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STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE

Withholding Tax Coupon

WH-1601

(Rev. 9/30/19)
3127

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.

File and pay online using our free tax portal, MyDORWAY, at **dor.sc.gov/pay**. Do not mail the WH-1601 if paying online.

Apply online for a withholding file number at **MyDORWAY.dor.sc.gov** or complete and submit form SCDOR-111, available at **dor.sc.gov/forms**.

INSTRUCTIONS

THIS IS NOT A RETURN.

1. Use only black ink on this form and on your check.
2. Enter your SC withholding file number.
3. Enter your Federal Employer Identification Number (FEIN).
4. Place an X in the box by the quarter you're paying. The date on the employee's paycheck determines the quarter.
5. Enter the tax year for the payment in the format YYYY.
6. Enter the payment amount. Do not use a dollar sign. Always include cents. (examples: 154.13, 198.00)
7. Enter your business name and address in the space provided.
8. Enter a contact name and date. Include a daytime phone number with the area code.
9. Make your check payable to SCDOR. Enter the quarter, year, and your SC withholding file number in the memo.
10. 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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SC DEPARTMENT OF REVENUE
WITHHOLDING TAX PAYMENT COUPON

WH-1601
(Rev. 9/30/19)
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SC withholding file number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Mark quarter with X (required) Paycheck date determines quarter	Year <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	THIS IS NOT A RETURN _____ . Payment amount				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> 1st quarter Jan, Feb, Mar</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> 2nd quarter Apr, May, Jun</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> 3rd quarter Jul, Aug, Sep</td> <td style="padding: 5px;"><input type="checkbox"/> 4th quarter Oct, Nov, Dec</td> </tr> </table>	<input type="checkbox"/> 1st quarter Jan, Feb, Mar	<input type="checkbox"/> 2nd quarter Apr, May, Jun	<input type="checkbox"/> 3rd quarter Jul, Aug, Sep	<input type="checkbox"/> 4th quarter Oct, Nov, Dec		
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<input type="checkbox"/> 3rd quarter Jul, Aug, Sep	<input type="checkbox"/> 4th quarter Oct, Nov, Dec						
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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Business name and address

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Paycheck date determines quarter

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