

South Carolina Department of Revenue

Vendor Data Specifications for WH-1605

Revised 8/11/2022

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-1605 Data Fields

Field Name	Horizontal Line	Vertical Column	Format (adhere to legend and include dashes, commas, decimals)
NACTP number	04	10	Replace "1350" with your NACTP # for 4 digits
NACTP number for purchased forms vendor	05	10	9999
SC WITHHOLDING NO	13	51	99999999-9
FEIN	16	51	99-9999999
Year	20	74	9999
Name	19	06	40 characters max
Address1	20	06	35 characters max
Address2	21	06	35 characters max
City (20), State (2), ZIP (9)	22	06	Leave 2 spaces between city/state and 2 spaces between state/ZIP (99999-9999)
1 st Quarter (Jan, Feb, Mar)	13	68	Mark with "X" if applicable
2 nd Quarter (Apr, May, Jun)	15	68	Mark with "X" if applicable
3 rd Quarter (Jul, Aug, Sep)	17	68	Mark with "X" if applicable
Amended Return Check Box	13	06	Mark with "X" if applicable
Change of Address Check Box	13	15	Mark with "X" if applicable
Business Closed Check Box	13	28	Mark with "X" if applicable
1. Quarterly SC state income tax withheld	30	65	ZZZ,ZZZ,ZZZ.00

2. SC state income tax deposits or payments	32	65	ZZZ 1 ZZZ 1 ZZZ . 00
3. SC REFUND	35	65	ZZZ 1 ZZZ 1 ZZZ . 00
4. SC TAX DUE	38	65	ZZZ 1 ZZZ 1 ZZZ . 00
5. Penalty and interest due	40	65	ZZZ 1 ZZZ 1 ZZZ . 00
6. Net SC state income tax, penalty, and interest due	43	65	ZZZ 1 ZZZ 1 ZZZ . 00

Legend: 9= Numeric, Z= Zero Suppressed Numeric, X= Alphanumeric; YYYY = 4 digit year

Revised 10/2/2023

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

[illegible]

Field	Position	Description
A	10 – 17	Form ID (not used in check digit calculation)
X	18 – 19	Blank Spaces
B	20 – 28	FEIN
X	29 – 30	Blank Spaces
C	31 – 39	SC Withholding No. (File Number with check digit)
X	40 – 41	Blank Spaces
D	42 – 43	Quarter (QQ) MM = 01 for 1 st quarter (Jan-Mar) MM = 02 for 2 nd quarter (Apr-Jun) MM = 03 for 3 rd quarter (Jul-Sep)
E	44 – 45	Year (YY)
X	46 – 47	Blank Spaces
F	48 – 48	Amended Indicator 0 = Current, 1 = Amended
X	49 – 50	Blank Spaces
G	51 – 51	Change of Address Indicator 0 = No change, 1 = Address Change
X	52 – 53	Blank Spaces
H	54 – 54	Close of Business Indicator 0 = Business Open, 1 = Business Closed
X	55 – 69	Blank Spaces
I	70 – 70	Check Digit calculation for fields B, C, D, E, F, G, and H using Modulus 10 (2121...) starting from the left digit. Do NOT use spaces or form ID (A) in the calculation, only digits.