




E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE

The following guide provides information for new employees using the South Carolina DHEC e-Forms Onboarding application to complete New Employee paperwork. e-Forms Onboarding allows new employees to complete their documents electronically, allows the onboarding process activities to be tracked throughout the process for greater visibility, reduces errors and duplication in completing paper documents, and retains security and confidentiality of submitted information.

South Carolina W-4

Complete the South Carolina W-4 form—should you have any questions, please contact a tax preparer.

<< Page 1 >> 100% Continuous

1350 dor.sc.gov		STATE OF SOUTH CAROLINA DEPARTMENT OF REVENUE SOUTH CAROLINA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE	SC W-4 (Rev. 9/23/20) 3527 2021
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Give this form to your employer. Keep the worksheets for your records. The SCDOR may review any allowances and exemptions claimed. Your employer may be required to send a copy of this form to the SCDOR.

Part I: Employee Information

1 First name and middle initial Stacy	Last name Smith	2 Social Security Number 888-88-8888
Address 555 Main Street		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. If Married filing separately, check Married, but withhold at higher Single rate.
City State ZIP Columbia, SC 29229	4 Check if your last name is different on your Social Security card. <input type="checkbox"/> For a replacement card, contact the Social Security Admin at 1-800-772-1213.	