

South Carolina Department of Revenue

Vendor Data Specifications for WH-1601

Revised 8/17/22

Data Fields

- **Font:** Print data fields in OCR-A Extended 12 pt font.
 - The SCDOR also accepts OCR-A Type 1 10 pt font, but the font **must** be embedded in the document.
 - If necessary, Courier New 12 pt font is an accepted substitute.
- **Grid:** The grid is set up at 6 horizontal lines per inch for 66 rows total and 10 vertical lines per inch for 85 columns total.
- **Name and Address:** Print in all uppercase letters with no punctuation except for a dash to separate ZIP plus 4, if applicable.
- **Numeric:** Print money amounts with a decimal and cents.
 - If zeros are pre-printed in the cents field, round amounts to whole numbers.

WH-1601 Data Fields

Field Name	Horizontal Line	Vertical Column	Format (adhere to legend and include dashes, commas, decimals)
NACTP number	04 & 47	10	Replace "1350" with your NACTP # for 4 digits
NACTP number for purchased forms vendor	05 & 48	10	9999 (not shown on grid)
SC Withholding File Number (including check digit)	52	08	99999999-9
FEIN	54	08	99-99999999
1 st quarter (Jan, Feb, Mar)	52	24	Mark with "X" if applicable
2 nd quarter (Apr, May, Jun)	52	36	Mark with "X" if applicable
3 rd quarter (Jul, Aug, Sep)	54	24	Mark with "X" if applicable
4 th quarter (Oct, Nov, Dec)	54	36	Mark with "X" if applicable
Year (CCYY)	52	50	9999
Payment amount	52	65	ZZZ,ZZZ,ZZZ.99
Business name	57	08	35 characters max
Address1	58	08	35 characters max
Address2	59	08	35 characters max
City (20), State (2), ZIP (10)	60	08	See grid, leave 2 spaces between city/state and 2 spaces between state/ZIP (99999-9999)

Legend: 9= Numeric, Z= Zero Suppressed Numeric, X= Alphanumeric

South Carolina Department of Revenue

Scanline for WH-1601

Revised 10/02/23

- **Font:** Print form ID and scanline in OCR-A Extended 12 pt font.
 - The SCDOR also accepts OCR-A Type 1 10 pt font, but the font **must** be embedded in the document.
 - If necessary, Courier New 12 pt font is an accepted substitute.
- **Grid:** The grid is set up at 6 horizontal lines per inch for 66 rows total and 10 vertical lines per inch for 85 columns total.
- **Scanline Placement:** The scanline data begins in horizontal row 63, vertical column 20 and ends in vertical column 70.
- **Form ID:** The 8-digit number to the left of the scanline data is a form ID. The form ID begins in horizontal row 63, vertical column 10 and ends in vertical column 17.
- **Check Digit Calculation:** See the SCDOR Check Digit Calculation page in the Software Developers Guide.

Example Scanline: The form ID and scanline data in this example may not reflect current year information, but is present to show placement and format.

Column	1	2	3	4	5	6	7
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
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7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8
9	0	1	2	3	4	5	6
7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
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7	8	9	0	1	2	3	4
5	6	7	8	9	0	1	2
3	4	5	6	7	8	9	0
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5	6	7	8	9	0	1	2
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5	6	7	8	9	0	1	2
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5	6	7	8	9	0	1	2
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1	2	3	4	5	6	7	8
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1	2	3	4	5	6	7	8
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1	2	3	4	5	6	7	8
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7	8	9	0	1	2	3	4
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9	0	1	2	3	4	5	6
7	8						