

### Instructions for Form NC-5P, Withholding Payment Voucher

#### Pay Online Now for Free!

Did you know you can submit your payment online for free? If you pay online, you do not have to print and mail the voucher.

To pay online, visit [ncdor.gov/file-pay](http://ncdor.gov/file-pay) or use your mobile device to scan the QR code below.



#### Benefits of Paying Online

- Secure and convenient
- Bank draft (free), MasterCard or Visa (\$2 convenience fee for every \$100 paid)
- Your payment will be processed efficiently and you will receive a payment confirmation

#### Prefer to Mail Your Payment?

1. Make your check or money order payable in U.S. dollars to the **NC Department of Revenue. Note:** The Department will not accept a check, money order, or cashier's check unless it is drawn on a U.S. (domestic) bank and the funds are payable in U.S. dollars.
2. Make sure the courtesy box and legal line on your check match.
3. Enter your full Account ID, Period Ending Date, and "NC-5P" on the memo line of your check or money order.
4. Make sure your check or money order is signed.
5. Make sure your name, address, and daytime phone number appear on your check or money order.
6. Cut across the dotted line and send the completed voucher and your check or money order to the "Mail to" address on the voucher.

#### Important Reminders

- Do not mail the voucher if you electronically submit a payment.
- Do not staple, tape, paper clip or otherwise attach your check to the voucher.
- Do not fold the voucher or check.
- Do not use a photocopy of the voucher.
- Do not use another entity or person's voucher.
- Do not send cash.
- Do not make any modifications to the voucher.
- Make sure an authorized signature appears on your check or money order.
- Make sure the correct name, address, daytime phone number, and period ending date appear on the voucher and your check or money order.
- Make sure your full account ID is printed on the voucher and your check or money order.



Cut Here



### Withholding Payment Voucher

North Carolina Department of Revenue

Account ID  
123456789

Tax Year  
1234

Enter Date Compensation Paid

12 45 7890

ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHI  
ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHI  
ABCDEFGHIJKLMN OPQRSTUVWXYZ ABCDEFGHI  
ABCDEFGHIJKLMN OPQRST AB 12345

Amount of this Payment

\$ 123456789.12

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that, to the best of my knowledge, this return is accurate and complete.

Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Mail to: NCDOR, PO Box 25000, Raleigh, NC 27640-0050

30801XX013

