



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE

FS-102

(Rev. 3/2/06)

2094

INSTALLMENT AGREEMENT REQUEST

Instructions

If you would like to make scheduled payments on your outstanding liability, complete this form. **A payment agreement fee of \$45.00 will be charged and added to your liability.** If you have an open sales license, please contact the Taxpayer Service Center that serves your county to discuss your account. If your company qualifies for the Job Development Credit, you will be considered "not current" until all returns are filed and liabilities are paid in full.

A minimum down payment of 10% of the total balance due is required with this request. Refunds seized and applied to liabilities in the agreement will reduce the total agreement amount but will not substitute for regular scheduled payments. Penalty and interest will continue to accrue until paid in full. **All future tax returns must be timely filed and paid for the agreement to remain in effect. Failure to make your scheduled monthly payments and/or file and pay all required returns timely may result in enforced collection activity.**

Your check must be made payable to the SC Department of Revenue. Please note your name and social security number on the check. You may be required to make future payments with certified funds or with electronic methods available through the Department. You will be notified if your request is approved or denied. If down payment is not included, or application is not complete it will be denied and returned to you.

Please check one of the following payment options:

____ Electronic Funds Withdrawal (EFW) allows funds to be automatically withdrawn from your checking or savings account on a pre-assigned date. **Please attach your voided check or your micro specification sheet from your bank with this application for the account you request to be drafted.**

____ Check, Certified Funds, or Electronic Funds Transfer (ePAY). Upon approval, coupons will be mailed to you. You may submit payment electronically by going to the agency's website at www.sctax.org, click on the link to EPay. EPay will allow you to provide payment by credit card (MasterCard or VISA) or by electronic funds withdrawal (EFW) from your bank account.

If you have any questions about installment agreements, call (803) 898-5000 or your local Taxpayer Service Center listed on the back of this form.

Please complete each section below. This information is required in order to approve this application.

Your first name and initial		Last name		Your social security number	
If a joint return, spouse's first name and initial		Last name		Spouse's social security number	
Your current address (number and street). If you have a P.O. box and no home delivery, enter your box number.					Apt. number
City, town or post office, state, and ZIP code. If a foreign address, enter city, province or state, and country. Follow the country's practice for entering the postal code.					
() Your home phone number		() Best time for us to call		() Your work phone number	
() Ext.		() Best time for us to call			
Name of your bank or other financial institution:			Your employer's name:		
Address			Address		
City, state, and ZIP code			City, state, and ZIP code		
Type Tax, Periods Covered or Tax Year(s)					
Proposed Monthly Payment Amount			Proposed Payment Due Date (1st thru 28th)		

I hereby waive my right to appeal any outstanding Proposed Notice Of Assessment (PNOA) and/or Notice of Adjustment or Proposed Assessment (NOA) and consent to any PNOA or NOA being included in the requested payment agreement.

Signature _____ Date _____

Please mail this application and down payment to SCDOR, Payment Plan, Columbia, SC 29214-0217 or the Taxpayer Service Center that serves your county.

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Banking Institution	<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings
Routing Transit Number				
Account Number				

Your Name _____ 20__	
Your Address SAMPLE	
Pay to _____	\$ _____
<div style="display: flex; justify-content: space-between;"> 123456789 123456 1234 </div>	
↑ RTN	↑ ACCT

Submission of my account information is authorization that:

1. The South Carolina Department of Revenue and its designated financial agents initiate an Electronic Funds Withdrawal (payment) entry to my financial institution account designated for payment of my South Carolina taxes owed, and
2. My financial institution to debit the entry to my account. I also authorize the financial institutions involved in the processing of my electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to my payment.

Under the items of this authorization, I can revoke this authorization by notifying the South Carolina Department of Revenue no later than five (5) business days prior to the withdrawal (settlement) date. I understand that notification must be made in writing and faxed to Electronic Services at (803) 898-5339.

Your Signature	Date
Spouse's Signature	Date

Taxpayer Service Centers

The South Carolina Department of Revenue is ready to assist you at 6 locations around the state. You will find the address, telephone numbers and counties served for each location listed below.

Columbia Main Office:	301 Gervais Street P.O. Box 125 Columbia, S.C. 29214 Phone: 803-898-5000 Fax: 803-898-5822	Greenville Service Center:	211 Century Drive Suite 210-B Greenville, S.C. 29607 Phone: 864-241-1200 Fax: 864-232-5008
Charleston Service Center:	3 Southpark Circle Suite 202 Charleston, S.C. 29407 Phone: 843-852-3600 Fax: 843-556-1780	Myrtle Beach Office:	1330 Howard Parkway Myrtle Beach, SC 29577 Phone: 843-839-2960
Florence Service Center:	1452 West Evans Street P.O. Box 5418 Florence, S.C. 29502 Phone: 843-661-4850 Fax: 843-662-4876	Rock Hill Service Center:	454 South Anderson Road Business and Technology Center Suite 202 P.O. Box 12099 Rock Hill, S.C. 29731 Phone: 803-324-7641 Fax: 803-324-8289

COLUMBIA
Aiken
Allendale
Bamberg
Barnwell
Edgefield
Greenwood
Lexington
McCormick
Newberry
Orangeburg
Richland
Saluda
Calhoun

CHARLESTON
Beaufort
Berkeley
Charleston
Colleton
Dorchester
Georgetown
Hampton
Jasper

GREENVILLE
Abbeville
Anderson
Laurens
Oconee
Pickens
Spartanburg
Union
Greenville

FLORENCE
Chesterfield
Clarendon
Darlington
Dillon
Florence
Horry
Lee
Marion
Marlboro
Williamsburg
Sumter

ROCK HILL
Cherokee
Chester
Kershaw
Lancaster
York
Fairfield