



STATE OF SOUTH CAROLINA  
DEPARTMENT OF REVENUE  
**NEW JOBS CREDIT**  
(ATTACH TO RETURN)

**SC SCH. TC 4**

(Rev. 7/1/04)  
3117

SS or FED. EI Number

NUMBER OF FULL TIME EMPLOYEES SUBJECT TO WITHHOLDING DURING EACH MONTH

COUNTY \_\_\_\_\_ YR \_\_\_\_\_ YR \_\_\_\_\_ YR \_\_\_\_\_ YR \_\_\_\_\_ YR \_\_\_\_\_ 20\_\_\_\_ 20\_\_\_\_\_

MONTH	PRIOR YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____	_____	_____

LINE 1:	TOTAL EMPLOYEES	_____	_____	_____	_____	_____	_____
LINE 2:	DIVIDED BY: NUMBER OF MONTHS IN OPERATION	_____	_____	_____	_____	_____	_____
LINE 3:	MONTHLY AVERAGE OF FULL TIME EMPLOYEES	_____	_____	_____	_____	_____	_____
LINE 4:	LESS: PREVIOUS YEAR AVERAGE	_____	_____	_____	_____	_____	_____
LINE 5:	AVERAGE INCREASE IN FULL TIME EMPLOYEES	_____	_____	_____	_____	_____	_____

COMPUTATION OF EMPLOYEES ELIGIBLE FOR CREDIT

	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
LINE 6:	YEAR 1 INCREASE	_____	_____	_____	_____
LINE 7:	YEAR 2 INCREASE	_____	_____	_____	_____
LINE 8:	YEAR 3 INCREASE	_____	_____	_____	_____
LINE 9:	YEAR 4 INCREASE	_____	_____	_____	_____
LINE 10:	YEAR 5 INCREASE	_____	_____	_____	_____
LINE 11:	YEAR 6 INCREASE	_____	_____	_____	_____
LINE 12:	NUMBER OF NEW JOBS FOR CREDIT (add lines 6 through 11)	_____	_____	_____	_____
LINE 13:	AMOUNT OF CREDIT PER EMPLOYEE	_____	_____	_____	_____
LINE 14:	ELIGIBLE CREDIT (multiply line 12 by line 13)	_____	_____	_____	_____
LINE 15:	UNUSED NEW JOBS CREDIT CARRYOVER	_____	_____	_____	_____
LINE 16:	TOTAL ELIGIBLE CREDIT (add lines 14 and 15)	_____	_____	_____	_____
LINE 17:	TAX LIABILITY (from appropriate line of tax return)	_____	_____	_____	_____
LINE 18:	TENTATIVE CREDIT (50% line 17)	_____	_____	_____	_____
LINE 19:	ENTER the lesser of line 16 or 18	_____	_____	_____	_____

**REMINDERS**

Please read SC Revenue Ruling 99-5 and any subsequent Revenue Rulings before completing this form. (Go to our website: [www.sctax.org](http://www.sctax.org), click on "Tax Policy > Index > INCOME TAXES", and scroll down to the heading "Jobs Tax Credit".) The amount of the credit is \$8,000 in distressed counties, \$4,500 in least developed counties, \$3,500 in underdeveloped counties, \$2,500 in moderately developed counties, and \$1,500 in developed counties. The Department of Revenue issues annual designations of counties in the form of Revenue Information Bulletins or Information Letters.

An employer may qualify for an additional \$1,000 credit for each new full time job created in a business or industrial park jointly established and developed by a group of counties. For tax years beginning after May 28, 2002, an employer may qualify for an additional \$1,000 credit for each new full time job created on property where a response action has been completed pursuant to a nonresponsible party voluntary cleanup contract pursuant to the Brownfields Voluntary Cleanup Program. Responsible parties may not claim this additional \$1,000 credit.

**GENERAL INSTRUCTIONS**

Year 1 is the taxable year of new jobs increase and prior year is the preceding taxable year.

Line 1: Total employees is the total of full time employees subject to South Carolina withholding in the applicable county at the end of each month of the taxable year.

Line 2: Number of months of operation in each taxable year.

Line 3: Monthly average (Line 1 divided by Line 2). Round down to the nearest whole number.

Line 4: Enter the monthly average of full time employees from the preceding year column of Line 3.

Line 5: Subtract Line 4 from Line 3. Enter an average decrease as a negative number.

Lines 6 through 11 - **CAUTION:** No credit is allowed for the current year or any subsequent year that the net employment increase falls below the minimum level. If the number of jobs reported on Line 3 for any year does not exceed the number of jobs reported in the "Prior Year" column of Line 3 by the required minimum, then no credit is allowed. (The amounts entered on Line 6 through 11 for that "year" column must be 0.)

Line 6: (a) If Line 5 "Year 1" and Line 5 "Year 2" both indicate job increases, enter the amount from Line 5 "Year 1" in all columns of Line 6. **See Example #1.**

(b) If Line 5 "Year 1" shows a job increase and Line 5 "Year 2" shows a decrease, combine the "Year 1" increase and the "Year 2" decrease and enter the amount in all columns of Line 6. **See Example #2.** See above **CAUTION** if the job increase falls below the minimum required.

Example #1

	PRIOR YEAR	YEAR 1	YEAR 2					
LINE 3: MONTHLY AVERAGE OF FULLTIME EMPLOYEES	10	30	32					
LINE 4: LESS: PREVIOUS YEAR AVERAGE		10	30					
LINE 5: AVERAGE INCREASE IN FULL TIME EMPLOYEES		20	2					
COMPUTATION OF EMPLOYEES ELIGIBLE FOR CREDIT								
		YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6		
LINE 6: YEAR 1 INCREASE		20	20	20	20	20		
LINE 7: YEAR 2 INCREASE								
LINE 8: YEAR 3 INCREASE								
LINE 9: YEAR 4 INCREASE								
LINE 10: YEAR 5 INCREASE								
LINE 11: YEAR 6 INCREASE								
LINE 12: NUMBER OF NEW JOBS FOR CREDIT		20						

Example #2

	PRIOR YEAR	YEAR 1	YEAR 2			
LINE 3:	MONTHLY AVERAGE OF FULLTIME EMPLOYEES	10	30	28		
LINE 4:	LESS: PREVIOUS YEAR AVERAGE		10	30		
LINE 5:	AVERAGE INCREASE IN FULL TIME EMPLOYEES		20	< 2 >		
COMPUTATION OF EMPLOYEES ELIGIBLE FOR CREDIT						
		YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
LINE 6:	YEAR 1 INCREASE	18	18	18	18	18
LINE 7:	YEAR 2 INCREASE					
LINE 8:	YEAR 3 INCREASE					
LINE 9:	YEAR 4 INCREASE					
LINE 10:	YEAR 5 INCREASE					
LINE 11:	YEAR 6 INCREASE					
LINE 12:	NUMBER OF NEW JOBS FOR CREDIT		18			

- Line 7: (a) If line 5 "Year 1", "Year 2" and "Year 3" all show job increases, enter the Line 5 "Year 2" increase in all columns of Line 7. **See Example #3.**
- (b) If Line 5 "Year 1" and "Year 2" both show job increases and Line 5 "Year 3" shows a decrease, combine the Line 5 "Year 2" increase and the "Year 3" decrease and enter the amount (positive or negative) in all columns of Line 7. **See Example #4.**
- (c) If Line 5 "Year 1" shows a job increase, Line 5 "Year 2" shows a decrease and Line 5 "Year 3" shows an increase, enter zero in all columns of Line 7. **See Example #5.**
- (d) If Line 5 "Year 1" shows a job increase and Line 5 "Year 2" and "Year 3" both show a decrease, enter Line 5 "Year 3" decrease amount as a negative number in all columns of Line 7. **See Example #6.**

Example #3

	PRIOR YEAR	YEAR 1	YEAR 2	YEAR 3		
LINE 3:	MONTHLY AVERAGE OF FULLTIME EMPLOYEES	10	30	32	36	
LINE 4:	LESS: PREVIOUS YEAR AVERAGE		10	30	32	
LINE 5:	AVERAGE INCREASE IN FULL TIME EMPLOYEES		20	2	4	
COMPUTATION OF EMPLOYEES ELIGIBLE FOR CREDIT						
		YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
LINE 6:	YEAR 1 INCREASE	20	20	20	20	20
LINE 7:	YEAR 2 INCREASE		2	2	2	2
LINE 8:	YEAR 3 INCREASE					
LINE 9:	YEAR 4 INCREASE					
LINE 10:	YEAR 5 INCREASE					
LINE 11:	YEAR 6 INCREASE					
LINE 12:	NUMBER OF NEW JOBS FOR CREDIT		20	22		

Example #4

	PRIOR YEAR	YEAR 1	YEAR 2	YEAR 3		
LINE 3:	MONTHLY AVERAGE OF FULLTIME EMPLOYEES	10	30	32	28	
LINE 4:	LESS: PREVIOUS YEAR AVERAGE		10	30	32	
LINE 5:	AVERAGE INCREASE IN FULL TIME EMPLOYEES		20	2	< 4 >	
COMPUTATION OF EMPLOYEES ELIGIBLE FOR CREDIT						
		YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
LINE 6:	YEAR 1 INCREASE	20	20	20	20	20
LINE 7:	YEAR 2 INCREASE		< 2 >	< 2 >	< 2 >	< 2 >
LINE 8:	YEAR 3 INCREASE					
LINE 9:	YEAR 4 INCREASE					
LINE 10:	YEAR 5 INCREASE					
LINE 11:	YEAR 6 INCREASE					
LINE 12:	NUMBER OF NEW JOBS FOR CREDIT		20	18		

Example #5

	PRIOR YEAR	YEAR 1	YEAR 2	YEAR 3			
LINE 3:	MONTHLY AVERAGE OF FULLTIME EMPLOYEES	10	30	28	32		
LINE 4:	LESS: PREVIOUS YEAR AVERAGE		10	30	28		
LINE 5:	AVERAGE INCREASE IN FULL TIME EMPLOYEES		20	< 2 >	4		
COMPUTATION OF EMPLOYEES ELIGIBLE FOR CREDIT							
		YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	
LINE 6:	YEAR 1 INCREASE	18	18	18	18	18	
LINE 7:	YEAR 2 INCREASE		0	0	0	0	
LINE 8:	YEAR 3 INCREASE						
LINE 9:	YEAR 4 INCREASE						
LINE 10:	YEAR 5 INCREASE						
LINE 11:	YEAR 6 INCREASE						
LINE 12:	NUMBER OF NEW JOBS FOR CREDIT		18	18			

Example #6

	PRIOR YEAR	YEAR 1	YEAR 2	YEAR 3			
LINE 3:	MONTHLY AVERAGE OF FULLTIME EMPLOYEES	10	30	28	24		
LINE 4:	LESS: PREVIOUS YEAR AVERAGE		10	30	28		
LINE 5:	AVERAGE INCREASE IN FULL TIME EMPLOYEES		20	< 2 >	< 4 >		
COMPUTATION OF EMPLOYEES ELIGIBLE FOR CREDIT							
		YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	
LINE 6:	YEAR 1 INCREASE	18	18	18	18	18	
LINE 7:	YEAR 2 INCREASE		< 4 >	< 4 >	< 4 >	< 4 >	
LINE 8:	YEAR 3 INCREASE						
LINE 9:	YEAR 4 INCREASE						
LINE 10:	YEAR 5 INCREASE						
LINE 11:	YEAR 6 INCREASE						
LINE 12:	NUMBER OF NEW JOBS FOR CREDIT		18	14			

Lines 8 through 11

Continue using directions and examples for lines 6 and 7 generally, with the following added instructions:

- (a) fluctuations (job increases of less than the minimum amount) cannot be included unless maintained during the year following the increase;
- (b) If job decreases occur, the jobs available for the credit cannot be more than the amount by which the current year number of jobs exceeds the "prior year" (year preceding "Year 1") number of jobs;
- (c) a job increase following a job decrease must be maintained for a year to qualify for the credit; and
- (d) if job increases of the minimum amount or more occur, a new Form TC-4 can be used. For fluctuations of less than the minimum amount see the above examples.

**ADDITIONAL INSTRUCTIONS**

Line 13 - Use the county designation in effect at the time new jobs are created unless a Form SC616 is on file at the Department of Revenue "locking in" a different designation. The distressed county designation is only for tax years beginning after June 18, 2002. Claim any additional \$1,000 credit, for business or industrial parks or brownfields projects, on line 13.

Lines 17 through 19 - Pass through of the credit is allowed by a qualifying S-corporation, partnership, or LLC taxed as a partnership or as a S-corporation. The credit is limited to 50% of the shareholder's, partner's or member's income tax liability or married couple's income tax liability.

**Social Security Privacy Act Disclosure**

It is mandatory that you provide your social security number on this tax form if you are an individual taking this credit. 42 U.S.C 405(c)(2)(C)(i) permits a state to use an individual's social security number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SC Department of Revenue shall provide identifying numbers, as prescribed, for securing proper identification. Your social security number is used for identification purposes.

**The Family Privacy Protection Act**

Under the Family Privacy Protection Act, the collection of personal information from citizens by the Department of Revenue is limited to the information necessary for the Department to fulfill its statutory duties. In most instances, once this information is collected by the Department, it is protected by law from public disclosure. In those situations where public disclosure is not prohibited, the Family Privacy Protection Act prevents such information from being used by third parties for commercial solicitation purposes.