



# South Carolina Sales XML Program

Taxpayer Program Guide

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# Program Overview

The South Carolina Department of Revenue's (SCDOR) Sales XML Program allows for the electronic payment and filing of the following sales tax types and their Local Taxes:

- Sales and Use Tax
- Accommodations Tax
- Max Tax

Generally, larger retailers with multiple operating locations choose to use the Sales XML Program to meet their electronic filing needs. Additional electronic filing and payment options exist on MyDORWAY, our free online tax portal, available at [MyDORWAY.dor.sc.gov](https://MyDORWAY.dor.sc.gov). If you are interested in learning about other electronic options, visit [dor.sc.gov/biz-services](https://dor.sc.gov/biz-services) and read the **Sales, Use, Accommodations, and Max Tax** section.

For the Sales XML Program, the SCDOR partners with software vendors to certify their products for taxpayer use. You must use one of the SCDOR's certified software vendors to participate in the program. A list of authorized vendors can be found on [dor.sc.gov/biz-services](https://dor.sc.gov/biz-services) under the **Sales, Use, Accommodations and Max Tax** section. The SCDOR also partners with a Value Added Network (VAN), Baca Stein White and Associates (BSWA), to process Sales XML files.

Sales XML files are uploaded directly to BSWA. There are two ways to submit files:

1. Certified vendors upload files on behalf of their clients to BSWA
2. Taxpayers use certified vendor software to create an XML file and then upload their own file to BSWA themselves

Check with your vendor to see what upload options exist through their software.

The Sales XML Program is currently designed for original returns only. You cannot submit amended returns through the XML files. To amend your return, visit [MyDORWAY](https://MyDORWAY.dor.sc.gov) and log in to your account.

## **You are required to file and pay electronically if you:**

- File Accommodations Tax or Max Tax returns
- Have a liability of \$15,000 or more during a filing period

## **Advantages of using the Sales XML Program include:**

- Eliminating paperwork, including printing, completing, and mailing paper returns and checks
- Reducing loss, theft, errors, or delays in delivering and processing returns and payments
- Increasing the accuracy of payment timing from your bank accounts
- Creating a comprehensive audit trail for returns and payments
- Adding an additional \$100 in monthly discounts
- Manifests that verify if your file was accepted or rejected

## Contact Information

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Questions? We're here to help. See the contact options below for additional support.

### SCDOR

Sales Tax information. . . . . [dor.sc.gov/sales-and-use](http://dor.sc.gov/sales-and-use)

Sales XML Support. . . . . [XML@dor.sc.gov](mailto:XML@dor.sc.gov) or 1-803-896-1715

### Additional Help

Manifest questions. . . . . Contact your software vendor or Sales XML Support

BSWA SecureNet file upload issues. . . . . [SecureNet\\_Support@bswa.com](mailto:SecureNet_Support@bswa.com) or 1-281-342-2646

## Payment Options

Taxpayers can choose between two ACH payment options when filing their returns – ACH Debit or ACH Credit. For both options, you must make one lump sum payment based on your FEIN, regardless of how many account locations you have. Your payment will be distributed across all locations once the SCDOR has both processed your return and payment. Payments can be verified in your **MyDORWAY** account within 2 business days after your payment settlement.

### ACH Debit

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If you select the ACH Debit option, you authorize the SCDOR to electronically transfer tax payments from your bank account into the state's bank account. The software you use captures your bank account information inside your XML file, and the SCDOR will debit your bank account for the amount reported. This option is the most accurate and results in fewer errors and delays in processing.

- You do not need to request approval from the SCDOR to make ACH debit payments.
- You must enter your bank account information into the software you use and transmit your return to initiate the ACH debt payment.
- Bank account information includes your ABA (American Bank Association) Routing/Transit Number and your bank Account Number.
- Returns must receive accepted manifests from BSWA for the SCDOR to debit your bank account on the payment settlement date.
  - Your return and payment will not be available in MyDORWAY until 2 business days after the payment settlement date you selected.
- You can warehouse (store) ACH debit payments for up to 45 days.
- There is no cost to you for ACH debit transactions.

### ACH Credit

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Under the ACH Credit option, the software you use will let the SCDOR know inside your XML file that you are instructing your bank to send an ACH credit payment to the SCDOR separately. This option allows you to initiate ACH transfers using the Cash Concentration and Disbursement Plus (CCD+) format.

- Before choosing this payment option, you must request ACH Credit Banking Instructions through **MyDORWAY**. The SCDOR will provide you with the state's bank account and routing numbers

required to make an ACH credit payment during this process. See page 5 of this document for more information.

- You must arrange ACH credit transactions directly with your financial institution.
- Contact your financial institution to determine what ACH origination services they offer. Your financial institution will provide you information on their costs, specific cut-off times, and warehousing capabilities.
- Conduct a prenote transaction (test payment) with your financial institution before you begin sending tax payments to the SCDOR. Prenote transactions should be for \$0.01.
- If you change your financial institution, conduct a prenote at least 10 days prior to the next payment due date. Allow 10 days from the time you transmit your test for prenote processing.
- Any processing costs are the responsibility of the taxpayer initiating the payment.

**If you are already using ACH Credit to pay other taxes with the SCDOR, do not use the state’s bank account number you were given for those transactions.** If you do not use the correct banking information provided through MyDORWAY, the SCDOR may not be able to process or post your payment correctly.

### CCD+ Format Information

The SCDOR requires that you use the CCD+ record format to submit ACH credit payments to our agency. All taxpayers submitting CCD+ transactions must verify that the 7 record contains valid information and the correct format. An example of the 7 record and definitions of its data elements/fields are provided below. Pay special attention to the following two fields unique to Sales Tax payments:

- The Taxpayer ID field must contain the taxpayer’s 9-digit FEIN or SSN. Do not include hyphens.
- The Tax Type Code for Sales Tax must always be 14701.

**7 Record Format:** 705TXP\*TaxpayerID\*TaxTypeCode\*PeriodEndDate\*T\*Amt\*P\*Amt\*I\*Amt\

**Populated Example:** For a \$5,000 payment, 9/30/24 period, and 123456789 as your FEIN

**705TXP\*123456789\*14701\*240930\*T\*50000\*P\*0\*I\*0\**

Segment Identifier	This field must contain TXP and identifies the transaction as a tax payment.
Separator	An asterisk (*) is required to separate data elements in the CCD+ record.
Taxpayer ID	For Sales Tax, use your FEIN as the Taxpayer ID.
Tax Type Code	For Sales XML payments, always use 14701.
Tax Period End Date	Format the date as YYMMDD (YY=Year; MM=Month; DD=Day).
Amount Type	Enter a T for tax, P for penalty, or I for interest.
Amount	Enter the dollar amount (\$) being paid. Always include cents (cc).
Taxpayer Verification	This is an optional field that the SCDOR may use to verify your identity.

### Request ACH Credit Banking Instructions

Log in to **MyDORWAY**, the SCDOR's free online tax portal, to request ACH Credit authorization that will provide the state’s banking information and an example of the correct format for your payment record addenda needed to make successful ACH credit transactions.

If you do not have a MyDORWAY account, visit [dor.sc.gov/mydorway-signup](https://dor.sc.gov/mydorway-signup) to sign up for an account.

Once you are logged in, you may request ACH Credit Banking Instructions:

1. Select the **More** tab.
2. Third Party Access users should navigate to the **Account Manager** panel.
  - All other access users should navigate to the **Payments & Returns** panel.
3. Click **Request ACH Credit Banking Instructions**.
  - You must have the FEIN or SSN and at least one Sales & Use Tax File Number for the entity.
4. After completing the request, click **Print ACH Credit Approval**. The ACH Credit Approval notification contains information you need to make successful ACH credit payments such as, the required record format, tax type code, and the state's bank account information.
5. Provide the ACH Credit Approval notification to the appropriate department in your company to initiate payments to the state's bank.
  - A history of your ACH Credit Approval notification is available by logging in to MyDORWAY, selecting the **More** tab, and clicking **Search Submissions**.

## Payments Made in Error

- ACH debit payments cannot be deleted or reversed. Visit [dor.sc.gov/tax/sales](https://dor.sc.gov/tax/sales) and select **Refund Procedures** for more information.
- Check with your financial institution to determine if your ACH credit payment maybe cancelled or reversed. If a cancellation or reversal is not possible, visit [dor.sc.gov/tax/sales](https://dor.sc.gov/tax/sales) and select **Refund Procedures** for more information.

## Transmitting your File

You cannot recall or delete your transmission once it is sent to BSWA. If your software vendor does not file your return on your behalf, review your XML file before transmission to confirm:

- The return is marked as a production return inside the file with a "P".
- The return is keyed in dollars and cents, including a period between the dollars and cents amounts. You must use exact figures – rounding is not allowed.
- Your local net taxable amount is equal to or less than the state net taxable amount.
- If you are using ACH Debit, you have recorded your complete payment information, including both your routing and account number.

## Timely Returns and Payments

Failure to file returns and make electronic payments on time will subject you to penalty and interest.

- To ensure timely filing and payment:
  - You must upload your file to BSWA by the return due date.
  - You must receive an accepted manifest from BSWA.
- If a due date falls on a holiday or weekend, you must file and pay by the following business day.

- The postmark date for the Sales XML file is the date an accepted file is uploaded to BSWA.
- The payment date is the settlement/deposit date of funds in the state’s bank account.

# BSWA SecureNet Information

If you upload your file to BSWA instead of your software vendor, you must create an account with BSWA to access their SecureNet platform. SecureNet is used to upload your Sales XML file to the SCDOR. Review the SCDOR’s [BSWA SecureNet User Guide](#) for information on setting up your account and navigating the platform.

After your file is uploaded, you should monitor your email for the messages generated by BSWA SecureNet about your file status. Messages are sent to the email account connected to the uploaded file.

## SecureNet Messages

BSWA alerts you about the status of your file through two notification emails:

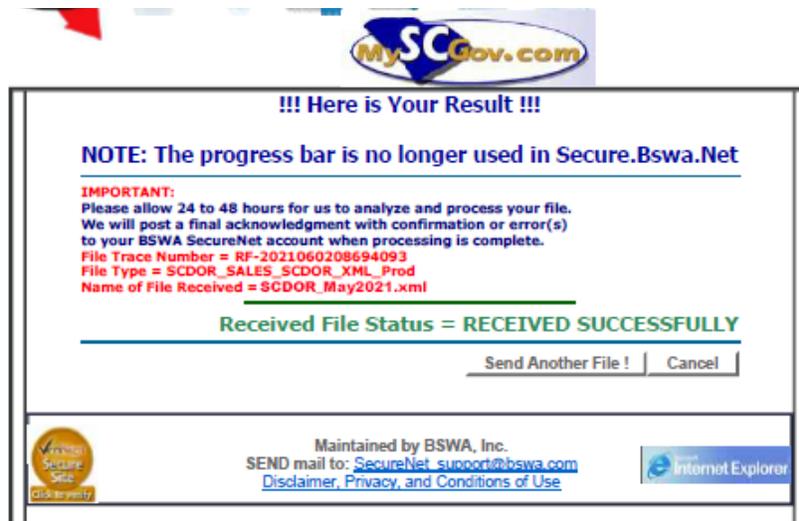
1. Transmission Notification
2. Manifest Notification

You must verify you have received an accepted manifest to confirm your file is sent to the SCDOR for processing.

South Carolina Sales XML files are not processed on weekends or federal holidays. If you submit your file on a weekend or federal holiday, the file will be processed on the following business day. The processing of the file determines when you will receive your Transmission Notification and Manifest Notification from BSWA.

### Transmission Notification

The following message is an example of what you will receive from SecureNet immediately after your file has been transmitted successfully. A copy of this message will be sent to the email account connected to the uploaded file. **This is not confirmation your return has been accepted.**



- The File Trace Number only means that your file has been successfully sent to BSWA. A second confirmation message will be sent to your email account once the manifest is available to verify if the file was accepted or rejected. You may also view your manifest inside of SecureNet – see the How to Locate the Manifest section below.
- Click Send Another File! if you have more files to transmit.
- Click View Log to see files received by BSWA.
  - Remember the entry in this log only shows that the file was received by BSWA. This does not confirm that your file was accepted and filed with the SCDOR.
  - You should receive a separate email to let you know your manifest is ready to be viewed. If you don't receive the email, follow the steps in the below section for viewing your manifest within SecureNet.

### Manifest Notification

Manifests confirm the status of your return. You should receive your manifest within one business day of SecureNet receiving your file for processing.

- SecureNet does not process files on federal holidays or weekends.
- If you have questions about the manifest you received, email your File Trace Number and a copy of the manifest to the Sales XML Support at [XML@dor.sc.gov](mailto:XML@dor.sc.gov) or call 1-803-896-1715.
- Your manifest should be available inside SecureNet's Receive File link within one business day of your transmission, email [SecureNet\\_Support@bswa.com](mailto:SecureNet_Support@bswa.com) the File Trace Number that was received with the first notification and request assistance to receive your manifest. Do not resend your submission unless instructed to do so by their support team.

## Manifests

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### How to Locate the Manifest within SecureNet

- Sign into your BSWA SecureNet account.
- Click **Receive File** to locate the manifest.
- Select the option that includes the last 8 digits of the File Trace Number from the Transmission Notification. Remember you can obtain the File Trace Number by clicking View Log inside SecureNet as well.

**Please Click A File Below**

	File to Receive	Status	Creation Date
	SCSTManifestV1_11899743.xml	Pending	07/13/2023
	SCSTManifestV1_11769665.xml	Received	06/15/2023

- Pending Status means you have not accessed or reviewed the manifest.
- Received Status means the manifest has been viewed.

## How to Read the Manifest

- Once you have downloaded the manifest, locate the <AcceptanceStatus> line to determine if the return was accepted or rejected.
  - If the status is R, locate the <ErrorMessage> line to see the specific error that needs to be corrected. A rejected status indicates your return has not been filed with the SCDOR. You must make the applicable corrections and resubmit your file.

```
<AcceptanceStatus>R</AcceptanceStatus>  
<ContainedAlerts>>false</ContainedAlerts>  
<CompletedValidation>>false</CompletedValidation>  
<ErrorList errorCount="1">  
- <Error errorId="1">  
  <DocumentID>00000117000012022039</DocumentID>  
  <ErrorMessage>E006 - SoftwareID Invalid</ErrorMessage>  
  <RuleNumber>E006</RuleNumber>  
  <Severity>REJECT</Severity>
```

- If the status is A, your file has been accepted and filed with the SCDOR.

```
<AcceptanceStatus>A</AcceptanceStatus>
```