



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
SC WITHHOLDING
QUARTERLY TAX RETURN

BUSINESS NAME AND ADDRESS

SC WITHHOLDING NO.

QUARTER

Business name and address input area

SC Withholding No. input area

Quarter selection area with radio buttons for 1st, 2nd, and 3rd quarters

FEI NO.

YEAR

Use BLACK INK ONLY.

- Darken circle completely if this is an AMENDED return.
Darken circle completely if change of address.

FOR OFFICE USE ONLY

NOTE: A return MUST BE filed even if no SC state income tax has been withheld during the quarter to prevent a delinquent notice. Do not enter negative numbers. Whole numbers must have "00" in the cents field.

QUARTERLY SC STATE INCOME TAX INFORMATION:

CLIP CHECK HERE

Table with 6 rows for tax information: 1. Quarterly SC state income tax withheld, 2. SC state income tax deposits or payments, 3. SC REFUND, 4. SC TAX DUE, 5. Penalty and interest due, 6. Net SC state income tax, penalty, and interest due (BALANCE DUE).

14-0809

Mail to: South Carolina Department of Revenue, Withholding, Columbia SC 29214-0004

Clip payment for the full amount payable to SC Department of Revenue and write the withholding number and quarter on the payment.

For Field Use Only box

I authorize the Director of the Department of Revenue or delegate to discuss this return, attachments and related tax matters with the preparer. Yes No

Preparer's name and phone number

When signing this form, it is important that the information contained in your report be correct and complete. To willfully furnish a false or fraudulent statement to the Department is a crime.

Sign Here Signature Name Date Telephone Title

INSTRUCTIONS FOR PREPARING QUARTERLY TAX RETURN WH-1605

File WH-1605 electronically free of charge at www.sctax.org. Click on eWithholding. Payments can be made by VISA or MasterCard or by Electronic Funds Withdrawal (EFW). **Do not** mail this form when filing online.

If the WH-1605 return is a refund return or a zero payment amount due return, file using Business Tax Telefile free of charge. Call 803-898-5918 and follow step by step instructions. **Do not** mail this form when using telefile.

With either of these filing methods, confirmation will be given for a successfully filed return.

DUE DATES: First Quarter (Jan - Mar).....April 30 Third Quarter (July - Sept).....October 31
Second Quarter (April - Jun).....July 31

Do not use WH-1605 to file 4th quarter information. Use WH-1606.

NOTE: A return **MUST BE** filed even if no state tax has been withheld during the quarter to prevent a delinquent notice from being mailed. A WH-1606 reconciliation must be filed if the account was open for any portion of the calendar year.

Instructions:

If the top portion of the WH-1605 is not preprinted, complete the top of the form with the name and address of the business, the SC withholding number, the federal identification number and the year for which you are filing.

Darken circle completely if this is an amended return.

Darken circle completely if changing address.

Darken the circle for the appropriate quarter.

Fill in the year in the Year box.

QUARTERLY:

- Line 1 Enter total **SC state** income tax withheld from all sources.
- Line 2 Enter total **SC state** income tax deposits or payments made.
- Line 3 Enter the amount of **SC state** refund, if any. (**SCDOR will not honor credit transfer requests.**)
- Line 4 Enter the amount of **SC state** tax due, if any.
- Line 5 Enter the amount of penalty and interest due, if any.
- Line 6 Enter the net **SC state** income tax, penalty, and interest due, if any.

TO AVOID DELAYS IN PROCESSING YOUR RETURN(S):

- Must be prepared with **BLACK ink only**.
- Do not staple attachments.
- Must have all numbers written clearly inside the blocks (for scanner accuracy).
- Must **NOT contain slashes, dashes, dollar signs or commas in the block number area**.
- Must contain a telephone number (including area code) available during business hours.
- Must be signed by person authorized to act on behalf of withholding agent. All "**SIGN HERE**" information must be given. Checks must be signed and include the written dollar amount.
- Must be mailed to SCDOR at the special address shown on the return.
- Must include SC Withholding file number and quarter on the "**FOR**" line of the check.

AUTHORIZATION AND SIGNATURE:

Check the "YES" box for release of confidential information. This authorizes the Director of the South Carolina Department of Revenue or delegate to discuss the return, its attachments, any notices, adjustments or assessments with the preparer whose name is provided.