



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
REFUND TRACER

SC3911
(Rev. 7/95)
3101

PLEASE ALLOW AT LEAST TEN WEEKS TO PROCESS A RETURN BEFORE FILING THIS FORM!

PLEASE PRINT NAMES AND ADDRESSES, INCLUDING ZIP CODE. EXACTLY AS SHOWN ON YOUR TAX RETURN.

IF A JOINT OR COMBINED RETURN, SHOW THE NAMES OF BOTH HUSBAND AND WIFE ON LINES 1 AND 2 BELOW.

1. YOUR NAME | 2. SPOUSE'S NAME (IF A NAME IS ENTERED HERE, SPOUSE SHOULD SIGN ON LINE 16.)

3. STREET | CITY | STATE | ZIP CODE

IF YOU HAVE MOVED SINCE FILING YOUR RETURN, YOUR PRESENT MAILING ADDRESS, INCLUDING ZIP CODE.

4. STREET | CITY | STATE | ZIP CODE

IF YOU WISH, PLEASE GIVE A PHONE NUMBER WHERE YOU CAN BE REACHED BETWEEN 8:30 A.M. AND 5:00 P.M. INCLUDE AREA CODE. | AREA CODE | Number

5. KIND OF RETURN FILED | 6. TAX PERIOD ENDED

CERTIFICATION

- 7. I DID NOT RECEIVE A TAX REFUND CHECK.
- 8. I RECEIVED A TAX REFUND CHECK, BUT IT WAS LOST STOLEN DESTROYED.
- 9. I HAVE RECEIVED CORRESPONDENCE ABOUT THIS RETURN. (PLEASE ATTACH A COPY, IF POSSIBLE.)
 I HAVE NOT RECEIVED CORRESPONDENCE ABOUT THIS RETURN.
- 10. AMOUNT OF REFUND SHOWN ON RETURN: \$ _____
- 11. DATE I FILED THE RETURN: _____
- 12. IF THE DEPARTMENT OF REVENUE CANNOT LOCATE THE CHECK, I REQUEST PAYMENT BE STOPPED AND A NEW CHECK ISSUED.

PLEASE WRITE YOUR NAMES BELOW EXACTLY AS THEY WERE WRITTEN ON THE RETURN. IF THIS CHECK WAS A REFUND ON A JOINT OR COMBINED RETURN, THE SIGNATURES OF BOTH HUSBAND AND WIFE ARE NEEDED BEFORE THE CLAIM CAN BE PROCESSED

INDIVIDUAL RETURN	13. YOUR SIGNATURE	14. DATE	15. YOUR SOCIAL SECURITY NO.
	16. SPOUSE'S SIGNATURE	17. SPOUSES SOCIAL SECURITY NO.	
ALL OTHER RETURNS (CORPORATION, TRUST, ETC.)	18. SIGNATURE OF PERSON AUTHORIZED TO SIGN	19. TITLE	
	20. DATE	21. EMPLOYER IDENTIFICATION NO.	

DESCRIPTION OF CHECK (FOR OFFICE USE ONLY)

FILE NUMBER	DATE OF SEARCH	AMOUNT OF REFUND	REFUND CHECK NUMBER
DATE ON REFUND CHECK	REMARKS:		

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Delays are caused by (1) filing improper income tax form (2) attaching improper wage and tax statement (3) the failure to attach a copy of the other state's income tax return when claiming a tax credit. Any errors found when processing the income tax return will cause further delay in issuing a refund check.

If your return has been filed and you have failed to receive your refund within the time limit, as stated, a record search will be made upon request. Complete this form, furnishing the required data. A reply will be made advising you of the results of the record search.

Mail the completed form to: SC DEPARTMENT OF REVENUE
Income Tax
Columbia, SC 29214-0015