

Business Tax TeleFile For South Carolina Employers

As a South Carolina Business owner you have the option of filing your withholding 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 *a zero payment amount due* with the return for the filing period covered. *First time users are required to register their withholding file number during the initial telephone call to receive a PIN.*

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

To register Withholding Tax File number:

1. Enter your 9-digit Withholding Tax File number that begins with 25.
2. Create a 4-digit personal identification number ("PIN").
3. Transfer to file Withholding Tax return (optional).

To file your Quarterly Tax Return (WH-1605):

1. Enter your 9-digit Withholding Tax File number that begins with 25.
2. Enter the 4-digit PIN number that you selected.
3. Enter the quarterly filing period covered.
4. Enter the total state tax withheld from all sources for the period you are filing.
5. Enter the deposits or payments made during this period.
6. Enter the total refund amount expected.
7. Re-enter your PIN as the electronic signature to receive a confirmation number.
8. Record the confirmation number
9. Enter the date of your last withholding liability *if you are no longer required to withhold SC Tax.*
10. You're done!

To file Fourth Quarter / Annual Reconciliation (WH -1606):

1. Repeat steps 1 through 6 of the quarterly filing portion (WH -1605).
2. Enter total state tax withheld from all sources.
3. Enter total state wages reported.
4. Enter number of wage and tax statements, W-2s and (1099s with state tax withheld).
5. Re-enter your PIN as the electronic signature to receive a confirmation number.
6. Record the confirmation number.
7. Enter the date of your last withholding liability *if you are no longer required to withhold SC Tax.*
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" are posted on the web at www.sctax.org under "*Electronic Services > Withholding*". For tax related issues, contact the DOR Withholding Tax Help Line at (803) 898-5383. For TeleFile support issues, contact the Business Tax TeleFile Help Line at (803) 898-5783.