

DORePay

User Guide for Filing and Paying Individual Income Tax Declaration of Estimated Tax Payments (Form SC1040ES)

A user must first obtain a User ID and Password to use any of the Electronic Systems on the SCDOR Website found at www.sctax.org. For all systems noted below except Motor Fuel, the same User ID and Password can be used to access the systems. This process only takes a few minutes where information is provided by the user including self-chosen User Id and Password, contact information and answers to security questions to help reset a password, if ever needed.

To begin, choose the system you are going to be using, in this case, DORePay or ePAY as it will be referred to from this point forward.

SCDOR Online		
 South Carolina Business One Stop	 Delivery and Purchase Information for purchases delivered within South Carolina	 Motor Fuel on-line Filing System
 Check Out eSales for Online Filing of Sales Tax Returns	 Electronic Payment System	 WH-1605/1606 SC Withholding Quarterly/Annual Reconciliation Tax Return

Once the user is on the ePAY page, review the information available, and then click on **Pay Online** to begin.

SOUTH CAROLINA DEPARTMENT OF REVENUE
DORlePAY
Electronic Payment System

What Payments Can I Make Online?
What Information Do I Need To Make A Payment?
Frequently Asked Questions (F.A.Q.)
Contact DOR

Pay Online
View Payments
Click Here For Demonstration

What is the Electronic Payment System?

Welcome to The South Carolina Department of Revenue's Electronic Payment System (DOR-ePAY). The DOR-ePAY system is designed to give taxpayers a **fast, free, and secure** electronic way to submit tax payments.

The Department Of Revenue's Electronic System allows you to make payments for selected taxes without having to leave your home or office.

Warning: DOR-ePAY supports both 40-bit and 128-bit browser encryption. However, we strongly recommend the use of 128-bit encryption, the highest level of protection possible for Internet communications.

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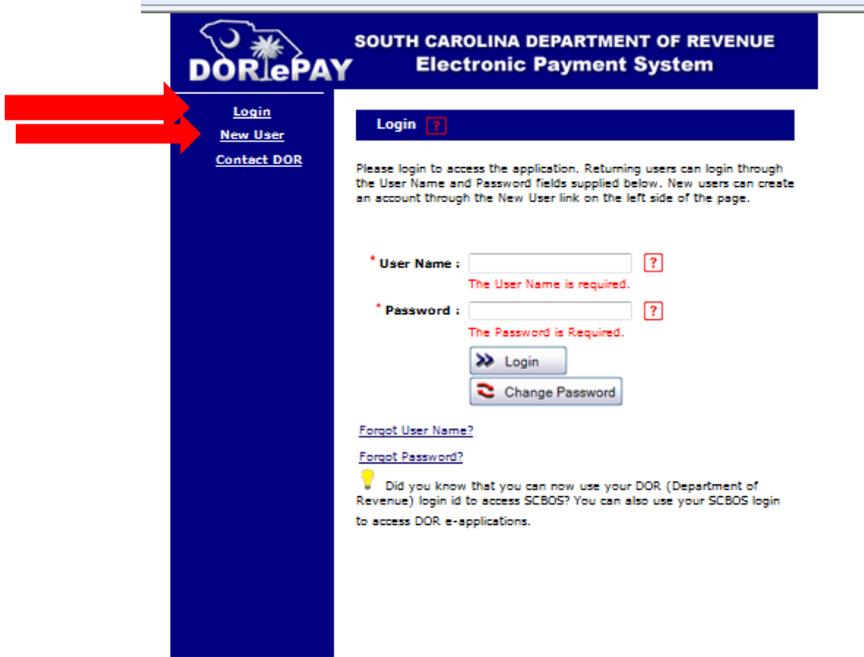
Will the funds for this payment come from an account outside the United States? If yes, the South Carolina Department of Revenue cannot process the payment at this time. Payment can still be submitted by credit card.

If you have additional questions, contact Electronic Services at (803)896-1715.

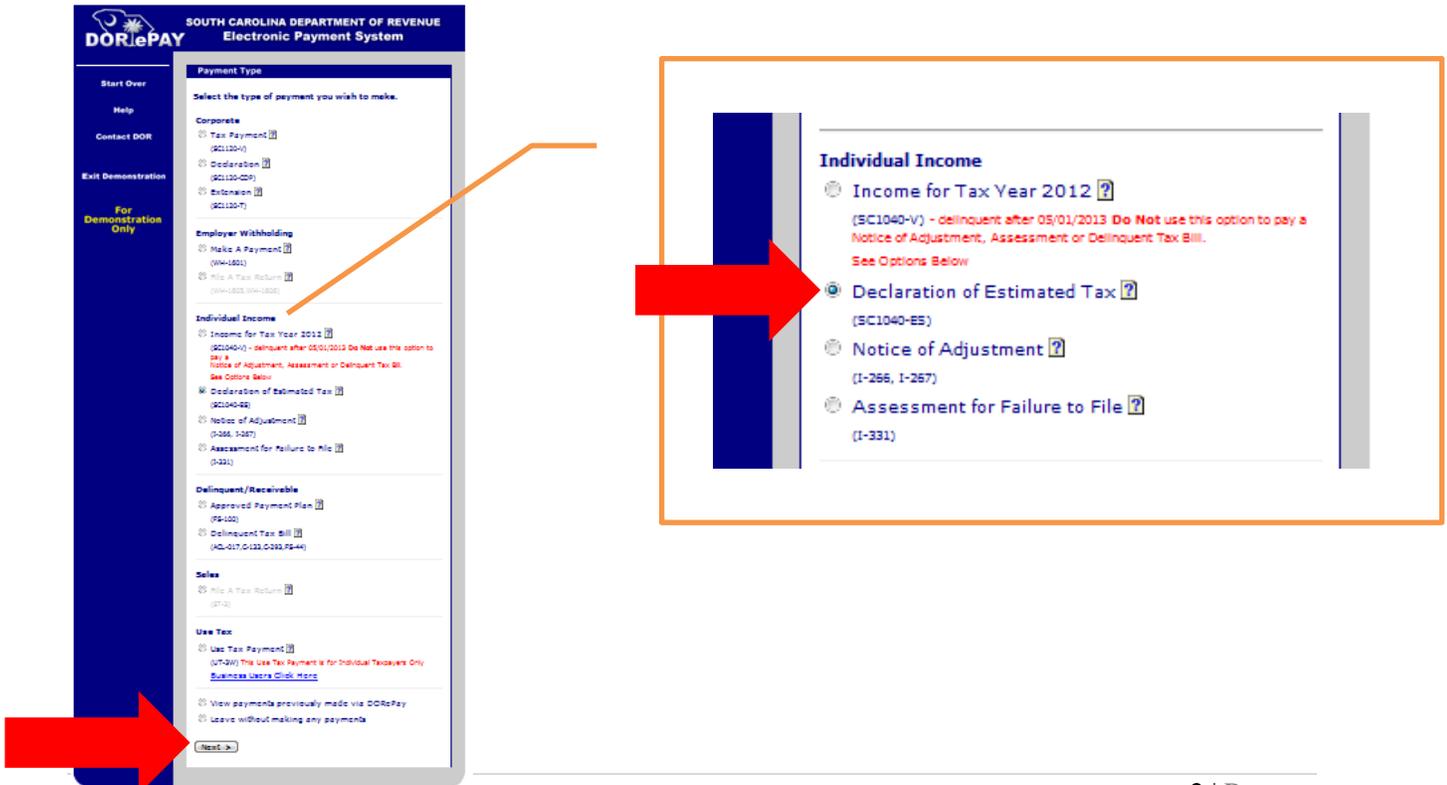
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[Frequently Asked Questions \(F.A.Q.\)](#)
[Contact DOR](#) | [Pay Online](#) | [View Payments](#)

Privacy Statement

A first time user will click on **New User** to begin setup of their User ID and Password.
Repeat users will click on **Login**.



Once signed on to ePay, the user will be presented with a list of payment options. To pay the Individual Income Tax - Declaration of Estimated Tax Payment or 1040ES click on the radio button next to this payment type. Then Click on the **Next** button at the bottom of the page.



The user will then be prompted to enter the appropriate Social Security Number(s) for the payment being made. Once entered, click on the **Next** button at the bottom of the page.

SOUTH CAROLINA DEPARTMENT OF REVENUE
DORePAY Electronic Payment System

Start Over
Help
Exit Demonstration
For Demonstration Only

Account Information

Enter the taxpayer's Social Security Number ?

Taxpayer's social security number*

111 - 22 - 3333

Spouse's social security number

444 - 55 - 6666

Next >

* Indicates a required field.

Next the user will enter the first 4 letters of the taxpayer's name. Once entered, click on the **Next** button at the bottom of the page.

SOUTH CAROLINA DEPARTMENT OF REVENUE
DORePAY Electronic Payment System

Start Over
Help
Exit Demonstration
For Demonstration Only

Payment Information

Enter the first 4 letters of the taxpayer's last name. *

DEMO

Next >

* Indicates a required field.

The system then prompts the user to select the quarter the payment is to be applied. Do so by clicking on the radio button next to the quarter in the list as shown below. Then, click the **Next** button to proceed.

DORePAY SOUTH CAROLINA DEPARTMENT OF REVENUE
Electronic Payment System

Start Over
Help
Exit Demonstration
For Demonstration Only

Account Information

Select the quarter for your payment *

1, 2013 (JAN, FEB, MAR)
 2, 2013 (APR, MAY, JUN)
 3, 2013 (JUL, AUG, SEP)
 4, 2013 (OCT, NOV, DEC)

Next >

* Indicates a required field

On the next screen, enter the amount of the payment being made. Then, click the **Next** button to proceed.

DORePAY SOUTH CAROLINA DEPARTMENT OF REVENUE
Electronic Payment System

Start Over
Help
Exit Demonstration
For Demonstration Only

Payment Information

Enter the amount of payment to be made *

(Do not use dollar signs, enter whole dollars, any cents entered will be rounded to nearest dollar)

1.00

Next >

* Indicates a required field

The system will then present a summary of the payment information entered by the user for verification. If errors are detected, the user must click the **Change** button and make necessary edits. If the verification shows all information is correct, then the user should click on the **Next** button to proceed.

The screenshot shows the 'SOUTH CAROLINA DEPARTMENT OF REVENUE Electronic Payment System' interface. On the left is a navigation menu with options: 'Start Over', 'Help', 'Contact DOR', 'Exit Demonstration', and 'For Demonstration Only'. The main content area is titled 'Payment Information' and contains the following details:

INDIVIDUAL DECLARATION	
Social Security Number	111-22-3333
Spouse's SSN	444-55-6666
First 4 Characters of Last Name	DEMO
Period Ending	06/2013 (APR,MAY,JUN)
Amount of Payment	1.00

Below the table, there is a red instruction: **Please verify the above information.** and a smaller note: *Select 'Change' to correct information. Otherwise, select 'Next' to continue.* At the bottom of the form are two buttons: 'Change' and 'Next >'. A large red arrow points from the left side of the screen towards the 'Change' button.

The user is then provided an option to make additional payments in the transaction being built. If the user wants to include additional payments they should click yes or if not, no to proceed.

The screenshot shows the same 'SOUTH CAROLINA DEPARTMENT OF REVENUE Electronic Payment System' interface. The main content area is titled 'Payment Information' and contains the following text:

A single credit card or electronic funds transfer transaction can contain more than 1 payment.

Do you want to include another payment in this transaction?

Below the question are two radio button options: Yes and No. At the bottom of the form is a 'Next >' button. A large red arrow points from the left side of the screen towards the 'Next >' button.

The final steps are to verify the payment request and complete the payment option.

If the user agrees with the payment presented, they should complete the authorization portion of the page by entering the Preparer's Name, Title, Phone Number and E mail address. Then, click on the **Next** button to proceed.

Note:

If a payment is listed that the user determines should be removed, they should check the "box" to the left of the payment and then click the **Remove** button.

The **Add** button is an additional opportunity to make another payment in this transaction.

SOUTH CAROLINA DEPARTMENT OF REVENUE
DORePAY Electronic Payment System

Start Over
Help
Contact DOR
Exit Demonstration
For Demonstration Only

Authorization

Before you provide authorization for this payment, please be sure all answers you provided are correct.

To add more payments, select the **Add** button below. To remove payments, click the box next to each payment you wish to remove and select the **Remove** button.

Once all the information is correct, fill out the authorization and contact information below and click **Next** to submit the payment information.

Individual Declaration	
<input type="checkbox"/> Social Security Number	XXX-XX-3333
<input type="checkbox"/> Spouse's Soc Sec Number	XXX-XX-6666
First 4 Characters of Last Name	DEMO
Period Ending	06/2013
Payment Amount	1.00

Total Due Today: \$1.00

selected payment(s). a payment.

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Preparer Name* (taxpayer's name if self-prepared)
Demonstration Name
(Preparer name must be entered to satisfy requirements for electronic signature.)

Preparer Title* (SELF if self-prepared)
Demonstration Title

Enter A Daytime Phone Number* (including area code)
(803) 999 - 9999

Enter Your E-mail Address
demonstration@sctax.org

* Indicates a required field

This screen provides the option to the taxpayer to pay by Credit Card or Electronic Funds Withdrawal (ACH Debit).

The screenshot shows the 'DORePAY' interface for the South Carolina Department of Revenue. The header includes the logo and the text 'SOUTH CAROLINA DEPARTMENT OF REVENUE Electronic Payment System'. On the left, there is a navigation menu with links for 'Start Over', 'Help', 'Contact DOR', and 'Exit Demonstration'. Below the menu, it says 'For Demonstration Only'. The main content area is titled 'Payment Information' and asks 'Which payment method would you prefer?'. There are two radio button options: 'Credit Card Payment' and 'Electronic Funds Withdrawal'. A 'Next >' button is located below the options.

If the taxpayer chooses to make a **Credit Card Payment**, the following screens will appear to guide the user regarding the chosen payment method. Click the **Next** button to proceed.

This screenshot shows the next step in the 'DORePAY' interface. The header and navigation menu are the same as in the previous screenshot. The main content area is titled 'Payment Information' and displays the heading 'Continue with your Credit card Payment.' Below this, there is a paragraph of text: 'We will ask you to make your payment with either a (Visa, or MasterCard). When you press "NEXT", we will transfer you to the credit card processing page.' A second paragraph follows: 'After you have completed the credit card process, please press "SUBMIT" from the credit card transaction page to receive your Confirmation Number.' Below the text are the logos for Visa and MasterCard. A 'Next >' button is positioned at the bottom of the content area.

The user must complete the required fields concerning their credit card/billing and click the **Next** button to proceed.

SOUTH CAROLINA DEPARTMENT OF REVENUE
DORePAY Electronic Payment System

Start Over
Help
Contact DOR

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Payment Information

Credit card

Card Type * Visa
Card Number * 4012000033330026
Expiration date * 12 / 2005
Cardholder Name * Demonstration Name
(exactly as it appears on the card)

Billing

Address * Demonstration Address
City * Demonstration
State * South Carolina
Zip/Postal Code * 29999

Next > Cancel

* indicates a required field

The payment method information will be presented for verification. If the information is correct, the user should click on the **Submit** button to finalize the payment.

SOUTH CAROLINA DEPARTMENT OF REVENUE
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Help
Contact DOR

For Demonstration Only

Payment Information

Credit Card Information **Billing Information**

Visa Demonstration Address
Demonstration Name Demonstration, SC
****7777 29999

Order Information

Order number 3999999999

<u>Item Description</u>	<u>Quantity</u>	<u>Amount</u>
Total Paid	1	\$1.00
Subtotal		\$1.00
Sales Tax		0.00
Total		\$1.00

< Back Submit Cancel

Please do not click 'Submit' more than once.

A confirmation page is presented to the user summarizing their payment. Users should print this for their records. They can choose to make additional payments at this time or click on the **Next** button to complete a survey if they would like and then exit the system.

NOTE: Payments for all quarters can be entered to be paid in advance, but note that the **credit card is charged immediately /next day for all periods.** (Warehousing/scheduling of payments is not available for the credit card payment method.)

SOUTH CAROLINA DEPARTMENT OF REVENUE
Electronic Payment System

Thank you for paying with DOR-ePAY. Your confirmation number is **3999999999**. Please keep this number for future correspondence.

Please allow until for your payment to be processed.

Payment Summary

Date /Time Submitted:	06/12/2013
Settlement date:	06/12/2013
Confirmation number:	3999999999
Preparer Name:	Demonstration Name
Preparer Title:	Demonstration Title
Payment Method:	Credit Card
Total Payment:	VISA 1.00

Individual Declaration

Social Security Number:	XXX-XX-3333
Name Control:	DEMO
Spouse's Soc Sec Nbr:	XXX-XX-6666
Tax Year:	2013
Payment made:	1.00

[View for Printing](#)

[Make More Payments](#)

[Next >](#)

You will need the **Adobe Acrobat Reader Version 5.0 or later** to print the payment details. If you do not already have a current version of the free Acrobat reader, click on the icon below to go to the Adobe page and download your free copy.

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If the taxpayer chooses to make an **Electronic Funds Withdrawal Payment**, the following screen should be completed regarding the chosen payment method. Click the **Finalize Your Pay** button to proceed.



SOUTH CAROLINA DEPARTMENT OF REVENUE
DORePAY Electronic Payment System

Start Over
Help
Contact DOR
Exit Demonstration

Payment Information

Payment Information
The total withdrawal will be **\$1.00**. Please enter or verify your account information and click on the **Finalize Your Pay** button below.

Electronic Funds Withdrawal Information
Enter an Identification Number (preparer's) to be associated with the transaction sent to the bank.
An individual taxpayer should enter Social Security Number.

Federal Identification Number**
 -

Social Security Number**
 - -

** Indicates only one of the two fields is required
[Social Security Privacy Act Disclosure](#)

Supply information for the bank account to be affected.
Routing Transit Number* (9 Digit No)
Bank Account Number* (1-17 Digit No)

Account Type*
 Checking Savings

What banking information do you want to use in the future?
 Use the above banking information whenever user ID **DEMO-USER** makes a payment for any file number, receivable number, or social security number included in this payment.
 Leave banking information the same as it was before making this payment.

Transaction Amount
 1.00

Date Set for Money to be Withdrawn * 06/12/2013

* Indicates a required field

Submission of my account information is authorization that
(1) the South Carolina Department of Revenue and its designated financial agents initiate an Electronic Funds Withdrawal (payment) entry to my financial institution account designated for payment of my South Carolina taxes owed, and (2) my financial institution debit the entry to my account.
I also authorize the financial institutions involved in the processing of my electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to my payment.
Under the terms of this authorization, I can revoke this authorization by contacting the South Carolina Department of Revenue at (803)896-1715 no later than 3:00 P.M. on the working day preceding the date of settlement.

Finalize Your Pay

A confirmation page is presented to the user summarizing their payment. Users should print this for their records. They can choose to make additional payments at this time or click on the **Next** button to complete a survey if they would like and then exit the system.

NOTE: Payments for all quarters can be **scheduled** to be paid. With the Electronic Funds Withdrawal method, warehousing is available and payments will be **charged to the bank account on the dates scheduled**.

SOUTH CAROLINA DEPARTMENT OF REVENUE
DORePAY Electronic Payment System

Exit Demonstration
For Demonstration Only

Thank you for paying with DOR-ePAY. Your confirmation number is **3999999999**. Please keep this number for future correspondence.

Note: The above confirmation number indicates that your payment information has been received by the South Carolina Department of Revenue. However, this does not mean that the payment has been received successfully from your banking institution. You must check your bank statement or with your banking institution to insure that the payment has been taken from your account.

To cancel this payment, you must contact the South Carolina Department of Revenue at (803)896-1715 not later than 3:00 P.M. on the working day preceding the settlement date.

Please allow until for your payment to be processed.

Payment Summary

Date/Time Submitted:	06/12/2013
Settlement date:	06/12/2013
Confirmation number:	3999999999
Preparer Name:	Demonstration Name
Preparer Title:	Demonstration Title
Payment Method:	Electronic Funds Withdrawal
Total Payment:	1.00

Individual Declaration

Social Security Number:	XXX-XX-3333
Name Control:	DEMO
Spouse's Soc Sec Nbr:	XXX-XX-6666
Tax Year:	2013
Payment made:	1.00

[View for Printing](#)

[Make More Payments](#)

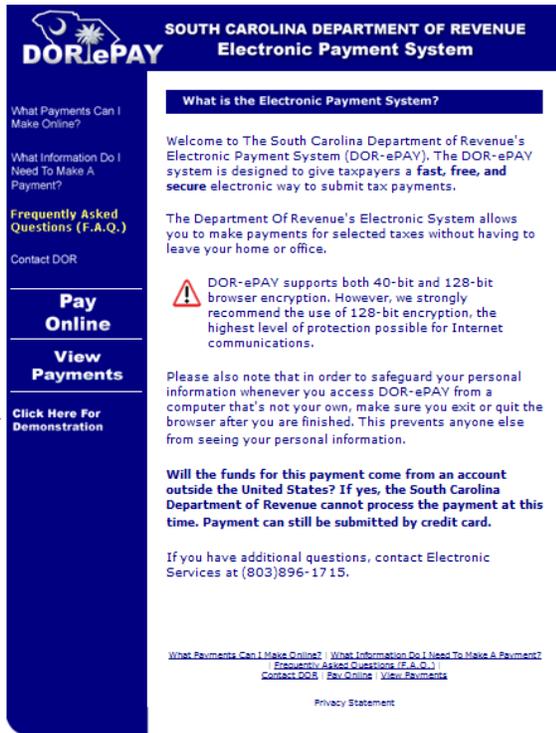
[Next >](#)

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Walk through these screens in an online demo on www.sctax.org from the ePay homepage.



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Benefits of Electronic Filing:

- *Safe and Secure*
- *Convenient – NO Stamps, Envelopes or Checks*
- *Immediate Confirmation*
- *Available 24/7*