

Outstanding Balance FAQs

Q1 -- Will I receive a receipt upon checkout?

Yes. There will be an entry for each Outstanding Balance filing. Ordinarily the receipt is available within seconds after you check out. Be sure to print the receipt – it is a record of the transaction.

Q2 -- Will I receive an email upon certain events occurring?

Yes. SCBOS will send a message to the email address associated with your User account about important events associated with the transaction as follows:

Condition or circumstance	Time message sent
Scheduled transaction being submitted for payment	1 day prior to scheduled date
Scheduled transaction is cancelled	Immediate
Paused transaction not completed	3 days prior to due date
Upon Checkout, payment could not be completed	Immediate

Q3 -- Can I file for more than one Outstanding Balance filing (payment) in the same day?

No, you are not permitted to submit more than one Outstanding Balance filing for the same account on the same day.

Q4 -- Can I schedule a future payment for my Outstanding Balance filing?

No. Outstanding Balance filings will not allow you to schedule future dates; however, a partial payment or a payment less than the amount owed can be specified. Note that the amount owed can change daily.

Q5 -- How do I file an Outstanding Balance Filing (payment)?

You can access the Outstanding Balance workflow from the “MySCBOS” tab (if you are logged into SCBOS) by selecting “SCBOS Blue” from the drop-down.

You need to know your DEW account number, Federal Employer Identification Number (FEIN) and Personal Identification Number (PIN). If you don’t have a DEW account number, you can apply for an account number through SCBOS by first completing an Add Existing Business application then completing an Employer Registration application. If you don’t have a PIN, SCBOS will ask you to enter a four digit (numeric) PIN of your

choice. From then on, you are to use the PIN you chose to enter. If you are unsure of the information that is required to file and pay, visit the [Checklist](#).

Q6 -- What is the purpose of the Outstanding Balance filing?

The purpose of the Outstanding Balance filing is to provide an online electronic method of making payments to DEW. Outstanding balances can occur because of non-payment or partial payment. Note that this method of payment should be the exception. Most payments will be submitted on a regular basis with the UCE-101. Other reasons for there being an outstanding liability may involve penalties and interest. Submitting a payment in this manner, does not relieve the business of filing the UCE-101 and UCE-120 required by State law.

The Outstanding Balance listed in SCBOS can vary with the time. At any other time and date, the Outstanding Balance may be different. Failure to file a UCE-101 or UCE-120 by the due date may result in penalties.

Keep in mind that UCE-101 contribution payments are normally processed by DEW the next business day. This delay could affect the Outstanding Balance.