

# Registration

## Three ways to register:

- 1 Email the information below to  
TaxpayerEducation@dor.sc.gov
- 2 Mail this completed form to:  
SC Department of Revenue  
Taxpayer Education  
P.O. Box 125  
Columbia, SC 29214
- 3 Or call 803-898-5800 and provide the  
information below to register

## Registration Information

### Choose a Free Workshop

- Sales Tax Workshop
- Basic Withholding Tax Workshop
- Basic Corporate Tax Workshop
- Advanced Corporate Tax Webinar

Date: \_\_\_\_\_

Time: \_\_\_\_\_

In Class  Webinar

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Workshops are free! A confirmation of your registration will be sent via email.

Want to learn more about taxpayer education? Visit [dor.sc.gov/taxpayer-ed](http://dor.sc.gov/taxpayer-ed)

## In-class Workshops

Will be held at:

South Carolina Department of Revenue  
300A Outlet Pointe Boulevard  
Columbia, SC 29210

## Webinars

Webinars are conducted online. Just logon during the time that the workshop is scheduled with the information provided when you register. You'll hear the instructor and see the presentation just like you were sitting in the class!

## Continuing Education Credit

These workshops qualify for Continuing Education credit. You must seek credit through the appropriate accreditation board. Certificates of attendance can be provided if requested.

### Sorry! Snacks Are Not Included

Food and beverages are not provided. Participants are welcome to bring their own snacks to workshops.



[dor.sc.gov](http://dor.sc.gov)

SOUTH CAROLINA



DEPARTMENT OF REVENUE

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**DOR**  
TAXPAYER EDUCATION

2016  
TAXPAYER  
education  
SERIES



## ***Basic Withholding Tax***

*Offered in conjunction with the IRS and the SC Department of Employment & Workforce*

### **Who should attend?**

- Small business owners with employees, bookkeepers and payroll clerks
- New withholding tax registrants
- Businesses who employ seasonal workers

### **What will you learn?**

- Federal tax law issues
- Liability & reporting requirements for unemployment insurance
- Basics of SC Withholding Tax law
- How to register for Withholding Tax
- When to file & pay Withholding Tax
- Your filing methods

### **When & Where**

Classes are held 9:00 a.m. - 11:00 a.m. on:

- February 11 In-class & Webinar
- April 19 Webinar ONLY
- June 28 Webinar ONLY
- August 25 Webinar ONLY
- October 18 Webinar ONLY
- November 30 In-class & Webinar

## ***Basic Corporate Tax***

*Offered in conjunction with the SC Secretary of State's Office*

### **Who should attend?**

Accounting staff and bookkeepers of small and/or new corporations

### **What will you learn?**

- How to form a business entity
- What the SCSOS can do to help you
- Types of corporate ownership
- Filing and administrative requirements
- Your filing methods

### **When & Where**

In-class sessions and webinars are held from 1:00 p.m. - 3:30 p.m. on:

- January 14      - August 10
- April 14        - September 20
- June 16         - November 16

*\*same days as Sales Tax Workshops\**

## ***Advanced Corporate Tax***

### **Who should attend?**

- Multi-state corporations
- Attorneys
- Tax preparers and accountants for large corporations

### **What will you learn?**

- Info on Qualified Sub-S Subsidiaries
- Info on Limited Liability Companies (LLCs)
- Allocation & apportionment
- Consolidated return (SC 1120)
- Composite return (SC 1040) & Instructions (1-348)
- Tax credits

### **When & Where**

Webinars are held 10:00 a.m. - 11:30 a.m. on:

- March 9      - July 20      - December 14
- May 26      - October 6



## ***Sales Tax***

### **Who should attend?**

- New business owners or new retail license holders
- Business owners with questions regarding their sales tax responsibilities
- Accounting personnel for small businesses

### **What will you learn?**

- Filing and administrative requirements
- Directions for completing forms ST-3 and ST-389
- Your electronic filing options

### **When & Where**

In-class sessions and Webinars are held from 9:00 a.m. - 11:00 a.m. on:

- January 14      - June 16
- February 17    - August 10
- March 15        - September 20
- April 14         - October 13
- May 4            - November 16

