

NC-5P

WITHHOLDING PAYMENT VOUCHER

(INSTRUCTIONS 7-23-24/ FORM REVISION 9-25-07)

CHANGES FOR THE YEAR

- Form NC-5P Instructions were updated for 2024.
- Form NC-5P was not updated for 2024.
- Form NC-5P should include the following URL information in the QR code:
<https://electronic-services.dor.nc.gov/wps/portal/nc5>
- If your company reproduced Form NC-5P last year, your alignment and data placement for the form should match the approved trained version.
- If your company has not reproduced Form NC-5P, 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 2025 – December 2025
For Filing Periods:	January 2025 and later
Form Placed in Software:	After December 17, 2024
Unchanged/Updated:	Updated

9-12 TEST SAMPLES REQUIRED:

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

BARCODE:

The barcode must read 30801XX013. Replace (XX) with your two-digit Software Provider ID (SPID).

Align barcode between Row 61, Column 41-66 and Row 63, Column 41-66. Print the number above the barcode.

USE:

- 12-point Courier font for scanline
- 12-point Courier font for variable data
- All capital letters for variable data
- Amount due with 0.00 format
- Correct barcode length
- Correct check digits
- Correct matching line geometry
- Data placement from SD version
- Function Code 06050
- High resolution bitmap for barcodes
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Scanline Tax Period of 20257
- Right aligned amount due
- Various ID numbers using the prefixes of 999, 900, 000 or 666 for SSNs

BARCODE DIMENSIONS:

- BARCODE LENGTH MUST MEASURE MORE THAN 2 5/8" BUT LESS THAN 2 3/4" FOR NEW SOFTWARE PROVIDERS
- 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 TEXT
- 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-5P TEST SAMPLES							
TEST SAMPLE:	1	2	3	4	5	6	7
TAX YEAR	2025	2025	2025	2025	2025	2025	2025
COMP PAID	08 11 2025	02 24 2025	04 28 2025	10 13 2025	03 10 2025	12 15 2025	01 01 2025

Placement of Variable Data

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
51	Account ID	8	9	16	Numeric: No Dashes
51	Tax Year	29	4	32	Numeric: No Dashes
52	Date Compensation Paid	62	10	71	Numeric: No Dashes MM DD YYYY
53	Entity Name	8	35	42	Alphanumeric
54	Entity Name	8	35	42	Alphanumeric
55	Address	8	35	42	Alphanumeric
56	City	8	20	27	Alpha
56	State	31	2	32	Alpha
56	Zip Code	36	5	40	Numeric: 5-digit zip code
57	Amount Due	66	12	77	Numeric: 0.00