

CHECKLIST FOR EMPLOYER UNEMPLOYMENT INSURANCE REGISTRATION (UCE-151)

THIS APPLICATION WILL ENABLE YOU TO REGISTER WITH THE SOUTH CAROLINA DEPT. OF EMPLOYMENT AND WORKFORCE FOR A STATE UNEMPLOYMENT IDENTIFIER (OFTEN REFERRED TO AS A SUI NUMBER).

YOU MUST FILE WITH THE SC DEPARTMENT OF EMPLOYMENT AND WORKFORCE (SCDEW) IF THE EMPLOYER HAS AT LEAST ONE EMPLOYEE. SCDEW WILL DETERMINE THE UNEMPLOYMENT INSURANCE LIABILITY OR NON-LIABILITY OF THE EMPLOYING UNIT.

You will need the following information to correctly file:

- Entity type (Corporation, Limited Liability Company, etc.)
- Legal name of business
- DBA name of business (can be the same as the legal name of the business)
- Federal Employer Identification Number (FEIN) of the business; or if you do not have an FEIN for a sole proprietorship or Limited Liability Company (Single Member), the Social Security Number
- Physical address of business – you will have the opportunity to enter additional locations later
- Business phone number
- Business mailing address
- Business records address
- Date you first conducted business within South Carolina
- Anticipated first date of employment in South Carolina
- Anticipated date of first payroll in South Carolina
- Number of employees are located in South Carolina
- For each additional location:
 - DBA Name
 - Number of employees
 - Address

- Is employment seasonal; if yes, months of activity
- Industry Classification (NAICS Code) – tables are provided
- Type of tax return, e.g., IRS-1040
- Owners, Officers, or Partners of the business
 - Name
 - Social security number or FEIN
 - Home address
- Did you acquire another business, merge with another business, form a corporation or partnership or make any other change in ownership of your business?
- If the answer to the previous question is yes:
 - Date acquired or changed
 - Former owner
 - Former Owner South Carolina DEW Account Number
 - Former Owner South Carolina Tax Account Number
 - Did you acquire all of the South Carolina operations?
- Has the *legal entity* ever been *liable* for Federal Unemployment Insurance Tax (FUTA Form 940)?
- If yes to the previous question, what is the most recent year in which this legal entity has become liable, in any state, for Federal Unemployment Insurance Tax (FUTA Form 940)
- Beginning with the first date of employment in South Carolina and ending with December 31 of this year, enter the highest quarterly payroll amount for those that are performing services in South Carolina. This payroll amount may have already been paid by the business or will be paid by the business in the current year.
- If solely domestic (NAICS code 814110), the first quarter and year that your payroll was \$1,000 or more beginning with the first date of employment in South Carolina and ending with December 31 of this year. This payroll amount may have already been paid by the business or will be paid by the business in the current year
- If solely agriculture (NAICS code beginning with 11), did your business employ at least 10 employees in 20 different calendar weeks during the calendar year? If yes, what is the date that

the 20th week occurred that you employed at least 10 workers during this calendar year or any previous calendar year?

- Any additional information that may aid the Department of Employer and Workforce in determining the tax liability.

You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through registering for the first time and finding the right application/filing/payment.

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.