



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
**W-2 / MAGNETIC MEDIA
TRANSMITTAL DOCUMENT**

WH-1612

(Rev. 8/31/05)
3331

SC WITHHOLDING NO.

YEAR

FEB 28, 2007

FEI NO.

DUE DATE

When to use this form:

- Use this form as a transmittal document when sending in W-2 information on magnetic media.
- Use this form as a transmittal document when sending in paper copies of W-2 information if you e-Filed or TeleFiled your Fourth Quarter/Annual Reconciliation (WH-1606).

IMPORTANT

- South Carolina Code of Laws Section 12-8-1550 requires wage and tax information to be submitted to the South Carolina Department of Revenue on magnetic media **if the withholding agent is required to do so by the IRS.**
- WH-1612 should be completed and submitted with magnetic media on or before the last day of February.

MAGNETIC MEDIA

Only MMREF format will be accepted.

DO NOT Submit WH-1606 with the magnetic media. Please mail it separately to the address listed on the WH-1606.

Number of reporting media filed: _____Magnetic tape(s), _____ Diskette(s), _____ Cartridge(s) _____ CD ROM

Type of data being reported (check only one): _____ W-2 original _____ W-2c for W-2

Contact Person:

Name _____ Phone Number (____) _____

Total Amount of Form W-2 Fields

SC State income tax withheld \$ _____
Wages, tips & other compensation \$ _____
Number of W-2 forms _____

PAPER W-2'S

Complete this section if submitting paper W-2's and 1099's. See instructions on back

Total Amount of Form W-2 Fields

SC State income tax withheld \$ _____
Wages, tips & other compensation \$ _____
Number of W-2 forms _____

INSTRUCTIONS

Please complete this form as directed and submit with your magnetic media or paper W-2's.

Do **Not** submit WH-1606 with this form if submitting magnetic media. Please mail the WH-1606 to the address on the form.

WHO NEEDS TO FILE MAGNETIC MEDIA:

South Carolina Code 12-8-1550 provides that where information required under Section 12-8-1540 (Wage and Tax Statements (W-2's) and 1099's) is required to be submitted to the Internal Revenue Service on magnetic media, the information must also be submitted to the South Carolina Department of Revenue (SCDOR) on magnetic media.

- Employers with 250 or more W-2 forms should submit on magnetic media.
- Employers with 250 nationwide who issue 25 or fewer W-2's to SC employees in a calendar year or who issue 25 or fewer 1099's with SC withholding in a calendar year may submit the W-2's or 1099's to the Department on traditional paper forms or by magnetic media.

MAGNETIC MEDIA

- Indicate the number of tapes, cartridges or diskettes covered by this transmittal.
- Indicate whether this file contains original or corrected data.
- Enter name, and telephone number of the person to contact concerning the magnetic media file.
- Enter the total for all W-2's, wages, tips, etc. and SC state income tax withheld from all sources.

See complete **Magnetic Media Specifications** in SCDOR Package **RS-1**. A complete package is available on our website at www.sctax.org under Publications or through Fax on Demand forms ordering, 1-800-768-3676 or in Columbia 898-5320, Document Retrieval Number 9052. Anyone having Magnetic Media related questions should call (803) 898-5821.

If you are Filing by Magnetic Media, mail to:

**SC Department of Revenue
Mag Media
Columbia SC 29214-0022**

Paper W-2's

- If you are filing your return (WH-1606) by e-File or TeleFile, send your paper W-2's or 1099's (showing state tax withheld) with this form.
- Complete the bottom portion of this form with the state tax withheld; wages, tips and other compensation; and the number of W-2's (and 1099's if they show state tax withheld).
- If you are using a non-preprinted WH-1612, complete the top portion 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. This information is already on a pre-printed form.
- Send copies of 1099's only if they show SC state tax withheld.

If you are Filing Paper W-2's, mail to:

**SC Department of Revenue
Withholding
Columbia SC 29214-0004**