returns including zero balance due or refund due returns. MyDORWAY allows you to file directly with the South Carolina Department of Revenue at MYDORWAY.dor.sc.gov. MyDORWAY allows you to view and print returns that you have previously filed. Use MyDORWAY 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.

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 guarter 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 at MyDORWAY.dor.sc.gov.

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 MyDORWAY 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 MyDORWAY or 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). 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 January 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 **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 **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	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 Tax Questions	1-844-898-8584
Electronic Help Desk - Columbia, SC area	803-896-1715
Electronic Help Desk - Outside Columbia area	1-800-476-0311
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, 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:
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. 7/7/16) 6318

The Taxpayers' Bill of Rights outlines the rights of South Carolina taxpayers. Find the full text in Title 12, Chapter 58 of the South Carolina Code of Laws.

- You have the right to apply for assistance from the South Carolina Department of Revenue Taxpayer Rights' Advocate to facilitate a resolution for complaints and problems.
- You have the right to request and receive forms, instructions, information guides, and other written materials in plain and simple language.
- You have the right to receive notices with descriptions of the basis for and identification of any tax, interest and penalties due.

Contacting the SCDOR*

*For the fastest service, use the contact information on the front of this notice (if available).

- Visit dor.sc.gov for forms, online services, and more information.
- Request a Form by Phone:

1-800-768-3676

• Toll Free Phone Assistance:

1-844-898-8542

• By Mail (if specific mailing information is not provided on the notice or form):

South Carolina Department of Revenue P.O. Box 125

Columbia, SC 29214

Visit an Office for Assistance:

Columbia Main Office: 300A Outlet Pointe Blvd.

Columbia, SC 29210

Charleston Service Center:

2 South Park Cir, Ste 100 Charleston, SC 29407 Florence Service Center:

1452 West Evans St, Ste 100 Florence, SC 29501

Greenville Service Center:

545 N. Pleasantburg Dr, Ste 300 Greenville, SC 29607

Myrtle Beach Service Center:

1350 Farrow Pkwy, Ste 200 Myrtle Beach, SC 29577

Rock Hill Service Center:

454 Anderson Road S., Ste 202

Rock Hill, SC 29730





WH-1605

		SC SC	WITHHOLDING QUAR	TERLY TAX RETURN	(Rev. 2/9/16) 3129
	Place a	an X in all boxes that apply.		SC WITHHOLDING FILE NO.	QUARTER
	⊐ <mark>AM</mark> I	Change of Addre (Make changes to	Date	_	1st Quarter Jan, Feb, Mar
		address below) ESS NAME AND ADDRESS	(Complete form C-278)		2nd Quarter ☐ Apr, May, Jun
	Boomv	EGO IV.IME / III / III / III / III			3rd Quarter ☐ Jul, Aug, Sep
				STOP DO NOT USE FOR 4TH QUARTER (Use WH-1606)	YEAR
				FOR OFFICE U	SE ONLY
	del QU	linquent notice. Do not ente IARTERLY SC STATE INC	led even if no SC state income ta r negative numbers. All cent fields in COME TAX INFORMATION: the tax withheld (all sources)	must be completed using number	e quarter to prevent a rs (.0099).
CK HEF	2.		e tax deposits or payments previous ade at the same time as federal		•
CLIP CHECK HERE	3.	SC REFUND (If line 2 is gro DO NOT PAY THIS AMO	eater than line 1, enter difference.) UNT	3. >	· .
ರ ೧	4.	SC TAX DUE (If line 2 is le	ss than line 1, enter difference.)	4. •	
	5.	Penalty \$ and i	nterest \$ due	5. >	•
L)	6.	Net SC state income tax, (line 4 plus line 5)	penalty, and interest dueBALA	NCE DUE 6.	
		Wi Columbia	epartment of Revenue thholding n, SC 29214-0004 at MyDORWay.dor.sc.gov.		
	R	Clip payment to this return fo	or the full amount payable to SC De nolding file number and quarter on t	epartment of	eld Use Only
			epartment of Revenue or delegate Yes No	e to discuss this return, attach	ments and related tax
				Preparer's name and phone num	ber
	When furnish	signing this form, it is imp	ortant that the information containment to the Department is a crime.	ed in your report be correct and Complete all information below	d complete. To wilfully
	Sign	Signature	Name	Date	/ /

Telephone () - Email _____ Title _____

31291065

INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.dor.sc.gov**. Go to MyDORWAY. 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, and the Federal Employer Identification Number (FEIN).

- Place an X in the box for the appropriate quarter.
- Fill in the year in the Year box.
- Place an X in the box if this is an amended return.
- 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.

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 mydorway.dor.sc.gov)
- 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.





WH-1605

		SC SC	WITHHOLDING QUAR	TERLY TAX RETURN	(Rev. 2/9/16) 3129
	Place a	an X in all boxes that apply.		SC WITHHOLDING FILE NO.	QUARTER
	⊐ <mark>AM</mark> I	Change of Addre (Make changes to	Date	_	1st Quarter Jan, Feb, Mar
		address below) ESS NAME AND ADDRESS	(Complete form C-278)		2nd Quarter ☐ Apr, May, Jun
	Boomv	EGO IV.IME / III / III / III / III			3rd Quarter ☐ Jul, Aug, Sep
				STOP DO NOT USE FOR 4TH QUARTER (Use WH-1606)	YEAR
				FOR OFFICE U	SE ONLY
	del QU	linquent notice. Do not ente IARTERLY SC STATE INC	led even if no SC state income ta r negative numbers. All cent fields in COME TAX INFORMATION: the tax withheld (all sources)	must be completed using number	e quarter to prevent a rs (.0099).
CK HEF	2.		e tax deposits or payments previous ade at the same time as federal		•
CLIP CHECK HERE	3.	SC REFUND (If line 2 is gro DO NOT PAY THIS AMO	eater than line 1, enter difference.) UNT	3. >	· .
ರ ೧	4.	SC TAX DUE (If line 2 is le	ss than line 1, enter difference.)	4. •	
	5.	Penalty \$ and i	nterest \$ due	5. >	•
L)	6.	Net SC state income tax, (line 4 plus line 5)	penalty, and interest dueBALA	NCE DUE 6.	
		Wi Columbia	epartment of Revenue thholding n, SC 29214-0004 at MyDORWay.dor.sc.gov.		
	R	Clip payment to this return fo	or the full amount payable to SC De nolding file number and quarter on t	epartment of	eld Use Only
			epartment of Revenue or delegate Yes No	e to discuss this return, attach	ments and related tax
				Preparer's name and phone num	ber
	When furnish	signing this form, it is imp	ortant that the information containment to the Department is a crime.	ed in your report be correct and Complete all information below	d complete. To wilfully
	Sign	Signature	Name	Date	/ /

Telephone () - Email _____ Title _____

31291065

INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.dor.sc.gov**. Go to MyDORWAY. 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, and the Federal Employer Identification Number (FEIN).

- Place an X in the box for the appropriate quarter.
- Fill in the year in the Year box.
- Place an X in the box if this is an amended return.
- 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.

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 mydorway.dor.sc.gov)
- 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.





WH-1605

		SC SC	WITHHOLDING QUAR	TERLY TAX RETURN	(Rev. 2/9/16) 3129
	Place a	an X in all boxes that apply.		SC WITHHOLDING FILE NO.	QUARTER
	⊐ <mark>AM</mark> I	Change of Addre (Make changes to	Date	_	1st Quarter Jan, Feb, Mar
		address below) ESS NAME AND ADDRESS	(Complete form C-278)		2nd Quarter ☐ Apr, May, Jun
	Boomv	EGO IV.IME / III / III / III / III			3rd Quarter ☐ Jul, Aug, Sep
				STOP DO NOT USE FOR 4TH QUARTER (Use WH-1606)	YEAR
				FOR OFFICE U	SE ONLY
	del QU	linquent notice. Do not ente IARTERLY SC STATE INC	led even if no SC state income ta r negative numbers. All cent fields in COME TAX INFORMATION: the tax withheld (all sources)	must be completed using number	e quarter to prevent a rs (.0099).
CK HEF	2.		e tax deposits or payments previous ade at the same time as federal		•
CLIP CHECK HERE	3.	SC REFUND (If line 2 is gro DO NOT PAY THIS AMO	eater than line 1, enter difference.) UNT	3. ▶	· .
ರ ೧	4.	SC TAX DUE (If line 2 is le	ss than line 1, enter difference.)	4. •	
	5.	Penalty \$ and i	nterest \$ due	5. >	•
L)	6.	Net SC state income tax, (line 4 plus line 5)	penalty, and interest dueBALA	NCE DUE 6.	
		Wi Columbia	epartment of Revenue thholding n, SC 29214-0004 at MyDORWay.dor.sc.gov.		
	R	Clip payment to this return fo	or the full amount payable to SC De nolding file number and quarter on t	epartment of	eld Use Only
			epartment of Revenue or delegate Yes No	e to discuss this return, attach	ments and related tax
				Preparer's name and phone num	ber
	When furnish	signing this form, it is imp	ortant that the information containment to the Department is a crime.	ed in your report be correct and Complete all information below	d complete. To wilfully
	Sign	Signature	Name	Date	/ /

Telephone () - Email _____ Title _____

31291065

INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at **www.dor.sc.gov**. Go to MyDORWAY. 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, and the Federal Employer Identification Number (FEIN).

- Place an X in the box for the appropriate quarter.
- Fill in the year in the Year box.
- Place an X in the box if this is an amended return.
- 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.

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 mydorway.dor.sc.gov)
- 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.

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STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE

SC WITHHOLDING FOURTH QUARTER AND ANNUAL RECONCILIATION RETURN

WH-1606

(Rev. 9/22/16) 3131

Place an X in all boxes that apply. Change of Address Business Permanently Closed 4th Quar	R
	rter
Return (Make changes to address below) (Complete form C-278) Oct, Nov,	Dec
address below) (Complete form C-276)	
BUSINESS NAME AND ADDRESS YEAR	
Due on or Be	efore
FEIN Last Day of Ja	
FOR OFFICE USE ONLY	
Mail to: SC Department of Revenue)
NOTE: A return MUST BE filed even if no SC state income tax has been withheld during the quarter to prevent a delinquent notice. Withholding Columbia, SC 29214-0004	
File electronically at MyDORWay.dor.sc.	.gov.
4TH QUARTER SC STATE INCOME TAX INFORMATION ONLY:	
Do not enter negative numbers. All cent fields must be completed using numbers (.0099). 1. 4th Quarter SC state income tax withheld (all sources)	
Do not include amounts withheld during other quarters.	-
2. 4th Quarter SC state income tax deposits or payments previously made. 2.	
SC payments must be made at the same time as federal payments.	
3. SC REFUND (If line 2 is greater than line 1, enter difference.)	•
1. 4th Quarter SC state income tax withheld (all sources)	
1. Co 17 to Do 2 (ii iiiio 2 io lood diddi iiiio 1, ontoi diiioioloo.)	
5. Penalty \$ and interest \$ due	
6. Net SC state income tax, penalty, and interest due (line 4 plus line 5)	
6. Net SC state income tax, penalty, and interest due (line 4 plus line 5)	•
ANNUAL SC STATE RECONCILIATION INFORMATION (LINE 7 THROUGH 10 INFORMATION IS REQUIR	PED)
7. Recap of South Carolina tax withheld by quarter.	,
JAN - MAR JUL - SEP	
APR - JUN OCT - DEC 7.	-
8. Total SC state income tax WITHHELD from all quarters reported from W2s \$, W2Gs \$, and 1099s \$ 8.	
(Line 8 should equal the total of line 7.)	
9. Total SC INCOME from W2s, W2Gs, and 1099s 9.	
10. Number of W2s, W2Gs, and 1099s submitted with WH-1612	
or online through SCBOS (see instructions)	
I authorize the Director of the Department of Revenue or delegate to discuss this return, For Field Use Only	
I authorize the Director of the Department of Revenue or delegate to discuss this return , attachments and related tax matters with the preparer. Yes No	
I authorize the Director of the Department of Revenue or delegate to discuss this return , attachments and related tax matters with the preparer. Yes No Preparer's name and phone number	
I authorize the Director of the Department of Revenue or delegate to discuss this return , attachments and related tax matters with the preparer. Yes No	Γο wilfully
I authorize the Director of the Department of Revenue or delegate to discuss this return, attachments and related tax matters with the preparer. Yes No Preparer's name and phone number	
I authorize the Director of the Department of Revenue or delegate to discuss this return, attachments and related tax matters with the preparer. Yes No Preparer's name and phone number	

INSTRUCTIONS FOR PREPARING FOURTH QUARTER/ANNUAL RECONCILIATION WH-1606

File WH-1606 returns, including a refund return or a zero payment amount due return, electronically free of charge at **MYDORWAY.dor.sc.gov**. Payments can be made by VISA or MasterCard or by Electronic Funds Withdrawal (EFW). **Do not** mail this form when filing online. Confirmation will be given for a successfully filed return.

DUE DATES: Fourth Quarter and Annual Reconciliation Return.....Last day of January 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.
- 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 file form C-278.
- 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. See the P&I Calculator at MYDORWAY.dor.sc.gov.
- 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 quarter 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. 7/20/16) 3331

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

Include this form when filing (a) W2s, W2cs, or W2Gs by CD-ROM or Paper or (b) 1099s that have SC state tax withheld. 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 O	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

mation for all W2s or 109	99s, including CD-ROM submissions.
	Dhana
	Phone
	Email
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 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 the RS-1 manual at 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 January.

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

WITHHOLDING TAX TABLES

NOTE: 2016 Withholding Tables (same as 2015 Tables)

WH1603

(Rev. 6/15/15) 3268

2016 DAILY Number of Exemptions

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2016 BI-WEEKLY Number of Exemptions

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