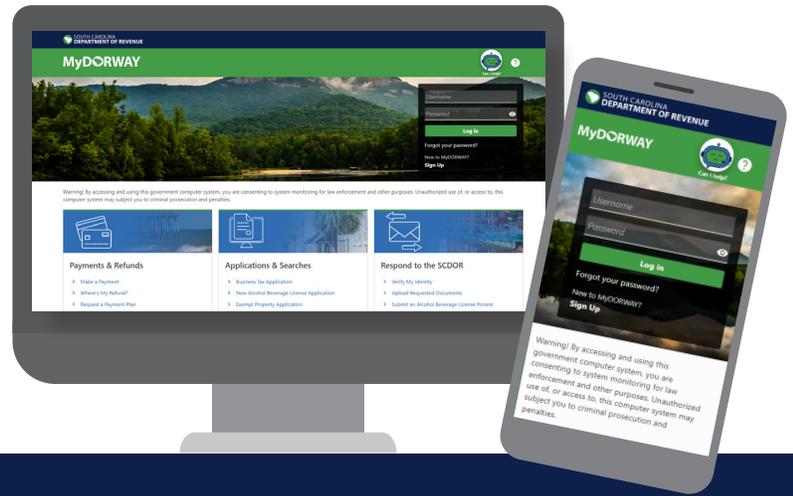# Withholding Tax Prepayment Coupon

WHAT'S NEW FOR WITHHOLDING TAX?

- Withholding Tables and the SC W-4 are available online and updated annually.
- Remember to submit your W-2s with SC income to the **SCDOR**.

Skip the paper and upload using **MyDORWAY!**

Manage your tax accounts online for FREE!

MyD☉RWAY

Fast. Easy. Secure.

One-stop shop!

Manage your tax accounts all in one place
- Review your payment history
- Immediate access to correspondence
- Easily update your account information
- View your past returns and application submissions

  + more!

Why MyDORWAY?

- 24/7 account access
- Make ACH debit or credit card payments **with no convenience fees**
- Receive immediate confirmation for transactions
- Automatic calculations reduce errors
- Control who has access to your tax accounts
- Always know you're using the most up-to-date forms

Ready to sign up for MyDORWAY?
Visit MyDORWAY.dor.sc.gov to get started.

You'll need your FEIN or SSN, SCDOR File Number, and a Letter ID or copy of your last return.
Tutorials are available at **dor.sc.gov/MyDORWAY**

Want more information about Withholding Taxes? Visit **dor.sc.gov/withholding**

SOUTH CAROLINA
DOR
DEPARTMENT OF REVENUE

1350

dor.sc.gov

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE

Withholding Tax Coupon

WH-1601
(Rev. 1/3/24)
3127

Pay online using our free tax portal, MyDORWAY, at **MyDORWAY.dor.sc.gov**. Log in, scroll to your Withholding Tax account, and select **Payments, Returns, and Periods** to get started. Do not mail a paper copy of the WH-1601 if you pay online.

THIS IS NOT A RETURN.

- If you owe $15,000 or more in connection with any SCDOR return, or you make 24 or more payments in a year, you must file and pay electronically according to SC Code Section 12-54-250.
- If you file by paper, use only black ink on the WH-1601 and on your check.
- Apply online for an SC Withholding File Number at **dor.sc.gov/register**.
- Enter your SC Withholding File Number.
- Enter your Federal Employer Identification Number (FEIN).
- Enter your Business name and address.
- Place an X in the box by the quarter you're paying. The date on the employee's paycheck determines the quarter.
- Enter the tax year for the payment in the YYYY format.
- Enter the payment amount. Do not use a dollar sign. Always include cents. (examples: 154.13, 198.00)
- Enter the date and the name, daytime phone number with the area code, and the email of a contact person.
- Make your check payable to SCDOR. Include the quarter, tax year, and your SC Withholding File Number in the memo line of the check. **Do not send cash**.
- Mail your WH-1601 and payment in one envelope. Do not staple or fold the check or the coupon.

Mail your WH-1601 and payment to: SCDOR, Withholding, PO Box 100161, Columbia, SC 29202

.... cut along dotted line ....

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dor.sc.gov

SC DEPARTMENT OF REVENUE
WITHHOLDING TAX PAYMENT COUPON

WH-1601
(Rev. 1/3/24)
3127

SC Withholding File Number	Mark quarter with X (required) Paycheck date determines quarter		Year	THIS IS NOT A RETURN

Mark quarter with X (required)
Paycheck date determines quarter

☐ 1st quarter
Jan, Feb, Mar

☐ 2nd quarter
Apr, May, Jun

☐ 3rd quarter
Jul, Aug, Sep

☐ 4th quarter
Oct, Nov, Dec

_____ **.** _____
Payment amount

FEIN
Business name and address

SC payments must be made at the same time as federal payments.

Contact name _____ **Date** _____

Phone _____ **Email** _____

Mail to: SCDOR, Withholding, PO Box 100161, Columbia, SC 29202

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.... cut along dotted line ....

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dor.sc.gov

|||||||||||||| SC DEPARTMENT OF REVENUE
WITHHOLDING TAX PAYMENT COUPON

WH-1601
(Rev. 1/3/24)
3127

SC Withholding File Number

Mark quarter with X (required)
Paycheck date determines quarter

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☐ 1st quarter
Jan, Feb, Mar

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Apr, May, Jun

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