FEDERAL EMPLOYER IDENTIFICATION NUMBER

- A copy of the IRS SS 4 letter will be requested if this number cannot be verified.

ACTIVE UNEMPLOYMENT INSURANCE (UI) EMPLOYER ACCOUNT NUMBER

This number can be obtained from:
- The business’s finance department
- Any correspondence from DEW regarding UI
- Our Employer Services Phone Line at (803) 737-2400 and selecting options 3 and 3.

No SC UI Employer Account Number

- If the employer has not set up an account or filed through DEW, they will need to register for a new account. Click here or enter https://uitax.dew.sc.gov into a new web browser tab/window to go to the employer homepage and under Register for an Account, click Employers and then complete the fields on the next screens.

“Inactive” or “Pending Liability” in SUITS

- The Team will advise the employer to contact our Employer Services Phone Line at (803) 737-2400 and select options 3 and 3 to update the status of their account to “Active”.

UI Employer Account Number in Another State

- If the employer does not wish to register with DEW because they are located in another state, the Team will ask the employer to provide verification of their UI account number from the from the issuing agency in which they are registered.

PHYSICAL LOCATION OF THE BUSINESS

- Use P.O. Boxes for mailing address only

COMPANY ISSUED E-MAIL ADDRESS

- Employers must have an email address for registration.
- If possible, use direct company issued email addresses for account registration. Examples are Mary.Smith@abc.com and bSmiith@abc.com. Generic e-mail addresses such as recruiting@abc.com and abc.company.hr@gmail.com may be used for recruiting purposes.

TERMS OF USE

- The Team will confirm that the employer will not violate SCWOS’s Terms of Use by:
  - Posting inappropriate positions
  - Requiring “fees for hire”
  - Posting positions for Independent Contractors

THIRD PARTY ACCOUNTS

- An account by a third party acting on an employer’s behalf will not be established without the employer’s written consent. This must be submitted by the employer. Attached is a template to use as a guide when providing this information. Third parties acting on an employer’s behalf should:
  - Register the account in the employer’s name
  - Use the employer’s FEIN, Unemployment Insurance Account Number and mailing address
  - Show the third party as the primary contact
  - Required to have a local contact

Timeline of an Employer Account:

1. Create an Employer Account in SC WORKS
2. Send in the Verification Information as stated on this guide
3. Verified account can now access all tools and services SC WORKS has to offer