



## 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".
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".
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](http://www.sctax.org) under "**Electronic Services > Sales & Use**". For tax related issues, contact the DOR Sales Tax Help Line at (803) 898-5788. For TeleFile support issues, contact the Business Tax TeleFile Help Line at (803) 896-1715.