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!

My DCRWAY 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



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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	
1350 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	HIS IS NOT A RETURN
	1st quarter 2nd quarter Jan, Feb, Mar 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 sar	me time as federal payments.
	Contact name	Date
	Phone Email _	
	Mail to: SCDOR, Withholding, PO Box 1	100161, Columbia, SC 29202

1350 dor.sc.gov



SC DEPARTMENT OF REVENUE WITHHOLDING TAX PAYMENT COUPON

WH-1601

(Rev. 1/3/24) 3127

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