

# NC-5PA

## APPLIED FOR STATUS - WITHHOLDING PAYMENT VOUCHER (REVISION 8-6-19)

### CHANGES FOR THE YEAR

- Form NC-5PA was not updated for 2024.
- If your company reproduced Form NC-5PA last year, your alignment and data placement for the form should match the approved trained version.
- If your company has not reproduced Form NC-5PA, then match the SD version.

#### Production Details:

<b>Submission Approval Start Date:</b>	September 6, 2024
<b>Target Date for Initial Submission:</b>	September 27, 2024
<b>Required Approval Date:</b>	October 18, 2024
<b>Form Period Date Effective:</b>	Semi-Weekly Periods thru December 31, 2025
<b>For Filing Periods:</b>	January 2024 and later
<b>Form Placed in Software:</b>	After December 17, 2024
<b>Unchanged/Updated:</b>	Unchanged

### 9-12 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 7 by PDF or 10 by Express Mail

### BARCODE:

The barcode must read 32001XX002. Replace (XX) with your two-digit Software Provider ID (SPID).

Align barcode between Row 29, Column 6-10 and Row 44, Column 6-10. Print the number either stacked or vertically to the right of the barcode.

### USE:

- 12-point Courier font variable data
- All capital letters for variable data
- Amount due with 0.00 format
- Correct barcode length
- Correct matching line geometry
- Data placement from SD version
- High resolution bitmap for barcode
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Dates from Proposed Variety of NC-5PA Test Samples from page 2
- 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
- USE PERIOD ENDING DATES BELOW FROM “PROPOSED VARIETY OF NC-5PA 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 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-5PA TEST SAMPLES							
TEST SAMPLE:	1	2	3	4	5	6	7
FILING FREQ	SEMI-WEEKLY	SEMI-WEEKLY	SEMI-WEEKLY	SEMI-WEEKLY	SEMI-WEEKLY	SEMI-WEEKLY	SEMI-WEEKLY
COMP PAID	10 31 2025	12 31 2025	08 12 2025	11 19 2025	02 27 2025	06 28 2025	09 30 2025

**Placement of Variable Data**

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
30	Legal Name	20	35	54	Alphanumeric
32	Legal Name	20	35	54	Alphanumeric
34	Address	20	35	54	Alphanumeric
36	City	20	20	39	Alpha
36	State	44	2	45	Alpha
36	Zip Code	50	5	54	Numeric: 5-digit zip code
36	Date Compensation Paid	64	12	75	Numeric: 10 31 2025 No dashes
43	FEIN or SSN	23	9	31	Numeric: No dashes
43	Tax Year	44	4	47	Numeric: No dashes
43	Amount of this Payment	65	12	76	Numeric: 0.00