

# NC-5Q

## QUARTERLY INCOME TAX WITHHOLDING RETURN (REVISION 9-3-19)

### CHANGES FOR THE YEAR

- Form NC-5Q was not updated for 2024.
- If your company reproduced Form NC-5Q last year, your alignment and data placement for the form should match the approved trained version.
- If your company has not reproduced Form NC-5Q, 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>	Quarterly thru December 31, 2025
<b>For Filing Periods:</b>	January 2025 – December 2025
<b>Form Placed in Software:</b>	After December 17, 2024
<b>Unchanged/Updated:</b>	Unchanged

### 18 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 16 Live Data Test Samples by PDF or by Express Mail which must include the following:
  - 4 for Q1
  - 4 for Q2
  - 4 for Q3
  - 4 for Q4

### BARCODE:

The barcode must read 30901XX007. Replace (XX) with your two-digit Software Provider ID (SPID).

Align barcode between Row 34, Column 6-10 and Row 50, Column 6-10. 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
- Correct barcode length
- Correct matching line geometry
- Data placement from approved trained version
- High resolution bitmap for barcodes
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Various ID numbers using the prefixes of 999, 900, 000 or 666 for 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 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-5Q TEST SAMPLES				
TEST SAMPLE:	1	2	3	4
QUARTER	4 OF EACH QUARTER LISTED BELOW			
ENDING	03 31 25	06 30 25	09 30 25	12 31 25

**Placement of Variable Data**

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
12	Account ID	14	9	22	Numeric: No Dashes
12	Date Quarter Ended	39	8	46	Numeric: 12 31 25 No Punctuation
17	Legal Name	8	39	46	Alphanumeric
21	Address	8	35	42	Alphanumeric
23	Address	8	35	42	Alphanumeric
27	City	8	20	27	Alpha
27	State	40	2	41	Alpha
27	Zip Code	44	5	48	Numeric: 5-digit zip code
32	Line 1	68	11	78	Numeric: .00
36	Line 2	68	11	78	Numeric: .00
41	Line 3	68	11	78	Numeric: .00
47	Line 4	68	11	78	Numeric: .00