



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**INDIVIDUAL INCOME TAX
REFUND TRACER**

SC 3911
(Rev. 10/13/21)
3101

Before you complete this form, check your refund status at dor.sc.gov/refund or call us toll free at **1-844-898-8542**. Allow 30 days from the issued date of your refund before you submit this form. For faster results, report a missing refund on our free tax portal at MyDORWAY.dor.sc.gov. Sign in to your existing account or create an account to get started.

Full name and address:

Your SSN
Daytime phone number
Tax Year (YYYY)
Date return filed (MM-DD-YYYY)
Amount of refund from return
Spouse's full name, if filing jointly
Spouse's SSN if filing jointly

- I did not receive a tax refund
 I received a tax refund, but it was: Lost Stolen Destroyed
 I found an outstanding state-issued check. Check number Must be 9 digits

- If you requested a paper check, and the check is outstanding, we will request a stop payment on the original check. A replacement refund will be issued.
- If the check has been cashed, you will receive notification on how to proceed.
- If you requested a direct deposit, check with your bank to be sure they did not receive the direct deposit before you submit this form.
- Allow six weeks for us to process this form and issue a replacement refund if necessary.

REFUND OPTIONS (subject to program limitations)

If you qualify for a replacement refund, select your preferred refund method.

- Direct Deposit (for US accounts only)

 Checking Savings

 Routing Number (RTN) Must be 9 digits. The first two numbers of the RTN must be 01 through 32.

 Bank Account Number (BAN) 1-17 digits

 Debit Card

Sign below the same way you signed your Income Tax return. If this refund was from a joint return, both taxpayers must sign before we can begin a trace.

Your signature	Date
Spouse's signature	Date

If you receive your original refund during the time this form is being processed, call 1-844-898-8542.

Mail to: SCDOR, Tax Support, PO Box 125, Columbia, SC 29214-0400

Social Security Privacy Act Disclosure

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 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 SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.