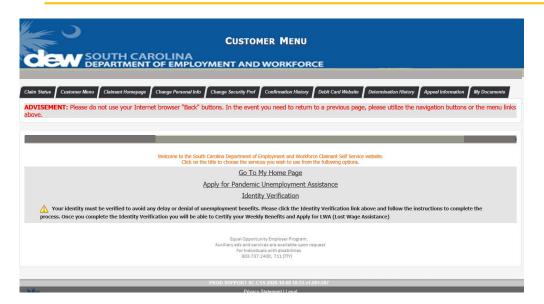
CRITERIA FOR A PAYMENT PLAN

In order to be considered for an agreed upon payment agreement you must meet the following criteria:

- 1. NOT currently filing (UI),
- 2. NOT currently in a wage withholding status,
- 3. No more than 1 defaulted payment in the past.

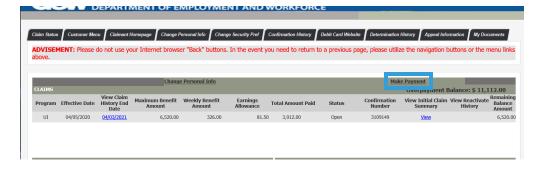
Visit <u>dew.sc.gov/overpayments-and-collections</u> for more information.



Getting Started

Log on to MyBenefits.dew.sc.gov, enter your User ID and click Next. Enter your password and click Login. On the customer menu page, select Go To My Home Page located in the center of the page.

You can also click on the Claimant Homepage tab.



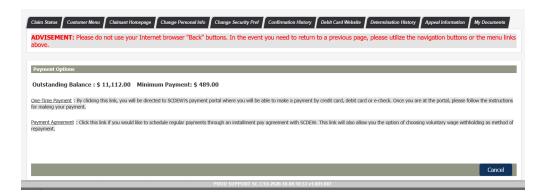
Overpayment Balance

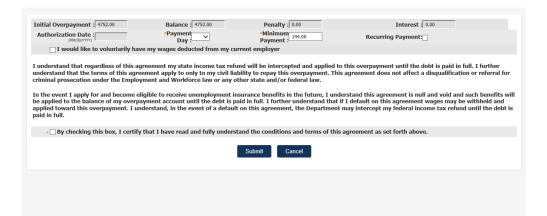
On the claim information ribbon, you can locate your Overpayment Balance on the far right.

Click Make Payment to the above and left of your Overpayment Balance.

You can also click on the SMARTLINKS Create Payment Plan located at the bottom left corner.







Payment Plan Options

Once you click Make Payment, you will be taken to the Payment Option screen.

If you have not setup a payment plan you will be provided with two options:

- 1. One-Time Payment
- Payment Agreement –
 Once your payment
 agreement is setup you
 will only be provided with
 the One-Time Payment
 Option.

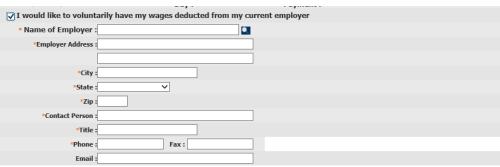
*In order to prevent future collection activity you must be in a current and active payment agreement.

Overpayment: Payment Agreement

Click Payment Agreement. You will be taken to the Overpayment: Payment Agreement screen which will display the following fields:

- a. Initial Overpayment (Pre-Filled)
- b. Current Balance (Pre-Filled)

- c. Penalty (33% Penalty for Fraud)
- d. Interest
- e. Authorization Date (Date Agreement was submitted)
- f. Payment Date (Due date that you would like your payment due each month (1-25 only, 1st payment must be made within 30 days of payment plan request))
- g. Minimum Payment (Pre-Filled for additional payment options, please visit dew.sc.gov/individuals/manage-your-benefits/overpayments-new for alternate payment options).
- h. Recurring Payment OPTIONAL (Only check this box if you would like to setup a monthly Electronic Funds Transfer).
 - a. Only able to withdraw twice a month on the 1st and/or 16th.
 - b. Required Payment Agreement will be mailed for execution and will require the return of a voided check or letter on Bank letterhead with your Routing # and Account # provided.
- . Voluntary Wage Deduction Statement OPTIONAL (only check this box if you would like to have your payment deducted from your paycheck).
 - $\hfill \square$ I would like to voluntarily have my wages deducted from my current employer
 - a. Employer must agree
 - b. Payments will be deducted per pay period



- c. You must provide the following information to us:
 - 1. Name of Employer
 - 2. Employer Address
 - 3. City
 - 4. State
 - 5. Zip
 - 6. Contact Person
 - 7. Title
 - 8. Phone (Employer Contact)
 - 9. Emai

I understand that regardless of this agreement my state income tax refund will be intercepted and applied to this overpayment until the debt is paid in full. I further understand that the terms of this agreement apply to only to my civil liability to repay this overpayment. This agreement does not affect a disqualification or referral for criminal prosecution under the Employment and Workforce law or any other state and/or federal law.

In the event I apply for and become eligible to receive unemployment insurance benefits in the future, I understand this agreement is null and void and such benefits will be applied to the balance of my overpayment account until the debt is paid in full. I further understand that if I default on this agreement wages may be withheld and applied toward this overpayment. I understand, in the event of a default on this agreement, the Department may intercept my federal income tax refund until the debt is paid in full.

• ✓ By checking this box, I certify that I have read and fully understand the conditions and terms of this agreement as set forth above.

Submit

Cancel

Conditions & Terms

Check the Conditions and Terms once you have read and agreed to the terms.

Click Submit or Cancel.

- Submit This will submit the request for payment agreement approval to DEW.
- Cancel This will cancel your payment agreement request and DEW will not be notified of a request for a payment plan.

Confirmation

If your payment agreement has been successfully submitted, you will receive the following message.

Clicking the **Continue** button will take you back to the home page.





As long as your payment agreement is equaled to the required minimum payment listed, or within the below parameters, your payment plan will be approved.

Collections Payment Plan			
Minimum	Maximum		MINIMUM
Overpayment	Overpayment	Payment Period	Monthly Payment
\$1	\$500	12 months or less	\$ 50
\$501	\$750	12 months or less	\$ 70
\$751	\$1,125	24 months or less	\$ 50
\$1,126	\$1,700	24 months or less	\$ 80
\$1,701	\$3,000	36 months or less	\$ 90
\$3,001	\$5,500	36 months or less	\$ 160
\$5,501	\$9,000	36 months or less	\$ 250
\$9,001	\$16,000	48 months or less	\$ 350
\$16,001	HIGHER	48 months or less	FIXED

DEW must receive the required minimum payment every 30 days or your agreement may default and all collection efforts will resume.

PAYMENT PLANS MAY NOT PREVENT TAX INTERCEPTIONS.