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STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**TRANSMITTAL DOCUMENT FOR
BATCH WITHHOLDING**

WH-1615
(Rev. 7/29/21)
3372

Reporting Agent (Batch Filer) Transmitting Files:

FEIN: _____   Company Name: _____

Contact Person: _____   Phone: _____   Email: _____

Reporting Information:

- File Name: _____
    - o Batch file name should be your Batch Filer Company Name and the Submitted Date (mmddyyyy).
        - Example: CompanyName07192021.txt
    - o There should be no spaces.
    - o File name **must** end in .txt.

- Type of returns being reported: ☐ WH-1605   ☐ WH-1606

- Number of Withholding Tax return "SE" records reported (filed): _____

Submitting Instructions:

- Backup Report file name should be your Batch Filer Company Name and the Submitted Date (mmddyyyy).
    - o Backup Report preferred in PDF format.
- Complete this form in its entirety. Email it and your corresponding Backup Report to **BatchWithholding@dor.sc.gov**.
- These documents must be sent with each file upload.

Questions? We're here to help. Contact us at **803-896-1715** or **BatchWithholding@dor.sc.gov**.