



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
TRANSMITTAL FORM
FOR W2s, 1099s & MAGNETIC MEDIA

WH-1612
(Rev. 8/12/08)
3331

BUSINESS NAME AND ADDRESS

SC WITHHOLDING NO.

YEAR

Last day of February

FEI NO.

DUE DATE

Use this form to submit **all** W2s and **only** 1099s with SC tax withheld.

All taxpayers complete Section A. For Magnetic Media submission also complete Section B. See additional information in the instructions on the next page.

YOU MUST FILE FORM WH-1606 SEPARATELY.

Section A: Complete the following information for W2s/1099s and Magnetic Media submissions.

W2s and 1099s must be submitted regardless of filing method: Telefile, eWithholding, paper

Totals from W2s and 1099s	
SC state income tax withheld	\$
Wages, tips and other compensation	\$
Number of W2s and 1099s	

Contact Name _____ Telephone Number _____

Section B: To be completed for Magnetic Media submission only.

South Carolina Code of Laws Section 12-8-1550 requires wage and tax information to be submitted to the SC Department of Revenue on magnetic media if the withholding agent is required by the Internal Revenue Service to file using non-paper methods.

While the Social Security Administration is now accepting W2/1099 information through electronic filing, South Carolina does not yet offer this option. We will continue to accept magnetic media. See South Carolina Department of Revenue RS-1 for the required format.

Number of reporting media filed:	Magnetic Tape(s):	Diskettes:
	Cartridges:	CD ROM:
Type of data being reported: (Check only one)	W2 for original data	W2c for corrected data

WH-1612 INSTRUCTIONS

PURPOSE

Use this form to submit all W2s and only 1099s that have SC state tax withheld regardless of the filing method used for the WH-1606: Telefile, eWithholding, paper return.

INSTRUCTIONS

Section A: Complete the information requested regardless of your transmittal method.

Section B: Complete this section if you are sending Magnetic Media. Please see South Carolina Department of Revenue RS-1 for the required format and further instructions on Magnetic Media.

REMINDERS

- **YOU MUST FILE FORM WH-1606 SEPARATELY!!!!**
- If the top portion of the WH-1612 is not preprinted, complete the top of the form with the name and address of the company, the SC Withholding number, the federal identification number and the year for which you are filing.
- Send copies of 1099s only if they have SC state tax withheld.
- If you have domestic employees you are still required to send a copy of the W2 you issue your employee(s). You may not have a SC Withholding number, but you may still submit the W2s with this form. Please write "Domestic Employee" at the top of each of the W2s.

DUE DATE

The WH-1612 is due on or before the last day of February.

MAILING INSTRUCTIONS

For Paper W2s and 1099s:
SC Department of Revenue
Withholding
Columbia SC 29214-**0004**

For Magnetic Media:
SC Department of Revenue
Mag Media
Columbia SC 29214-**0022**

Magnetic Media Information

- South Carolina Code of Laws Section 12-8-1550 requires wage and tax information to be submitted to the SC Department of Revenue on magnetic media if the withholding agent is required by the Internal Revenue Service to file using non-paper methods.
- While the Social Security Administration is now accepting W2/1099 information through electronic filing, South Carolina does not yet offer this option. We will continue to accept magnetic media.
- **Employers with 250 or more** W2s or 1099s should submit on magnetic media.
- Employers who issue less than 250 W2s to SC employees in a calendar year or who issue less than 250 1099s with SC withholding in a calendar year may submit the W2s or 1099s to the department on traditional paper forms or by magnetic media.
- See complete magnetic media specifications in SCDOR Publication RS-1. This publication is available on our website at www.sctax.org under Publications or through Fax On Demand. For Fax On Demand ordering call 1-800-768-3676 or in Columbia, 898-5320, the Document Retrieval Number for Publication RS-1 is 9052.
- For general information regarding magnetic media, contact this office at (803) 896-1450.