



Business Tax TeleFile For South Carolina Retailers

As a South Carolina Business owner you have the option of filing your sales tax return by touchtone telephone. The Business Tax TeleFile System is available 24 hours / 7 days a week. The system affords a major convenience for qualified filers with **zero gross proceeds of sales, rentals, use tax, and withdrawals for own use** for the filing period covered. **First time users are required to register their sales tax license during the initial telephone call to receive a PIN.**

To start the process, dial (803) 898-5918 and follow the voice instructions.

To register your Sales Tax License number:

1. Enter your 9 digit Sales Tax License number which begins with 0" or 4".
2. Create and enter a 4 digit personal identification number (PIN).
3. Transfer to file Sales Tax return (optional).

To file your Sales Tax Return:

1. Enter your 9 digit Sales Tax license number which begins with 0" or 4".
2. Enter the 4 digit PIN that you created.
3. If you are a monthly, seasonal or annual filer, press 1.
4. If you are a quarterly filer, press 2.
 - To file a 1st Quarter return, press 1.
 - To file a 2nd Quarter return, press 2.
 - To file a 3rd Quarter return, press 3.
 - To file a 4th Quarter return, press 4.
4. Enter your gross proceeds of sales for the period you are filing.
5. Re-enter your PIN as the electronic signature to receive a confirmation number.
6. Record the confirmation number.
7. Enter whether your business is still opened or closed.
8. You're done!

The process is 100% paperless with nothing to mail to the SC Department of Revenue, and takes only minutes to complete. "How To Instructions" and "FAQs" can be found on the web at www.sctax.org under "**Electronic Services > Sales & Use**". For tax related issues, contact the DOR Sales Tax Help Line at (803) 898-5800. For TeleFile support issues, contact the Business Tax TeleFile Help Line at (803) 898-5111.