

South Carolina Department of Revenue

Vendor Data Specifications for WH-1606

Revised 10/17/2022

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-1606 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 (not shown on grid)
SC WITHHOLDING NO (including check digit)	13	51	99999999-9
FEIN	16	51	99-99999999
Year	16	74	9999
Name	18	06	40 characters max
Address1	19	06	35 characters max
Address2	20	06	35 characters max
City (20), State (2), ZIP (10)	21	06	See grid, leave 2 spaces between city/state and 2 spaces between state/ZIP (99999-9999)
Amended Return Check Box	13	06	Mark an "X" if applicable.
Change of Address Check Box	13	15	Mark an "X" if applicable.
Business Closed Check Box	13	28	Mark an "X" if applicable.
1. 4 th Quarter SC state income tax withheld	29	65	ZZZ,ZZZ,ZZZ.99
2. SC state income tax deposits or payments	31	65	ZZZ,ZZZ,ZZZ.99
3. SC REFUND	33	65	ZZZ,ZZZ,ZZZ.99
4. SC TAX DUE	35	65	ZZZ,ZZZ,ZZZ.99
5. Penalty and interest due	37	65	ZZZ,ZZZ,ZZZ.99
6. Net SC state income tax, penalty, and interest due	39	65	ZZZ,ZZZ,ZZZ.99
7. Recap of SC tax withheld by qtr (Jan – Mar)	43	18	ZZZ,ZZZ,ZZZ.99
Recap of SC tax withheld by qtr (Jul – Sep)	43	41	ZZZ,ZZZ,ZZZ.99
Recap of SC tax withheld by qtr (Apr - Jun)	44	18	ZZZ,ZZZ,ZZZ.99

Recap of SC tax withheld by qtr (Oct – Dec)	44	41	ZZZ,ZZZ,ZZZ.99
Recap of SC tax withheld Total of Quarters	44	65	ZZZ,ZZZ,ZZZ.99
8. Total SC state income tax WITHHELD from all quarter reports from W-2s and 1099s	46	65	ZZZ,ZZZ,ZZZ.99
9. Total SC WAGES from W-2s and 1099 income	48	65	ZZZ,ZZZ,ZZZ.99
10. Number of wage and tax statements	50	63	ZZZ,ZZ9

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

Revised 10/2/2023

- **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 at horizontal row 63, vertical column 10 and ends at vertical column 17.
- **Check Digit Calculation:** See the SCDOR Check Digit Calculation page in the Software Developers Guide.

Column	1	2	3	4	5	6	7
1234567890123456789012345678901234567890123456789012345678901234567890							
	AAAAAAAAAX	BBBBBBBBB	XXXXCCCCC	XXXXDDEE	XXXXFX	XXXXGX	XXXXXXXXXXXXXXXXXXXXX
	31311079	5700000001	251234560	0423	0	0	0
							2

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 = 04 for 4 th quarter (Oct – Dec)
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.