

CHECKLIST FOR SUBMITTING AN OUTSTANDING BALANCE FILING (MAKING A PAYMENT)

THIS APPLICATION WILL ENABLE YOU TO SUBMIT AN OUTSTANDING BALANCE FILING (PAYMENT) ONLINE WITH THE SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE (DEW).

AFTER LOGGING IN TO SCBOS, CLICK ON "SCBOS BLUE" FROM THE "MYSCBOS" TAB. THIS WILL TRANSFER YOU TO THE STATUS & HISTORY PAGE. ONCE YOU ARE ON THE STATUS & HISTORY SCREEN, CLICK ON "START A FILING" AND THEN "DEW – OUTSTANDING BALANCE".

SCBOS WILL ONLY STORE INCOMPLETE OUTSTANDING BALANCE FILINGS FOR 3 DAYS. SCBOS WILL PREVENT YOU FROM STARTING A NEW FILING IF, A FILING WITH THE SAME ACCOUNT NUMBER AND QUARTER HAS ALREADY BEEN STARTED AND PAUSED. INSTEAD, SCBOS WILL ASK YOU TO RESTART THE PAUSED FILING.

To submit an Outstanding Balance filing, you will need the following information:

- DEW account number.
- Federal Employer Identification Number (FEIN) and PIN number. If you don't have a PIN, the workflow will enable you to establish a four digit (numeric) PIN.
- Contact name, email address, and phone number.

Shopping Cart

- Select the filing(s) to be checked out by clicking on the check box to the left of the business name. If you wish select all filings, click on the checkbox above the table.
- Enter the amount(s) to pay. If the amount you want to pay is different, enter the amount to be paid in the right most column of the table.

Checkout

Note that payments cannot be scheduled for an Outstanding Balance filing.

- Select the payment method. Currently EFW is the only method available. Submission date – will default to current date.
- To pay online by electronic check (EFW), you need the bank routing number, bank account number, and individual name or business name. This banking information must match the information on the bank statement.

You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through various topics associated with the SCBOS Web site.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.sc.gov and create a new user account by selecting the "Sign Up" link located in the top-right of the Home page. You must have a user account to apply, file, or pay.

Remember, you can always select the "Save and Stop" button to save your application and resume it later.