Providing PDF Forms via E-mail

What are the benefits of sending forms via PDF?

- Reduce postage cost for Software Provider (SP)

- Reduce submission time for SP

- Improve response time for SP and Department

- Save an excessive amount of paper for SP

- Improve tracking for SP and Department

E-mail Naming Scheme

E-mail subject lines must be typed as indicated.
(If the subject line is formatted incorrectly, the SP will be required
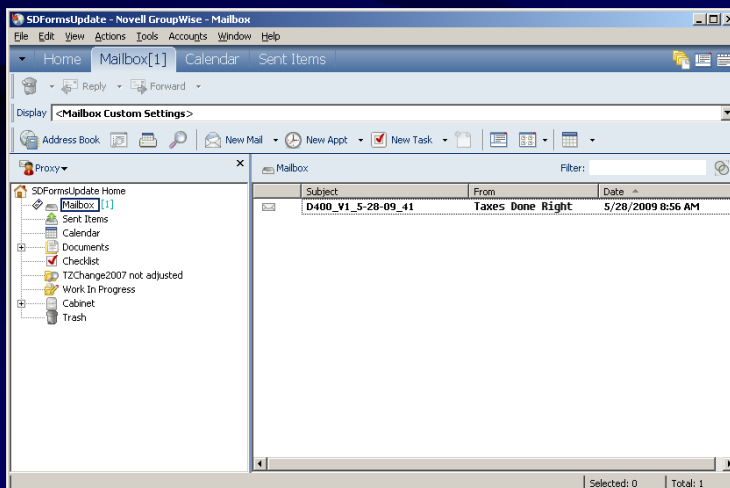to resubmit the forms in the correct format.)

Form number_Version number_Date_SPID
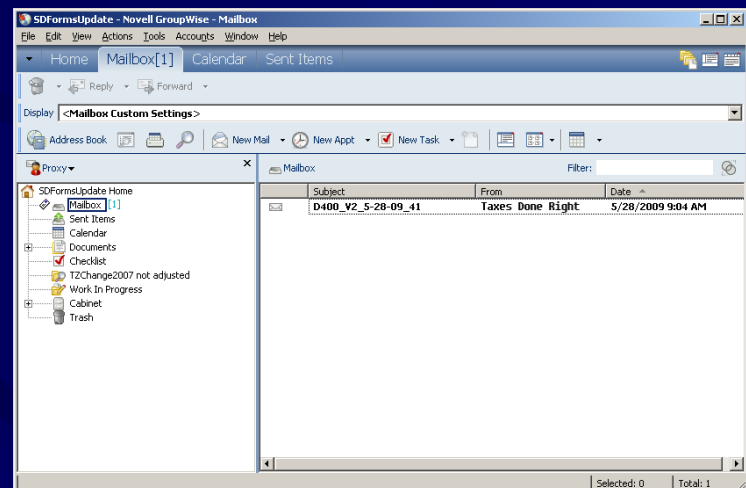Note: Please make sure that your version numbers are correct.

examples

Initial Submit

E-500_V1_9-27-24_41

Resubmit Number 1

E-500_V2_9-30-24_41

File Naming Scheme

Each PDF must contain the blank, full field, and live test samples.

The PDF must be named as indicated.

(Form number_Version number_Date_SPID)

examples

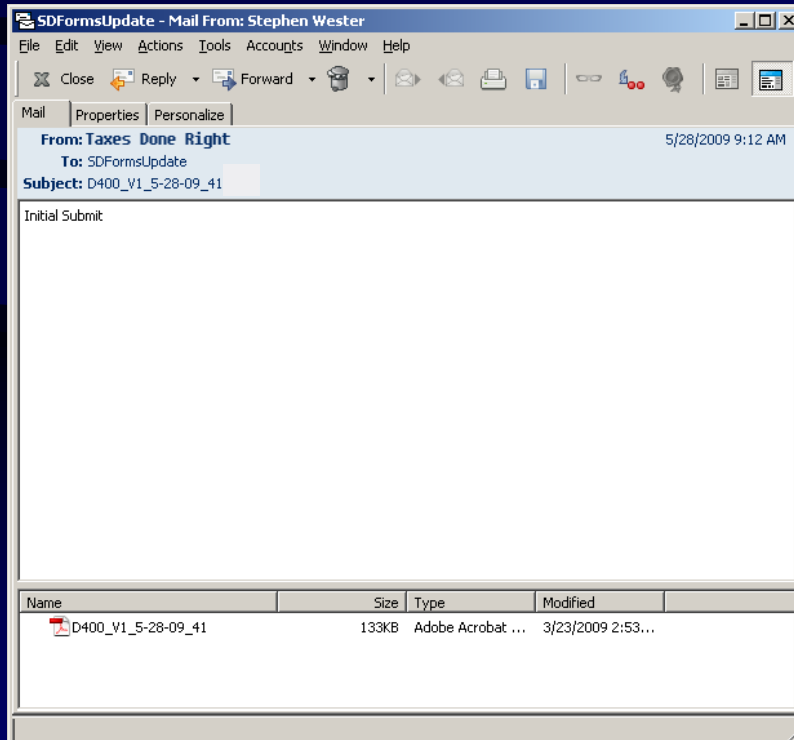| **Initial Submit**	**Resubmit Number 1**
D-400_V1_9-23-24_41	D-400_V2_9-25-24_41

Reference Form Specs for required Test Samples.

Submitted Emails

Each PDF must contain all of the corresponding form types for that form. (Blank, Full Field, Live Test Samples)

Any added header sheets should include contact information such as company name, SPID, phone numbers, and e-mail addresses.

NCDOR Replies

- The auto reply feature will not be used.
- You will receive email confirmation within 48 hours of receipt of your submissions.
- If you have not received a reply within 48 hours, contact our administrative support at allaboutforms@ncdor.gov
- **Do not resubmit forms unless instructed by the Department.**

SP

PDF PDF PDF
Adobe Adobe

SDFormsUpdate@ncdor.gov

← Reply Notification

Downloaded

Resubmit

Resubmit
PDFs emailed back with
mark-up and comments.

PDFs e-mailed back
with detailed comments.

Review

Resubmits are
reviewed
before initial
submits.

← SDFormsUp...

Approved →

Testing

Approved

Final
Approval

Form approval notification
sent via e-mail

**Forms Approval
Process**

FormsAppro...

Form logged:
-- form number
-- version number
-- date
-- SP name
-- number of copies