

NC-3

ANNUAL WITHHOLDING RECONCILIATION (REVISION 8-15-18)

CHANGES FOR THE YEAR

- Form NC-3 was not updated for 2024.
- If your company reproduced Form NC-3 last year, your alignment and data placement for the form should match the approved trained version.
- If your company has not reproduced Form NC-3, then match the SD version.

Production Details:

Submission Approval Start Date:	September 6, 2024
Target Date for Initial Submission:	September 27, 2024
Required Approval Date:	October 18, 2024
Form Period Date Effective:	January 2024 - December 2024
For Filing Periods:	January 2024 and later
Form Placed in Software:	After December 17, 2024
Unchanged/Updated:	Unchanged

9-12 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 7 by PDF or 10 by Express Mail of which must include the following:
 - 2 Short Year

BARCODE:

The barcode must read 30201XX010. Replace (XX) with your two-digit Software Provider ID (SPID).

Align barcode between Row 26, Column 7-11 and Row 41, Column 7-11. Print the number either stacked or vertically to the right of the barcode.

USE:

- 12-point Courier font for variable data
- All capital letters for variable data
- Amount due with 0.00 format
- Correct barcode length
- Correct matching line geometry
- Data placement from the approved trained version
- Dates from Proposed Variety of NC-3 Test Samples from page 2
- High resolution bitmap for barcode
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Right aligned amount due
- Various ID numbers using the prefixes of 999, 900, 000 or 666 for FEINs/SSNs

BARCODE DIMENSIONS:

- IF YOUR COMPANY SUPPORTED THIS FORM FOR 2023, DO NOT UPDATE THE ALIGNMENT, PLACEMENT OR BARCODE DIMENSIONS ON YOUR 2024 UNCHANGED FORM
- SYMBOLOGY CODE 39
- DENSITY 4.18 CPI
- HEIGHT 0.500
- HIGH RESOLUTION BITMAP FOR BARCODES
- RATIO 3:1

TEST SAMPLES:

- IF YOUR COMPANY SUPPORTED THIS FORM FOR 2023, DO NOT SHIFT VERBIAGE AND LINE NUMBERS ON YOUR 2024 UNCHANGED FORM TEST SAMPLES
- PLEASE NOTE: BLANK AND FULL FIELD ARE REQUIRED BUT ARE NOT CONSIDERED TEST SAMPLES
- IF SENDING IN BY EXPRESS MAIL, PLEASE SEND ADDITIONAL TEST SAMPLES AS REQUIRED
- USE THE FIELD DESCRIPTION FORMATTING FOR PLACEMENT OF VARIABLE DATA
- INCLUDE TWO TEST SAMPLES WITH SHORT YEAR PERIODS SHOWING A FINAL DATE WAGES WERE PAID
- INCLUDE ONE TEST SAMPLE EXCEEDING \$999.00
- USE A DIFFERENT AMOUNT FOR EACH FIELD
- ENSURE EACH LINE IS POPULATED ACROSS REQUIRED TEST SAMPLES

PROPOSED VARIETY OF NC-3 TEST SAMPLES							
TEST SAMPLE:	1	2	3	4	5	6	7
FILING FREQ FOR CY	ANNUAL 2024	ANNUAL 2024	SHORT 2024	ANNUAL 2024	ANNUAL 2024	SHORT 2024	ANNUAL 2024
FINAL DATE	N/A	N/A	06 23 2024	N/A	N/A	07 12 2024	N/A

Placement of Variable Data

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
9	Legal Name	10	39	48	Alphanumeric
10	Account ID	64	9	72	Numeric: No Dashes
11	Legal Name	10	39	48	Alphanumeric
13	Address	10	34	44	Alphanumeric
14	FEIN or SSN	64	9	72	Numeric: No Dashes
15	City	10	20	29	Alpha
15	State	33	2	34	Alpha
15	Zip Code	38	5	42	Numeric: 5-digit zip code
18	Date business closed	45	10	54	Numeric: 06 23 2024
18	For calendar Year	66	4	69	Numeric: 2024
23	Line 1	34	11	44	Numeric
23	Line 7	66	11	76	Numeric
24	Line 2	34	11	44	Numeric
24	Line 8	66	11	76	Numeric
25	Line 3	34	11	44	Numeric
25	Line 9	66	11	76	Numeric
26	Line 4	34	11	44	Numeric
26	Line 10	66	11	76	Numeric
27	Line 5	34	11	44	Numeric
27	Line 11	66	11	76	Numeric
28	Line 6	34	11	44	Numeric
28	Line 12	66	11	76	Numeric
29	Line 13	65	12	76	Numeric

30	Line 14	65	12	76	Numeric
31	Line 15	65	12	76	Numeric
34	Line 16	65	12	76	Numeric
36	Line 17	65	12	76	Numeric
43	Line 18	65	12	76	Numeric
44	Line 19	65	12	76	Numeric
45	Line 20	65	12	76	Numeric
46	Line 21	65	12	76	Numeric
47	Line 21a	70	7	76	Numeric
48	Line 21b	71	6	76	Numeric
49	Line 21c	70	7	76	Numeric
50	Line 22	65	12	76	Numeric
51	Line 23	65	12	76	Numeric