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STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE

# SC WITHHOLDING QUARTERLY TAX RETURN

**WH-1605**  
(Rev. 9/30/19)  
3129

Place an X in all boxes that apply.

- AMENDED** Return
- Change of Address (Make changes to address below)
- Close Withholding Account Date \_\_\_\_\_ (Complete form C-278)

SC withholding file number

FEIN

**DO NOT USE FOR  
4TH QUARTER**  
(Use WH-1606)

Quarter

<input type="checkbox"/>	1st quarter Jan, Feb, Mar
<input type="checkbox"/>	2nd quarter Apr, May, Jun
<input type="checkbox"/>	3rd quarter Jul, Aug, Sep

Year \_\_\_\_\_

Business name and address

File and pay online at **MyDORWAY.dor.sc.gov**.  
Do not mail when filing online.

**You must file WH-1605 even if you withheld no SC Income Tax during the quarter. Do not enter negative numbers. All cent fields must be completed using numbers (.00 - .99).**

ATTACH CHECK HERE

### Quarterly SC Income Tax

1. Quarterly SC Income Tax withheld from all sources	1.	▶	_____	.
2. Quarterly SC Income Tax deposits or payments previously made (SC payments must be made at the same time as federal payments)	2.	▶	_____	.
3. <b>REFUND:</b> If line 2 is greater than line 1, enter the difference on line 3 <b>SKIP LINES 4-6. DO NOT PAY THIS AMOUNT.</b>	3.	▶	_____	.
4. <b>TAX DUE:</b> If line 2 is less than line 1, enter the difference on line 4.	4.	▶	_____	.
5. Penalty \$ _____ Interest \$ _____	5.	▶	_____	.
6. Total SC Income Tax, penalty, and interest due Add line 4 and line 5	<b>BALANCE DUE</b> 6.	▶	_____	.

### Mail to:

**Balance due:** SCDOR, Withholding, PO Box 100161, Columbia, SC 29202  
**Refunds or zero tax:** SCDOR, Withholding, PO Box 125, Columbia, SC 29214-0004

Attach payment to this return. Make check payable to SCDOR and write the withholding file number and quarter in the memo.

**Do not include WH-1601 coupon.**

I authorize the Director of the SCDOR or delegate to discuss this return, attachments, and related tax matters with the preparer.  
 Yes  No Preparer's name \_\_\_\_\_ Phone number \_\_\_\_\_

Under penalty of law, I certify that this information is correct, true, and complete to the best of my knowledge.

**Sign Here** Signature \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

## INSTRUCTIONS

File and pay online at **MyDORWAY.dor.sc.gov**. Do not mail this form when filing online.

**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 your fourth quarter return. Use WH-1606 for fourth quarter.**

You must file a return even if no SC Income Tax has been withheld during the quarter. You must file a WH-1606 if the account was open for any portion of the calendar year.

### Quarterly SC Income Tax information:

- Line 1 Enter total quarterly SC Income Tax withheld from all sources. Enter corrected amount if filing an amended return.
- Line 2 Enter total quarterly SC Income Tax deposits or payments previously made. For amended return, include amount paid with original WH-1605.
- Line 3 If line 2 is greater than line 1, enter the amount of refund. Skip lines 4-6.
- Line 4 If line 2 is less than line 1, enter the amount of tax due.
- Line 5 Enter the amount of penalty and interest due if applicable. Visit **MyDORWAY.dor.sc.gov** for a penalty and interest calculator.
- Line 6 Enter the net SC Income Tax, penalty, and interest due.

### To avoid delays in processing your return:

- Amounts withheld from employees on W2s cannot be refunded to employers.
- Use black ink only.
- Do not staple attachments.
- Write all numbers clearly. Always include cents. (examples: 20.13, 19.00)
- Do not put slashes, dashes, dollar signs, or commas on the amount lines.
- Sign the return. The signature must be from a person authorized to act on behalf of withholding agent.
- Sign your check and include the written dollar amount.
- Attach payment for the full amount due to this return. Do not include a WH-1601 coupon.
- Mail to the correct address.
  - **Balance due:** SCDOR, Withholding, PO Box 100161, Columbia, SC 29202
  - **Refunds or zero tax:** SCDOR, Withholding, PO Box 125, Columbia, SC 29214-0004

### Authorization and signature:

Check the box for release of confidential information and provide the preparer's name and phone number. This authorizes the Director of the SCDOR or delegate to discuss **this** return, its attachments, any notices, adjustments or assessments with the preparer.

Questions? We're here to help. Contact this office at 1-844-898-8542.