

Registration Form

Sales Tax Forms Workshop

Date _____

Time 9-11 a.m. 2-4 p.m.

Basic Withholding Tax Workshop

Date _____

Name _____

Company _____

Address _____

City _____

State _____ Zip Code _____

E-mail Address _____

Daytime telephone _____

Workshop is FREE!

Pre-registration is encouraged.

Three Ways to Register:

- **E-mail:** TaxpayerEd@sctax.org
- **Call:** 803-898-5593
- **Complete the registration form and mail it to:**

Training/ Taxpayer Education
SC Department of Revenue
PO Box 125
Columbia, SC 29214

Benefits

Attend one of our **FREE** workshops and you will be able to comply with confidence. Taxes can be complicated and confusing, but our staff of experts will help you design and develop a plan to make your obligations easier to manage.

By learning the correct way to complete your return you can save time and money. You'll spend less time worrying about whether your return is correct, whether you've included the right things, and whether you've got the right forms, etc. Plus, your new abilities will allow you to spend your time where you need it most—conducting your business and making a profit!



*South Carolina
Department of
Revenue presents...*

2009 Taxpayer Education Workshops



**South Carolina
Department of Revenue
301 Gervais Street
Columbia, SC 29201**

Our classes to benefit you...

Sales Tax Forms Workshop

Columbia, SC

What you will learn:

- Sales Tax Laws as they pertain to completing your return
- Components of the Sales Tax Forms
- Information you'll need to gather before beginning the form
- Step-by-step directions on completing the form
- Consequences of not completing the form correctly and timely

What we will provide:

- Assistance with returns or questions
- Educational materials

2009 Dates

January 13	July 23
February 5	August 12
March 12	September 22
April 16	October 13
May 13	November 19

There will be 2 sessions to choose from:

9am-11am & 2pm-4pm

All classes in Columbia will be held at the
SC Department of Revenue
(State Museum Building)
301 Gervais Street
Columbia, SC 29201

Basic Withholding Tax Workshop

Columbia, SC

What you will learn:

- Basics of SC Withholding Tax Laws
- How to register for the Withholding Tax
- Forms you'll need to file along with step-by-step directions
- When to file and pay withholding taxes
- Methods of filing including electronic methods
- Consequences of not filing

What we will provide:

- Assistance with returns or questions
- Educational materials

2009 Dates

May 6
July 14
September 16
November 3

All classes will be from 9am-12pm

All classes in Columbia will be held at the
SC Department of Revenue
(State Museum Building)
301 Gervais Street
Columbia, SC 29201



Can't make it to Columbia?

You asked and we answered.....

We are taking our FREE workshops to other areas of the state! 2009 will serve as a trial year for us. Depending on the popularity of these workshops, we will consider expanding to more cities in 2010.

- Where are we going?

March 25, 2009

Anderson Public Library
300 N. McDuffie St.
Anderson, SC 29621



June 10, 2009

USC- Sumter
Anderson Library Room 122
200 Miller Road
Sumter, SC 29150

- The schedule will be:

9am-12pm- Basic Withholding Tax Workshop
1:30pm-3:30pm- Sales Tax Forms Workshop

You may register for one course OR spend the day with us and attend both!

** Both workshops are FREE!