



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
TRANSMITTAL FORM FOR W-2s OR 1099s
SUBMITTED BY CD-ROM OR PAPER

WH-1612
(Rev. 1/15/19)
3331

BUSINESS NAME AND ADDRESS

SC WITHHOLDING FILE NO.

YEAR

FEIN

DUE DATE

Include this form when filing (a) W-2s, W-2cs, or W-2Gs by CD-ROM or Paper or (b) 1099s that have SC state tax withheld. Separate CD-ROMs and WH-1612s must be submitted for each form type (W-2, W-2c, W-2G or 1099). Mail WH-1612 and W-2s, W-2cs, W-2Gs or 1099s **separately from WH-1606**.

Do **not** file WH-1612 until the W-2s, W-2cs, W-2Gs or 1099s are **issued**.

All filers must complete Sections A and C. Complete Section B also if submitting by CD-ROM.

YOU MUST FILE FORM WH-1606 SEPARATELY.

Section A: Complete the following information for all W-2s, W-2cs, W-2Gs or 1099s, including CD-ROM

TOTALS FROM W-2s OR 1099s	
SC state income tax withheld	\$
Wages, tips and other compensation	\$
Number of W-2s, W-2cs or W-2Gs	
Number of 1099s with SC withholding	

Section B: Complete the following information for CD-ROM submissions only.

When the Internal Revenue Service or Social Security Administration requires you to file these forms electronically, you must file:

- **W-2s electronically** using the W-2 Portal at **MyDORWay.dor.sc.gov**.
- Forms W-2c, W-2G or 1099 by CD-ROM
You may use CD-ROM or paper for W-2s if you have fewer than 250 for the tax year.

Number of CD-ROMs Submitted:			
Type of Data Reported (check only one)			
<input type="checkbox"/> W-2 (must be fewer than 250)	<input type="checkbox"/> W-2G	<input type="checkbox"/> W-2c	<input type="checkbox"/> 1099 with SC withholding

Section C: Complete the following information for all W-2s or 1099s, including CD-ROM submissions.

Contact Name _____ Phone _____
Mailing Address _____ Email _____
City _____ State _____ ZIP Code _____

WH-1612 INSTRUCTIONS

WHO MUST FILE WH-1612

You must complete the entire WH-1612 and file it with the SCDOR if you file W-2s, W-2cs, W-2Gs and/or any forms in the federal Form 1099 series with South Carolina withholding by paper or by CD-ROM. WH-1612 is available in the RS-1 manual and at dor.sc.gov

Do **not** file or mail WH-1612 if you EITHER:

- filed electronically through the W-2 Portal at MyDORWay.dor.sc.gov OR,
- did not issue W-2s, W-2cs, W-2Gs or 1099s.

GENERAL INFORMATION

Only file 1099s that have South Carolina withholding.

When the Internal Revenue Service or Social Security Administration requires you to file these forms electronically, you must file:

- **W-2s electronically** using the W-2 Portal at MyDORWay.dor.sc.gov.
- **W-2cs, W-2Gs or 1099s by CD-ROM**

Currently, the federal threshold for filing these forms electronically is **250 or more in a calendar year**.

Only W-2s can be filed electronically. They may also be filed by CD ROM if submitting less than 250. The W-2 Portal is the preferred method for filing W-2s.

Paper filing is available when you are not required to file electronically for federal.

See complete filing specifications in the RS-1 manual at dor.sc.gov or the W-2 Portal Information page at MyDORWay.dor.sc.gov.

On the WH-1612, you must include the name and address of the company, the SC Withholding File Number, the Federal Employer Identification Number (FEIN) and the year for which you are filing. **Preparers only** may omit the SC Withholding File Number.

INSTRUCTIONS

Section A:

- Enter total SC state income tax withheld. This is the sum of income tax withheld from W-2s or 1099s.
- Enter total wages, tips, and other compensation.
- Enter the number of W-2s, W-2cs or W-2Gs submitted by Paper or CD-ROM but not both.
- Enter the number of all forms in the federal Form 1099 series with SC withholding submitted by Paper or CD-ROM but not both.

Section B:

- Enter number of CD-ROMs being submitted.
- Check the box to indicate which type of data is being submitted. CD-ROM filers may use only one type of data to report with each WH-1612.

Section C:

- Complete the demographic information.

REMINDERS

- **FILE WH-1606 SEPARATELY FROM WH-1612 AND YOUR W-2s, W-2cs, W-2Gs OR 1099s.**
- If you have domestic employees you are still required to send a copy of the W-2 you issue your employee(s). You may not have a SC Withholding File Number, but you must still submit the W-2s with this form. Write "Domestic Employee" at the top of each of the W-2s.

DUE DATE

WH-1612 is due on or before the last day of January. If you are Filing Electronically, you do not need to submit Form WH-1612 to the SCDOR.

MAILING INSTRUCTIONS

Paper W-2s, W-2cs, W-2Gs or 1099s:

SCDOR
PO Box 125
Columbia SC 29214-0022

CD-ROM:

SCDOR
PO Box 125
Columbia SC 29214-0885

Overnight Delivery for CD-ROM Only:

SCDOR
Withholding CD-ROM
300A Outlet Pointe Blvd
Columbia SC 29210-5666