

# NC-5

## WITHHOLDING RETURN (INSTRUCTIONS 7-30-24/ FORM REVISION 9-25-07)

### CHANGES FOR THE YEAR

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

#### Production Details:

<b>Submission Approval Start Date:</b>	September 6, 2024
<b>Target Date for Initial Submission:</b>	September 26, 2024
<b>Required Approval Date</b>	October 18, 2024
<b>Form Period Date Effective:</b>	Monthly thru December 31, 2025; Quarterly thru December 31, 2025
<b>For Filing Periods</b>	January 2025 and later
<b>Form Placed in Software:</b>	After December 17, 2024
<b>Unchanged/Updated:</b>	Updated

### 18 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 12 Monthly
- 4 Quarterly

### BARCODE:

The barcode must read 30401XX011. 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 variable data
- 12-point Courier font for scanline
- 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 approved trained version
- Function Code 06106 (monthly)
- Function Code 06157 (quarterly)
- High resolution bitmap for barcode
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Period Ending Chart
- 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
- BARCODE LENGTH MUST MEASURE MORE THAN 2 5/8" BUT LESS THAN 2 3/4" FOR NEW SOFTWARE PROVIDERS
- 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
- INCLUDE ONE TEST SAMPLE EXCEEDING \$999.00
- INCLUDE TWELVE MONTHLY TEST SAMPLES FOR 2025
- INCLUDE FOUR QUARTERLY TEST SAMPLES FOR 2025
- USE THE FIELD DESCRIPTION FORMATTING FOR PLACEMENT OF VARIABLE DATA
- USE A DIFFERENT AMOUNT FOR EACH FIELD
- ENSURE EACH LINE IS POPULATED ACROSS REQUIRED TEST SAMPLES

PROPOSED VARIETY OF NC-5 TEST SAMPLES			
Period Ending	Monthly File By Date	Quarterly File By Date	Scan Line with Check Digit
01/31/25	02/15/25		01252
02/28/25	03/15/25		02259
03/31/25	04/15/25	04/30/25	03255
04/30/25	05/15/25		04251
05/31/25	06/15/25		05258
06/30/25	07/15/25	07/31/25	06254
07/31/25	08/15/25		07251
08/31/25	09/15/25		08257
09/30/25	10/15/25	10/31/25	09253
10/31/25	11/15/25		10251
11/30/25	12/15/25		11258
12/31/25	01/31/26	01/31/26	12254

**Placement of Variable Data**

Line Number	Identification	Print Position	Field Length	Print Position	Field Description
51	Account ID	8	9	16	Numeric: No Dashes
51	Period Ending	31	8	38	Numeric
51	File By	52	8	59	Numeric
51	Filing Frequency	68	9	76	Alpha: Monthly or Quarterly
53	Entity Name	8	35	42	Alpha
53	Line 1 – Tax Withheld	68	11	78	Numeric
54	Entity Name	8	35	42	Alpha
55	Address	8	35	42	Alpha
55	Line 2 - Penalty	68	11	78	Numeric
56	City	8	20	27	Alpha
56	State	31	2	32	Alpha
56	Zip Code	36	5	40	Numeric: 5-digit zip code
56	Line 3 - Interest	68	11	78	Numeric
58	Line 4- Total Due	68	11	78	Numeric