



# **MyDORWAY**

# **Batch Withholding**

# **Program**

**Bulk eFiling Guide for WH1605 and WH1606**

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# Overview

The South Carolina Department of Revenue (SCDOR) offers an electronic bulk filing option for withholding tax returns WH1605 and WH1606 through the Batch Withholding Program. The SCDOR's Batch Withholding Program is available through [MyDORWAY](#), our free online tax portal. MyDORWAY allows qualified Batch Withholding Preparers to:

- Apply to become a Batch Withholding Preparer
- Upload Batch Withholding return files and backup reports at the same time
- See file validation errors right away
- Receive file processed confirmation immediately
- Make bulk ACH Debit payments
- Access batch file and backup report submissions
- Meet the Electronic Filing Mandate requirements
- The WH1615 Transmittal is no longer required

## Program Qualifications

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You must meet the following requirements to participate in the program:

- File 10 or more South Carolina Withholding returns per tax period
- Have MyDORWAY access
- Be registered with the SCDOR
  - Even if you do not have a South Carolina filing requirement, you can register as a tax preparer with no business tax accounts with the SCDOR.
    - ◆ Examples of this include out of state third party payroll service providers or preparers with no South Carolina nexus.
  - Details on registering and signing up for MyDORWAY are provided in the Getting Started section on page 2.

## Electronic Filing Mandate

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Preparers who file 100 or more returns for a tax period for the same year are required to file all returns electronically (SC Code Section 12-54-250(F)(1)). If you fail to comply, you may be penalized \$50 for each return.

## Supporting Returns

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The following return types are included in the program:

- WH1605 – SC Withholding Quarterly Tax Return (Original and Amended)
- WH1606 – SC Withholding Fourth Quarter/Annual Reconciliation Tax Return (Original and Amended)

## Identification Number Requirements

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Correct FEINs and SCDOR Withholding file numbers for each client are required in order to successfully submit a batch withholding file. Incorrect FEINs and SCDOR Withholding file numbers will cause your file to be rejected. This information is also part of the data needed to create the backup report that must be attached to upload your file. Additional details are provided in the following sections of this guide.

# Getting Started

## Business Tax Registration

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You must be registered with the SCDOR before you can apply to become a Batch Withholding Preparer. **In-state** and **out-of-state businesses or preparers** can take advantage of the SCDOR's online MyDORWAY Business Tax Application at [dor.sc.gov/register](https://dor.sc.gov/register) to get registered.

To complete your registration application, you will need to provide your organization's:

- Valid ID number (SSN or FEIN)
- Valid address (physical and mailing)
- Business structure
- Owner and officer information
- Valid email address

As part of the registration process, all registration types will be prompted to create a logon for MyDORWAY.

If you are an out of state tax preparer with no business accounts with the SCDOR, you will be assigned Third Party Access in MyDORWAY during your registration process. Third Party Access requires you to add at least one of your South Carolina clients while setting up your MyDORWAY logon. You do not have to add all clients. Adding one client grants you the necessary access to apply to the Batch Withholding program.

To complete your Third Party Access, you will need to provide one client's:

- Valid ID number (FEIN, SSN, SID, or ITIN)
- Legal or last name
- South Carolina Withholding File Number
- Last payment amount, Letter ID, Line 1 from their last return, or the last Withholding payment made on their account

If you already have a business account registration but do not have MyDORWAY access, visit [dor.sc.gov/mydorway-signup](https://dor.sc.gov/mydorway-signup).

## Batch Withholding Program Application

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Once you are registered and have MyDORWAY access, you will need to apply to become a Batch Withholding Preparer.

1. Sign into MyDORWAY at [MyDORWAY.dor.sc.gov](https://MyDORWAY.dor.sc.gov).
2. To locate the application, select the **More** link.
  - Third Party Access users will then navigate to the Account Manager panel.
  - All other access types will then navigate to the Other panel.
3. Select the **Batch Withholding Program Application** link.
4. Follow the prompts to submit your application.
5. Allow 24 business hours for the application to be processed.
6. Once your application is processed, you will have access to the **Upload Batch Withholding Files** link.
7. After 24 business hours, sign into MyDORWAY.
8. To locate the **Upload Batch Withholding Return Files** link, select the **More** link.
  - Third Party Access users will then navigate to the Account Manager panel.
  - All other access types will then navigate to the Other panel.

## Preparing Batch Withholding Files

### Data Requirements

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The data included in the batch file will be validated at the time the file is uploaded. Each file must meet the data requirements outlined in the Technical Specifications section on page 5. Batch files must be submitted in .txt format. Other file types will cause the file to be rejected. Additionally, if the file includes invalid FEIN or SCDOR Withholding file numbers the entire file will be rejected. All FEIN and SCDOR Withholding file numbers will include nine-digits. The invalid numbers must be corrected or removed before a file may be uploaded.

### Filing Requirements

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WH1605 returns and WH1606 returns must be submitted in separate files. Original and amended returns of the same return type can be included in the same file. There are 2 return types:

- WH1605 – used for First, Second, and Third Quarters (Q1-Q3)
- WH1606 – used for the Fourth Quarter only (Q4)

Submit only one file and backup report per day for each return type (WH1605 or WH1606). Do not send separate batch files and backup reports for each client. The program is designed to allow you to include bulk returns for your clients within one file and backup report.

The file name must contain the **Batch Filer Company Name** and the **Submitted Date** (MMDDYYYY), with no spaces.

- File Name Example: **CompanyName06252024**

A description is also required. The description should include the quarter the file covers. If the file covers multiple quarters, list the various quarters in the description.

- Description Example: **Q22024 or Q42023, Q12023, Q22024**

## Backup Report Requirements

A batch backup report is required as part of your Batch Withholding Return File upload. The backup report is created by the preparer using one of the following formats: .xls, .xlsx, .csv, or .pdf

The backup report must be searchable or in a sequential Withholding file number order and include the five items listed below:

1. SCDOR Withholding Tax file number
2. FEIN
3. Business name
4. Total tax withheld
5. Total payments

You will not be able to submit your file until the backup report has also been uploaded. Backup reports and files are a one-to-one match. You cannot submit multiple backup reports with only one file or vice versa. Backup reports will be subject to review to ensure the required data has been provided.

The file name must contain the **Batch Filer Company Name** and the **Submitted Date** (MMDDYYYY), with no spaces.

- Backup Report Name Example: **CompanyName06252024**

A description is also required. The description should include the quarter the file covers. If the file covers multiple quarters, list the various quarters in the description.

- Description Example: **Q22024 or Q42023, Q12023, Q22024**

## Submitting Batch Withholding Files

Files are submitted using MyDORWAY, at [dor.sc.gov/MyDORWAY](https://dor.sc.gov/MyDORWAY). If you do not have MyDORWAY access, visit [dor.sc.gov/mydorway-signup](https://dor.sc.gov/mydorway-signup) to sign up.

1. Sign into MyDORWAY at [MyDORWAY.dor.sc.gov](https://MyDORWAY.dor.sc.gov) and select the More link.
  - Third Party Access users will then navigate to the Account Manager panel.
  - All other access types will then navigate to the Other panel.
2. Locate the **Upload Batch Withholding Return Files** link.
3. Follow the prompts to submit your file and backup report.
  - Files are validated at the time they are uploaded.
  - If any errors exist within your file, you will receive immediate notification.
  - See the **Error Information** section on page 10 for more information on errors

4. You will receive a confirmation page with a confirmation number for successful files that you may retain for your records.
5. A history of your batch file uploads, backup reports and confirmations will be available in your MyDORWAY Submissions.

# Technical Specifications

## File Processing Criteria

### Explanation of Records Contained in the Reporting File

The Reporting File contains SA, SE and ST records as outlined in the table below.

File Name: <b>SCWTXRET</b>		Description: <b>South Carolina Withholding Quarterly Tax Return Reporting File</b>	
Record Name	Identifier	Records/File	Description
<b>REPORTING AGENT DATA RECORD</b>	<b>SA</b>	<b>1</b>	The <b>SA record</b> identifies the organization reporting the Withholding Tax Returns to SCDOR. This record <b>can appear only once</b> on the reporting file and it <b>must be the first record</b> .
<b>EMPLOYER TAX RETURN DATA RECORD</b>	<b>SE</b>	<b>Multiple</b> (Only 1 SE Record/ Employer Reporting Period)	The <b>SE record</b> identifies the Employers Withholding Tax Return (tax data for the reporting period). An SE record <b>must be present for each employer account for the period reported</b> . While multiple SE records can appear on the file, there can only be <b>one SE record per employer/ reporting period</b> . A “zero” return must be filed if no state tax has been withheld during the quarter to keep the account open and prevent a delinquent notice from being issued. All money fields in this record must include dollars and cents with an implied decimal and must be right-justified and zero-filled.
	<b>ST</b>	<b>1</b>	The <b>ST record</b> contains the aggregate totals for all tax data reported in the SE records. It <b>must be the last record on the file</b> . All money fields in this record must include dollars and cents with an implied decimal and must be right-justified and zero-filled.

## Explanation of the Reporting Agent Data SA Record

The Reporting Agent Data Record (SA) identifies the Reporting Agent who prepares and submits the Withholding file to SCDOR. (See the [Reporting Agent SA Record Layout](#) section on page 7 for complete field descriptions and character positions).

- The SA record must be the first data record on the file. (Only one per file.)
- The SA record must precede the first SE Employer Tax Record.
- All fields in the record are required.
- Fields designated as “Alpha” or “A/N” must be left-justified and space-filled-to-right. Special Characters may only be used in the Name, Street Address, and City fields. All unused alpha and alphanumeric fields must be space-filled.
- Fields designated “Num” must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused numeric fields must be zero-filled.
- The record length must be 300 bytes/characters.
- Errors in the data or structure of this SA record could prevent processing of the file.

## Explanation of the Employer Tax Return SE Record

The Employer Tax Return Record (SE) contains the quarterly tax information for each employer reported by the Reporting Agent. The number of SE records appearing on the file depends on the number of taxpayers represented: one tax return for each SC Withholding file number for each quarter reported. (See the [Employer Tax Return SE Record Layout](#) section on page 8 for complete field descriptions and character positions).

- Only the WH-1605 and WH-1606 may be submitted. Only one form type may be present in a file.
- Multiple SE records may be present on the file. (Only one SE record for each SC Withholding file number for each quarter reported).
- The first SE record must follow the SA record on the file.
- The last SE record must be followed by the End-of-File Total Record (ST).
- Do not use special characters in any field in this record.
- All fields in the record are required.
- Fields designated as “Alpha” or “A/N” must be left-justified and space-filled-to-right. All unused alpha and alphanumeric fields must be space-filled.
- All money fields (designated as “Num\$”), must contain dollars and cents with an implied decimal position. They must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused money fields must be zero-filled.
- Numeric fields containing no dollar amounts (designated as “Num”), must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused numeric fields must be zero-filled.
- The record length must be 300 bytes/characters.
- Errors in the data or structure of this SE record could prevent processing of the file. Only the WH-1605 and WH-1606 may be submitted. Only one form type may be present in a file.



## Explanation of the End-of-File Total ST Record

The End-of-File Total Record (ST) contains a count of all SE records appearing on the file and aggregate totals for each money field required to be reported on the SE records. (See the [End-of-File Total ST Record Layout](#) section on page 9 for complete field descriptions and character positions).

- The ST record must be the last data record on the file. (Only one per file.)
- The ST record must follow the last SE record on the file.
- Do not use special characters in any field in this record.
- All fields in the record are required.
- Fields designated as “Alpha” or “A/N” must be left-justified and space-filled-to-right. All unused alpha and alphanumeric fields must be space-filled.
- All money fields (designated as “Num\$”), must contain dollars and cents with an implied decimal. They must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused money fields must be zero-filled.
- Numeric fields containing no dollar amounts (designated as “Num”), must be unpacked, unsigned, right-justified, and zero-filled-to-left. The only valid values are 0-9. No special characters allowed. All unused numeric fields must be zero-filled.
- The record length must be 300 bytes/characters.
- Errors in the data or structure of this ST record could prevent processing of the file.

## Record Layouts

### Reporting Agent SA Record Layout

This record must be the first data record on the file (one SA record per file).

Location	Field/Element	Type	Length	Hard Coded	Definition
1-2	Record Identifier	Alpha	2	Yes	Constant ‘SA’ Reporting Agent Data Record
3-10	Filing Program Name	Alpha	8	Yes	Filing Program Identifier: Constant ‘SCWHBTCH’
11-12	Filing Media	Alpha	2		Filing Media: FT-FT Server
13-20	File Creation Date	Num	8		File Creation Date (CCYYMMDD)
21-29	Agent FEIN	Num	9		Agent- Federal Employer ID# (FEIN) numeric digits only- omit hyphens
30-69	Agent Name	A/N	40		Agent- Name left justify, space fill (spaces)
70-99	Agent Street Address	A/N	30		Agent- Street Address left justify, space fill (spaces)
100-124	Agent City	A/N	25		Agent- City left justify, space fill (spaces)
125-126	Agent State	Alpha	2		Agent- State Code use standard postal abbreviation

127-131	Agent Zip Code	Num	5		Agent- Zip Code numeric only- zero fill if not available
132-135	Agent Zip Code + 4	Num	4		Agent- Zip Code + 4 numeric only- zero fill if not available
<b>Reserved for SCDOR Use</b>					
136-300	Filler	Num	165	Yes	Reserved for SCDOR use (zero fill)

### Employer Tax Return SE Record Layout

A separate Code SE record must be present for each employer account. You must have one or more employer records per file. Num\$- Money fields must include dollars and cents with an implied decimal and must be right-justified/zero-filled.

Location	Field/Element	Type	Length	Hard Coded	Definition
1-2	Record Identifier	Alpha	2	Yes	Constant 'SE' Employer Tax Return Data Record
3-11	SC Withholding File # (with check-digit)	Num	9		Employer- SC Withholding file number (9 digit number) numeric digits only- omit hyphens
12-20	FEIN	Num	9		Employer- Federal Employer ID# (FEIN) numeric digits only- omit hyphens
21-26	Type Form Filed	A/N	6		Type of Withholding Form Filed: 'WH1605'- Qtrly Return; 'WH1606'- 4th Qtr/ Annual
27-27	Amended Indicator	Num	1		Enter "0" for original. Enter "1" for amended
28-33	Filing Period Covered (from)	Num	6		Filing Period for the Return (first month in QTR) Format: CCYMMM
34-39	Filing Period Covered (to)	Num	6		Filing Period for the Return (last month in QTR) Format: CCYMMM

#### QUARTERLY STATE INFORMATION

**Note:** You must file a return with all zeros if no state tax has been withheld during the quarter in order to keep the account open and prevent a delinquent notice from being issued.

40-50	Sate Tax Withhold	Num\$	11		State Tax Withheld from all Sources
51-61	State Deposits	Num\$	11		State Deposits or Payments
62-72	Net State Refund	Num\$	11		Net State Refund
73-83	Net State Tax Due	Num\$	11		Net State Tax Due
84-94	Pen & Int Due	Num\$	11		Penalty and Interest Due
95-105	Net Due	Num\$	11		Net Due = State Tax + Penalty + Interest Due

Location	Field/Element	Type	Length	Hard Coded	Definition
<b>ANNUAL SC STATE RECONCILIATION INFORMATION</b>					
This section must be completed for WH-1606. Zero fill for WH-1605.					
106-116	1st Quarter Tax Withheld	Num\$	11		First Quarter Recap- Jan- Mar
117-127	2nd Quarter Tax Withheld	Num\$	11		Second Quarter Recap- Apr- Jun
128-138	3rd Quarter Tax Withheld	Num\$	11		Third Quarter Recap- Jul- Sep
139-152	Annual Tax Withheld	Num\$	14		Annual Total of SC State Income Tax Withheld
153-166	Annual Wages	Num\$	14		Annual Total of SC Wages Reported
167-172	Annual Wage & Tax Statements	Num	6		Annual Total Number of Wage & Tax Statements W-2s and (1099s with state tax withheld)
<b>Reserved for SCDOR Use</b>					
173-300	Filler	Num	128	Yes	Reserved for SCDOR use (zero fill)

### End-of-File Total ST Record Layout

This total record must be the last data record on the file (one total record per file).

Num\$- Money fields must include dollars and cents with an implied decimal and must be right-justified/zero-filled.

Location	Field/Element	Type	Length	Hard Coded	Definition
1-2	Record Identifier	Alpha	2	Yes	Constant 'ST' Total Record
<b>COUNT OF NUMBER OF EMPLOYER TAX RETURNS SUBMITTED ON THIS FILE</b>					
3-8	Number of SE Records	Num	6		Count of the Number of Employer Tax Returns on File
<b>AGGREGATE TOTALS OF QUARTERLY STATE INFORMATION SUBMITTED</b>					
9-20	State Tax Withheld	Num\$	12		State Tax Withheld from all Sources
21-32	State Deposits	Num\$	12		State Deposits or Payments
33-44	Net State Refund	Num\$	12		Net State Refund
45-56	Net State Tax Due	Num\$	12		Net State Tax Due
57-68	Pen & Int Due	Num\$	12		Penalty and Interest Due
69-80	Net Due	Num\$	12		Net Due = State Tax + Penalty + Interest Due

AGGREGATE TOTALS OF ANNUAL STATE RECONCILIATION INFORMATION SUBMITTED					
Include if you have information or zero fill.					
81-92	1st Quarter Tax Withheld	Num\$	12		First Quarter Recap- Jan- Mar
93-104	2nd Quarter Tax Withheld	Num\$	12		Second Quarter Recap- Apr- Jun
105-116	3rd Quarter Tax Withheld	Num\$	12		Third Quarter Recap- Jul- Sep
117-137	Annual Tax Withheld	Num\$	21		Annual Total of SC State Income Tax Withheld
138-158	Annual Wages	Num\$	21		Annual Total of SC Wages Reported
159-168	Annual Wage & Tax Statements	Num	10		Annual Total Number of Wage & Tax Statements W-2s and (1099s with state tax withheld)
Reserved for SCDOR Use					
169-300	Filler	Num	132	Yes	Reserved for SCDOR use (zero fill)

## Error Information

### Batch Return File Errors

MyDORWAY validates the file once added as an attachment within the upload process. You will be presented with any errors identified. If errors exist in your file, you will not be able to move forward with the upload process.

MyDORWAY provides specific and detailed error messages that are designed to clearly explain what you need to correct. You will receive a pop-up notification if errors are present. Generally, errors are also presented in a more expansive error list once the pop-up window is closed. To view the error list, click OK to close your pop-up notification and scroll to the bottom of the screen.

- A description of the error and the line number of its location in your text file is displayed for each error.
- You can export the error list by selecting the Export link.
- The error list allows you to delete rows as you correct your file.
- Upload the file again once your corrections are made.

## FEIN and File Number Errors

- Invalid FEIN errors mean the FEIN is not registered with the SCDOR. You will need to check with your client to determine if the entity needs to be registered under the FEIN they have provided you with.
- Invalid file number errors mean one of the following:
  - ◆ The file number is not registered with the SCDOR.
  - ◆ The file number is for a tax type that is not Withholding Tax.
  - ◆ The file number is not assigned to the FEIN used in the file.

## Common Errors to Avoid

- Using FEINs that have not been registered with the SCDOR.
- Using file numbers that are not for Withholding Tax accounts.
- Using file numbers that are not assigned to the FEIN used in the file.
- Using the FEIN as the Withholding file number.
- Using a dash in the FEIN or the Withholding file number.
- Using “Applied For” in the file in place of the FEIN or the Withholding file number.
- Using negative numbers for any field.
- Using the incorrect format for the file. The Batch Withholding return file must be submitted using .txt format.

## Backup Report Errors

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Backup report errors will keep you from completing the file upload process. The backup report will generate an error for the following reasons:

- The same backup report was used for a previous upload.
- The backup report is not in an allowed format. Text files are not supported for backup reports. Backup reports must be in one of the following formats: .xls, .xlsx, .csv, or .pdf

# Payment Options

The Batch Withholding Program offers a bulk eFiling option for returns only. While payments cannot be made as part of your return filing, several different payment options are available for participants to initiate separately. There are 4 types of payments that can be made alongside this program:

1. MyDORWAY Bulk Withholding ACH Debit
  - This option allows a preparer to make ACH Debit payments for multiple clients when the banking account information is the same for all payments.
  - Sign into MyDORWAY and select the More link.
    - ◆ Third Party Access users will then navigate to the Account Manager panel.
    - ◆ All other access types will then navigate to the Payments & Returns panel.
  - Locate the **Bulk Withholding ACH Debit Payment** link.

- Enter client information directly into the presented table or upload an Excel spreadsheet. A formatting template is available for download if you would like to use the upload feature.
- Benefits of making an ACH debit payment through MyDORWAY include:
  - ◆ You can schedule your payment for a future date.
  - ◆ You can cancel your ACH debit payment if it has not been processed.
  - ◆ A history of your processed bulk debit payments, confirmations and pending payments will be available in your MyDORWAY Submissions.
- You can easily update your bank account and routing number.
- For step-by-step instructions, watch Chapter 3 of the [Batch Withholding tutorial](#).

## 2. ACH Credit

- Sign into MyDORWAY and select the More link.
  - ◆ Third Party Access users will then navigate to the Account Manager panel.
  - ◆ All other access types will then navigate to the Payments & Returns panel.
- Locate the **Request ACH Credit Banking Instructions** link.
  - ◆ You will need your client's FEIN and Withholding file number.
  - ◆ Select Withholding for the tax type to receive the payment information.
- An ACH Credit Approval authorization is immediately made available detailing all necessary information to make a successful ACH Credit payment.
- Provide this information to the appropriate department in your company to initiate payments to the state's bank.
- A history of your ACH Credit Approval authorizations will be available in your MyDORWAY Submissions.
- For step-by-step instructions, watch Chapter 4 of the [Batch Withholding tutorial](#).

## 3. MyDORWAY ACH Debit

- Sign into MyDORWAY and select your individual client's Withholding account.
- The SCDOR recommends you make the payment after you have selected the applicable period.
- Benefits of making an ACH debit payment through MyDORWAY include:
  - ◆ You can schedule your payment for a future date.
  - ◆ You can cancel your ACH debit payment if it has not processed.
  - ◆ You can immediately view pending ACH debit payments on the **Search Submissions** screen.
- A history of your payments will be available in your MyDORWAY Submissions.
- For step-by-step instructions, watch the [Withholding payment tutorial](#).

## 4. MyDORWAY Credit Card

- Sign into MyDORWAY and select your individual client's Withholding account.
- The SCDOR recommends you make the payment after you have selected the applicable period.

- MyDORWAY accepts Visa, Mastercard, American Express, and Discover.
- There is no charge to pay using a credit card on MyDORWAY.
- If you choose to pay using a credit card, you will be routed to a secure third-party vendor site. You will not be able to save your credit card information, schedule a future credit card payment, or cancel your payment after you have submitted it.
- For step-by-step instructions, watch the [Withholding payment tutorial](#).

## Locating MyDORWAY Submissions

MyDORWAY will provide you with a history of your submissions. You may delete pending payment or return submissions. Processed submissions cannot be deleted. Below are the steps to locate your submissions based on the type of MyDORWAY access you have.

### Third Party Tax Account Manager Access

- Sign into MyDORWAY and select the Manage My Profile link located in the top right corner of the screen.
- Select the More link and locate the Submissions panel.
- Select the Search Submission link.
- You may change the Processed From Date to see the history of your submissions.

### Owner and Tax Account Manager Access

- Sign into MyDORWAY.
- Select the More link and locate the Submissions panel.
- Select the Search Submission link.
- You may change the Processed From Date to see the history of your submissions.