



Batch Withholding Program

FILE SPECIFICATIONS, PROCESSING CRITERIA, AND RECORD LAYOUTS FOR ELECTRONIC FILING

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Introduction

Batch Withholding - What's New

- You now only need to file 10 returns per quarter to be eligible for the Batch Withholding Program. The previous requirement was 25 returns per quarter.
- New file naming convention for the Batch file: The file should be named with the name of the company submitting the Batch file and the date the file is being submitted (MMDDYYYY format). **Example:** [CompanyName07192021.txt](#)
- New file naming convention for the Backup Report file to match the Batch file name. **Example:** [CompanyName07192021.pdf](#)
- Updated information guide with additional clarifications.
- PSP/Return Preparers/Reporting Agents are now referred to as Batch Filers.
- Streamlined processes for filing multiple like returns (WH-1605 or WH-1606) and periods in one file.
- Amended like returns (WH-1605 or WH-1606) can be filed in this process along with original like returns.
- The Application for Batch Withholding (WH-1614) and Transmittal Document for Batch Withholding (WH-1615) are now fillable forms.
 - Samples of these forms are included at the end of this guide. The fillable Batch Withholding forms and other information are now easily accessible at dor.sc.gov/batchwithholding.

Purpose

Tax preparers who file 100 or more returns for a tax period for the same year are required to file all returns electronically (SC Code Section 12-54-250(F)(1)). If you fail to comply, you may be penalized \$50 for each return.

The Batch Withholding Program is for return preparers to register as a Batch Filer for filing South Carolina Withholding Tax returns. This is considered an electronic method of filing and meets the electronic mandate requirement. This program prevents lost or misfiled returns, which reduces the number of notices received by taxpayers. The Batch Filer will receive an email confirmation of file acceptance.

Who May Participate

Anyone who files 10 or more South Carolina Withholding returns is eligible to register as a Batch Filer and participate in the Batch Withholding Program.

Important Information

Overview

You can file these returns through the program:

- SC Withholding Quarterly Tax Return (WH-1605)
- SC Withholding Fourth Quarter/Annual Reconciliation Tax Return (WH-1606)
- Amended WH-1605 or WH-1606 returns

You cannot:

- File using this program if you are not approved as a Batch Filer.
 - You must have submitted an application, submitted a test file, and been notified the test was successful.
- File using this program if you do not have accurate nine-digit SC Withholding file numbers for each employer included in the filing.
- You can make payments on **MyDORWAY** instead.

Application and Testing

- To participate, email your completed Application for Batch Withholding (WH-1614) to the SCDOR at BatchWithholding@dor.sc.gov.
- When your application is approved, you will be allowed to email a test file using a secure email process.
- Each time you email a test file to the SCDOR, include Transmittal Document for Batch Withholding (WH-1615) and the corresponding Backup Report. See the Filing Requirements section for additional test file requirements. The file must contain valid data.
- We will send a notification to the email address you used to submit the test file to inform you of any errors.
- Once your test file has been successfully processed, you will receive an email with an invitation to register for the SCDOR's Managed File Transfer (MFT) process using GoAnywhere.

Filing Requirements

In order to make sure your file is processed correctly, keep these requirements in mind:

- Only one type of return, WH-1605 or WH-1606, may be included in a file. You can include amended returns for that return type as well.
- All records must contain a valid nine-digit SC Withholding file number.
- After you've submitted your file, you must email a Transmittal Document for Batch Withholding (WH-1615) and Backup Report to BatchWithholding@dor.sc.gov. The Backup Report should be in order of SC Withholding file number and contain:
 - SC Withholding file number
 - FEIN
 - Business name
 - Total tax withheld
 - Total payments
- Your files must be named correctly and in the correct format:
 - Batch files must be in .txt format. PDFs and other file types will not be processed.
 - Backup Reports are preferred in PDF format.
 - Both your Batch file and Backup report should be named with your Batch Filer company name and the date you're submitting the file in MMDDYYYY format.
 - Do not include spaces or special characters.
 - **Example:**
Batch file: `CompanyName07192021.txt`
Backup Report: `CompanyName07192021.pdf`

 **If your quarterly file is rejected, the entire file must be resubmitted.**

Submitting W-2s and 1099s

You can electronically file W-2s using the W-2 Portal at MyDORWAY.dor.sc.gov. You are required to file W-2s electronically with the SCDOR if you are required to file W-2s electronically with the IRS.

Electronic filing of 1099s is not currently available. The SCDOR accepts 1099 submissions by CD-ROM or paper. Only 1099s that have SC Withholding Tax should be submitted to the SCDOR.

Refer to the Instructions and Specifications for Filing W-2s (RS-1), available at dor.sc.gov/forms for additional information.

How to Avoid Errors

- Payroll service providers or other return preparers (Batch Filers) must be registered in MyDORWAY as a third party preparer.
- File name and Backup Report name must be your Batch Filer company name and submission date (MMDDYYYY).
 - Do not include spaces in the reporting file name.
 - The length of the reporting file name must be 50 characters or less.
 - The Batch file extension must be .txt.
 - The Backup Report extension must be .pdf.
- Make sure your Backup Report contains all the required information as listed in the **Filing Requirements** section.
- Verify the SC Withholding file numbers are correct.
 - Ask your clients for the Withholding Agent Account Information letter (WH-101) to verify. This letter has the assigned SC Withholding file number.
 - Do not use a dash in the SC Withholding file number.
 - Do not use a Federal Employer ID number (FEIN) as your SC Withholding file number.
- The number of characters should not exceed field length given in Specifications.
- Do not use special characters in the file data.
- Do not include negative numbers in the file for any field.
- Only include one SA (reporting agent) record per file.
 - The SA record must be the first record in the file.
- Only include one ST (end-of-file total) record per file.
 - The ST record must be the last record in the file.
- Only include one SE (employer tax return) record per Withholding file number.
 - The ST record fields are totals for each field in the SE record file specifications.
- Use the current Transmittal Document for Batch Withholding (WH-1615).
- “Type Form Filed” field must be WH1605 for 1st, 2nd, and 3rd quarters; WH1606 for 4th quarter only.

3. Step one prompts you to enter your email address.

The screenshot shows the South Carolina Department of Revenue logo at the top left. Below the logo is a dark grey header with the text "Register - Enter Email" and two buttons: "Next" and "Cancel". The main content area is light blue and contains the instruction "Specify your email address, then click Next." followed by a label "Email Address" with a red asterisk and an empty text input field.

4. In step two, you will verify your email address. You will receive an email with a verification code, which you should then copy and paste into the verification code box and select "Next".

The screenshot shows a blue header with the text "Verification Required". Below this is a white background with the instruction "To continue registering, please copy the verification code below into your browser." followed by the verification code "85f09442-6bc1-4f61-9104-b50ae1ce2942". A blue button labeled "Verify Email Address" is centered below the code. At the bottom, there is a dark grey footer with small, illegible text.

The screenshot shows the South Carolina Department of Revenue logo at the top left. Below the logo is a dark grey header with the text "Register - Verify Email" and two buttons: "Next" and "Cancel". The main content area is light blue and contains the instruction "An email has been sent to 'Lauranne.mays@dor.sc.gov' with the verification code. Please copy that code into the box below and click Next." followed by a label "Verification Code" with a red asterisk and an empty text input field.

5. You will enter your login credentials and contact information in step three.
- Information marked with an asterisk (*) is required
 - Passwords must meet the following requirements:
 - Must be at least 14 characters long
 - Must have at least one of all of the following:
 - Uppercase letter (ABC)
 - Lowercase letter (abc)
 - Number (123)
 - Special character. The only special characters allowed are !~@#\$\$%^&*()-_+=+<>?√;:[]{}.,.
 - Must not match any of the last 24 passwords

SOUTH CAROLINA
DOR
DEPARTMENT OF REVENUE

Register - Complete Registration

Please enter your corporate user name and password to continue:

Login Credentials

User Name *

Password *

Contact Information

Email Address

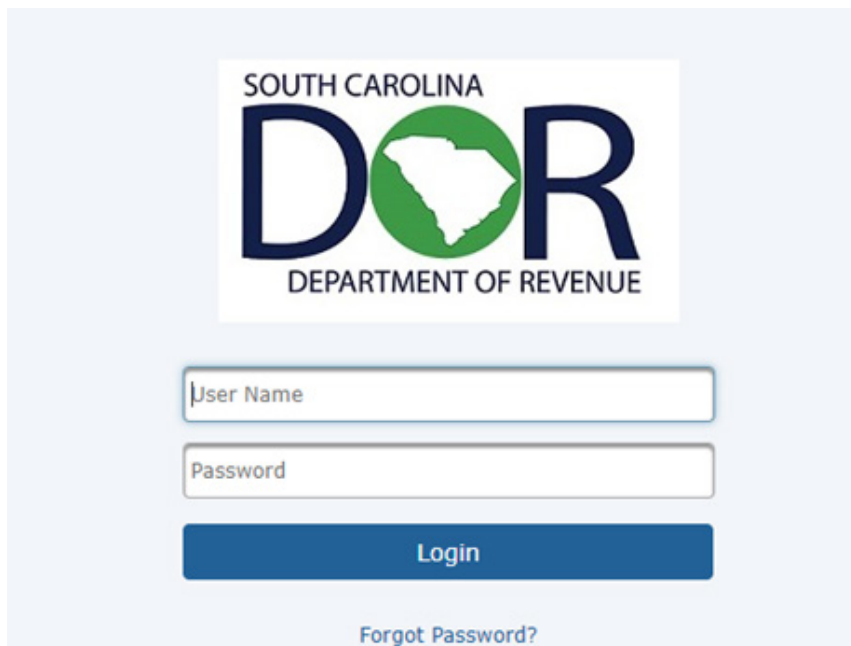
First Name *

Last Name *

Organization *

Phone *

6. After you click submit, you will be routed to the screen below. You will not be able to log in until your registration has been approved. Please allow up to 48 hours for approval.



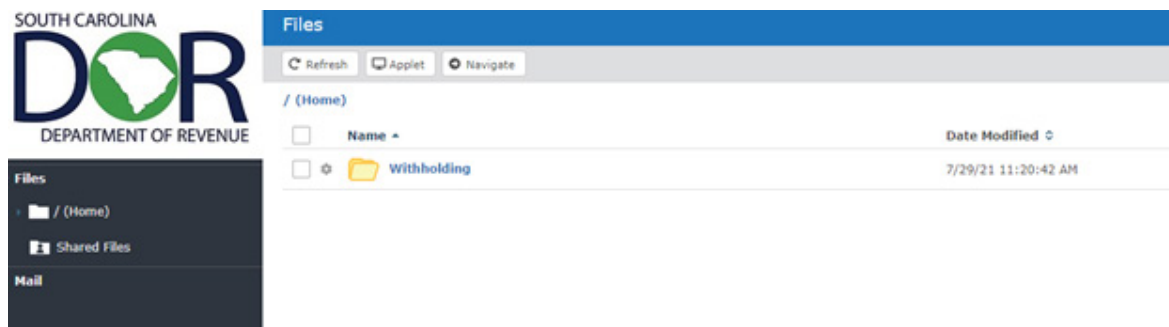
7. Once your registration has been approved, you will receive an Account Approval Notification email. You are now able to log in and use GoAnywhere.

Important Reminders

- You will be required to reset your password every 60 days.
- After 90 days of no activity, your account will be disabled.
- To prevent any unauthorized use of your username and password, always remember to log off completely when you're done working or when leaving the computer for any length of time. This includes closing the browser.

Navigation

- You can navigate throughout GoAnywhere using the menus on the top and left of your screens.




Submitting the File


Files are submitted using GoAnywhere. If you do not have a GoAnywhere user name and password, request access by emailing BatchWithholding@dor.sc.gov.


1. Access GoAnywhere by visiting <https://mft.dor.sc.gov>.
2. You will be prompted to log in.
3. After logging in, select “Files” from the homepage.


Dashboard

The Web Client provides you with the ability to perform ad-hoc file transfers and file sharing through your internet browser.

**Files**
Quickly exchange files between your desktop and the file server.

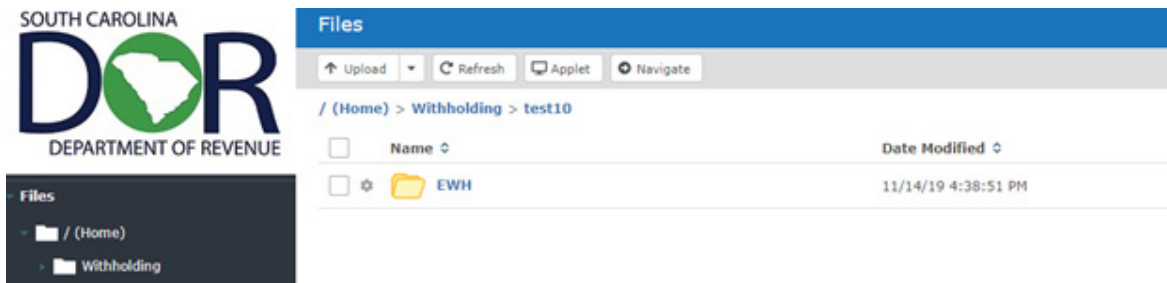
**Mail**
Send messages and files to individuals through secure email links.

**My Profile**
View your profile and keep your details up to date.

**Get Help**
Access the online help system to find answers and get useful tips.

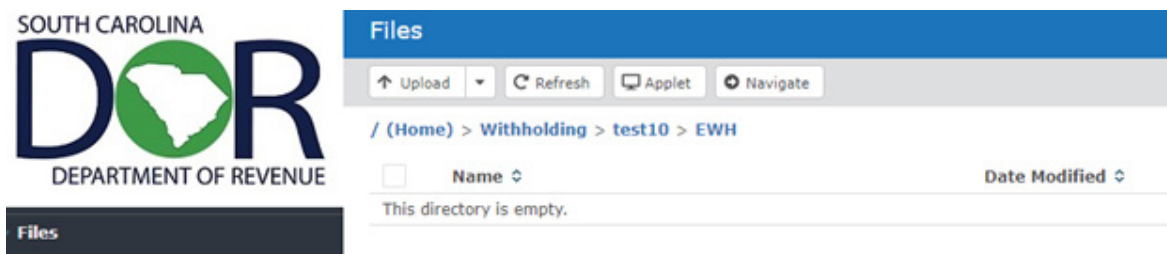
4. Select the folder for program for Batch Withholding.

- WITHHOLDING > EWH



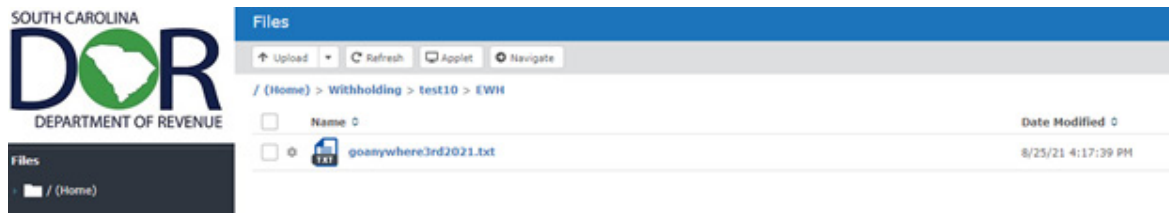
The screenshot shows the South Carolina Department of Revenue (DOR) logo on the left. The main interface is titled "Files" and includes buttons for "Upload", "Refresh", "Applet", and "Navigate". The breadcrumb path is "/ (Home) > Withholding > test10". Below the path, there is a table with columns "Name" and "Date Modified". A folder named "EWH" is listed with a date modified of "11/14/19 4:38:51 PM".

5. Click the “Upload” button and browse your computer for the file you want to submit.



The screenshot shows the South Carolina Department of Revenue (DOR) logo on the left. The main interface is titled "Files" and includes buttons for "Upload", "Refresh", "Applet", and "Navigate". The breadcrumb path is "/ (Home) > Withholding > test10 > EWH". Below the path, there is a table with columns "Name" and "Date Modified". The message "This directory is empty." is displayed.

6. Once you have selected the appropriate file, the uploaded file will be listed in the folder along with the size of the file and the time and date it was uploaded.



⚠ Seeing the file in GoAnywhere only means the file was uploaded, not that it was processed successfully.

7. Once the file transfer is complete, you must email your completed WH1615 and backup report to BatchWithholding@dor.sc.gov.

Definitions

Alpha (Alpha)

The field format type of specific fields in the record layout. Valid values are: A-Z. This (Alpha) field must be left-justified, and space-filled-to-the-right.

Alphanumeric (A/N)

The field format type of specific fields in the record layout. Valid values are: A-Z and 0-9. This (A/N) field must be left-justified, and space-filled-to-the-right.

ASCII

American Standard Code for Information Interchange. One of the acceptable character sets used for electronic processing of data.

Block

Physical Record typically made up of logical records.

Character Set

A group of unique electronic definitions for all letters, numbers and punctuation symbols; example: EBCDIC, ASCII.

EBCDIC

Extended Binary Coded Decimal Interchange Code. One of the acceptable character sets used for electronic processing of data.

FEIN

Federal Employer Identification Number

Electronic Filing

The filing (reporting) of tax returns by file transfer/transmission of the Reporting file over an acceptable network link between the Reporting Agent's site and the SCDOR.

MFT

Managed File Transfer

Numeric (Num)

The field format type of specific fields in the record. In this publication, valid values: only 0-9. Fields designated (Num) must be unpacked, unsigned, right-justified, and zero-filled on the left.

Numeric (Num\$)

The field format type of specific fields in the record. Valid values: 0-9. In this publication, Num\$ is a money field and must include dollars and cents with an implied decimal position. Fields designated (Num\$) must be unpacked, unsigned, right-justified, and zero-filled on the left.

Reporting Agent

Person responsible for preparing and filing the quarterly returns. In this publication, may also be referred to as Payroll Provider or Batch Filer.

Reporting File

Contains the Employer Withholding Tax Returns being reported (filed) to the SCDOR by the Reporting Agent during this quarterly cycle. This can be a test or production file.

SCDOR

South Carolina Department of Revenue

SC Withholding File #

South Carolina Withholding file number (nine-digit number). This number identifies the employer to SCDOR systems.

Section 02 - File Processing Criteria

02.01 - Explanation of Records Contained in the Reporting File

File Name: SCWTXRET		Description: South Carolina Withholding Quarterly Tax Return Reporting File	
Record Name	Identifier	Records/File	Description
REPORTING AGENT DATA RECORD	SA	1	The SA record identifies the organization reporting the Withholding Tax Returns to SCDOR. This record can appear only once on the reporting file and it must be the first record .
EMPLOYER TAX RETURN DATA RECORD	SE	Multiple (Only 1 SE Record/ Employer Reporting Period)	The SE record identifies the Employers Withholding Tax Return (tax data for the reporting period). An SE record must be present for each employer account for the period reported . While multiple SE records can appear on the file, there can only be one SE record per employer/reporting period . A “zero” return must be filed if no state tax has been withheld during the quarter in order to keep the account open and prevent a delinquent notice from being issued. All money fields in this record must include dollars and cents with an implied decimal and must be right-justified and zero-filled.
	ST	1	The ST record contains the aggregate totals for all tax data reported in the SE records. It must be the last record on the file . All money fields in this record must include dollars and cents with an implied decimal and must be right-justified and zero-filled.

02.02 - Explanation of the Reporting Agent Data SA Record

The Reporting Agent Data Record (SA) identifies the Reporting Agent who prepares and submits the Withholding file to SCDOR. (See Section 03.01 for complete field descriptions and character positions).

- The SA record must be the first data record on the file. (Only one per file.)
- The SA record must precede the first SE Employer Tax Record.
- All fields in the record are required.
- Fields designated as “Alpha” or “A/N” must be left-justified and space-filled-to-right. Special Characters may only be used in the Name, Street Address, and City fields. All unused alpha and alphanumeric fields must be space-filled.
- Fields designated “Num” must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. **No special characters allowed.** All unused numeric fields must be zero-filled.
- The record length must be 300 bytes/characters.
- Errors in the data or structure of this SA record could prevent processing of the file.

02.03 - Explanation of the Employer Tax Return SE Record

The Employer Tax Return Record (SE) contains the quarterly tax information for each employer reported by the Reporting Agent. The number of SE records appearing on the file depends on the number of taxpayers represented: one tax return for each SC Withholding file number for each quarter reported. (See Section 03.02 for complete field descriptions and character positions).

- Only the WH-1605 and WH-1606 may be submitted. Only one form type may be present in a file.
- Multiple SE records may be present on the file. (Only one SE record for each SC Withholding file number for each quarter reported).
- The first SE record must follow the SA record on the file.
- The last SE record must be followed by the End-of-File Total Record (ST).
- Do not use special characters in any field in this record.
- All fields in the record are required.
- Fields designated as “Alpha” or “A/N” must be left-justified and space-filled-to-right. All unused alpha and alphanumeric fields must be space-filled.
- All money fields (designated as “Num\$”), must contain dollars and cents with an implied decimal. They must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused money fields must be zero-filled.

- Numeric fields containing no dollar amounts (designated as “Num”), must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused numeric fields must be zero-filled.
- The record length must be 300 bytes/characters.
- Errors in the data or structure of this SE record could prevent processing of the file. Only the WH-1605 and WH-1606 may be submitted. Only one form type may be present in a file.

02.04 - Explanation of the End-of-File Total ST Record

The End-of-File Total Record (ST) contains a count of all SE records appearing on the file and aggregate totals for each money field required to be reported on the SE records. (See Section 03.03 for complete field descriptions and character positions).

- The ST record must be the last data record on the file. (Only one per file.)
- The ST record must follow the last SE record on the file.
- Do not use special characters in any field in this record.
- All fields in the record are required.
- Fields designated as “Alpha” or “A/N” must be left-justified and space-filled-to-right. All unused alpha and alphanumeric fields must be space-filled.
- All money fields (designated as “Num\$”), must contain dollars and cents with an implied decimal. They must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. **No special characters allowed.** All unused money fields must be zero-filled.
- Numeric fields containing no dollar amounts (designated as “Num”), must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused numeric fields must be zero-filled.
- The record length must be 300 bytes/characters.
- Errors in the data or structure of this ST record could prevent processing of the file.

Section 03 - Record Layouts

03.01 - Reporting Agent SA Record Layout

This record must be the first data record on the file (one SA record per file).

Location	Field/Element	Type	Length	Hard Coded	Definition
1-2	Record Identifier	Alpha	2	Yes	Constant 'SA' Reporting Agent Data Record
3-10	Filing Program Name	Alpha	8	Yes	Filing Program Identifier: Constant 'SCWHBTCH'
11-12	Filing Media	Alpha	2		Filing Media: FT-FT Server
13-20	File Creation Date	Num	8		File Creation Date (CCYYMMDD)
21-29	Agent FEIN	Num	9		Agent- Federal Employer ID# (FEIN) numeric digits only- omit hyphens
30-69	Agent Name	A/N	40		Agent- Name left justify, space fill (spaces)
70-99	Agent Street Address	A/N	30		Agent- Street Address left justify, space fill (spaces)
100-124	Agent City	A/N	25		Agent- City left justify, space fill (spaces)
125-126	Agent State	Alpha	2		Agent- State Code use standard postal abbreviation
127-131	Agent Zip Code	Num	5		Agent- Zip Code numeric only- zero fill if not available
132-135	Agent Zip Code + 4	Num	4		Agent- Zip Code + 4 numeric only- zero fill if not available
Reserved for SCDOR Use					
136-300	Filler	Num	165	Yes	Reserved for SCDOR use (zero fill)

03.02 - Employer Tax Return SE Record Layout

A separate Code SE record must be present for each employer account. (one or more employer records per file) Num\$- Money fields must include dollars and cents with an implied decimal and must be right-justified/zero-filled.

Location	Field/Element	Type	Length	Hard Coded	Definition
1-2	Record Identifier	Alpha	2	Yes	Constant 'SE' Employer Tax Return Data Record
3-11	SC Withholding File # (with check-digit)	Num	9		Employer- SC Withholding file number (9 digit number) numeric digits only- omit hyphens
12-20	FEIN	Num	9		Employer- Federal Employer ID# (FEIN) numeric digits only- omit hyphens
21-26	Type Form Filed	A/N	6		Type of Withholding Form Filed: 'WH1605' - Qtrly Return; 'WH1606' - 4th Qtr/ Annual
27-27	Amended Indicator	Num	1		Enter "0" for original. Enter "1" for amended
28-33	Filing Period Covered (from)	Num	6		Filing Period for the Return (first month in QTR) Format: CCYMMM
34-39	Filing Period Covered (to)	Num	6		Filing Period for the Return (last month in QTR) Format: CCYMMM
QUARTERLY STATE INFORMATION					
Note: You must a file a return with all zeros if no state tax has been withheld during the quarter in order to keep the account open and prevent a delinquent notice from being issued.					
40-50	Sate Tax Withhold	Num\$	11		State Tax Withheld from all Sources
51-61	State Deposits	Num\$	11		State Deposits or Payments
62-72	Net State Refund	Num\$	11		Net State Refund
73-83	Net State Tax Due	Num\$	11		Net State Tax Due
84-94	Pen & Int Due	Num\$	11		Penalty and Interest Due
95-105	Net Due	Num\$	11		Net Due = State Tax + Penalty + Interest Due

Location	Field/Element	Type	Length	Hard Coded	Definition
ANNUAL SC STATE RECONCILIATION INFORMATION					
This section must be completed for WH-1606. Zero fill for WH-1605.					
106-116	1st Quarter Tax Withheld	Num\$	11		First Quarter Recap- Jan- Mar
117-127	2nd Quarter Tax Withheld	Num\$	11		Second Quarter Recap- Apr- Jun
128-138	3rd Quarter Tax Withheld	Num\$	11		Third Quarter Recap- Jul- Sep
139-152	Annual Tax Withheld	Num\$	14		Annual Total of SC State Income Tax Withheld
153-166	Annual Wages	Num\$	14		Annual Total of SC Wages Reported
167-172	Annual Wage & Tax Statements	Num	6		Annual Total Number of Wage & Tax Statements W-2s and (1099s with state tax withheld)
Reserved for SCDOR Use					
173-300	Filler	Num	128	Yes	Reserved for SCDOR use (zero fill)

03.03 - End-of-File Total ST Record Layout

This total record must be the last data record on the file (one total record per file).

Num\$- Money fields must include dollars and cents with an implied decimal and must be right-justified/zero-filled.

Location	Field/Element	Type	Length	Hard Coded	Definition
1-2	Record Identifier	Alpha	2	Yes	Constant 'ST' Total Record
COUNT OF NUMBER OF EMPLOYER TAX RETURNS SUBMITTED ON THIS FILE					
3-8	Number of SE Records	Num	6		Count of the Number of Employer Tax Returns on File
AGGREGATE TOTALS OF QUARTERLY STATE INFORMATION SUBMITTED					
9-20	State Tax Withheld	Num\$	12		State Tax Withheld from all Sources
21-32	State Deposits	Num\$	12		State Deposits or Payments
33-44	Net State Refund	Num\$	12		Net State Refund
45-56	Net State Tax Due	Num\$	12		Net State Tax Due
57-68	Pen & Int Due	Num\$	12		Penalty and Interest Due
69-80	Net Due	Num\$	12		Net Due = State Tax + Penalty + Interest Due
AGGREGATE TOTALS OF ANNUAL STATE RECONCILIATION INFORMATION SUBMITTED Include if you have information or zero fill.					
81-92	1st Quarter Tax Withheld	Num\$	12		First Quarter Recap- Jan- Mar
93-104	2nd Quarter Tax Withheld	Num\$	12		Second Quarter Recap- Apr- Jun
105-116	3rd Quarter Tax Withheld	Num\$	12		Third Quarter Recap- Jul- Sep
117-137	Annual Tax Withheld	Num\$	21		Annual Total of SC State Income Tax Withheld
138-158	Annual Wages	Num\$	21		Annual Total of SC Wages Reported
159-168	Annual Wage & Tax Statements	Num	10		Annual Total Number of Wage & Tax Statements W-2s and (1099s with state tax withheld)
Reserved for SCDOR Use					
169-300	Filler	Num	132	Yes	Reserved for SCDOR use (zero fill)



APPLICATION FOR BATCH WITHHOLDING

For more information, download the WH-405, Batch Withholding Program for Quarterly Tax Returns, as the name of the WH-405 are available at dor.sc.gov/forms.

Reporting Agent (Batch Filer):

FEIN: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact Information:

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Report (Filing) Information:

How many quarterly withholding returns will you file using this method? _____

Must be a minimum of 10 returns each quarter.

Enter tax year and select quarter for reporting (filing) to begin:

- | | | | |
|----------------|--------------------------|--------------------|-------------------------------------|
| Tax Year _____ | <input type="checkbox"/> | 1st Quarter | (January-March- Due April 30) |
| | <input type="checkbox"/> | 2nd Quarter | (April-June- Due July 31) |
| | <input type="checkbox"/> | 3rd Quarter | (July-September- Due October 31) |
| | <input type="checkbox"/> | 4th Quarter/Annual | (October-December - Due January 31) |

Email this form to BatchWithholding@dor.sc.gov.

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



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

Reporting Agent (Batch Filer) Transmitting Files:

FEIN: _____ Company Name: _____

Contact Person: _____ Phone: _____ Email: _____

Reporting Information:

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