

Providing PDF Forms via E-mail

What are the benefits of sending forms via PDF?

- Reduce postage cost for Software Provider (SP)
- Reduce submission time for SP
- Improve response time for SP and Department
- Save an excessive amount of paper for SP
- Improve tracking for SP and Department

E-mail Naming Scheme

E-mail subject lines must be typed as indicated.

If the subject line is formatted incorrectly, the SP will be required to resubmit the forms in the correct format.

Form number_Version number_Date_SPID

Note: Please make sure that your version numbers are correct.

examples

Initial Submit

D-400_V1_9-27-25_41



To ☐ SDFormsUpdate

Retention Policy mail-5years (7 years)

Test Submission, Version 1

Resubmit Number 1

D-400_V2_9-30-25_41



To ☐ SDFormsUpdate

Retention Policy mail-5years (7 years)

Resubmission, Version 2

File Naming Scheme

Each PDF must contain the blank, full field, and live test samples. All test samples and SP header sheets should be sent in a single PDF.

The PDF must be named as indicated.

(Form number_Version number_Date_SPID)

Initial Submit

D-400_V1_9-23-25_41

Resubmit Number 1

D-400_V2_9-25-25_41

examples

Reference Form Specs for required Test Samples.

Submitted Emails

Each PDF must contain all of the required corresponding form types for that form. (Blank, Full Field, Live Test Samples)

Any added header sheets should include contact information such as company name, SPID, phone numbers, and e-mail addresses. Please attach header sheets to Form Set PDF.

D-400_V1_9-27-25_41



To ☐ SDFormsUpdate

Retention Policy mail-5years (7 years)



D-400_V1_9-27-25_41.pdf

122 KB



Test Submission, Version 1

NCDOR Replies

- The auto reply feature will not be used.
- You will receive email confirmation within 48 hours of receipt of your submissions.
- If you have not received a reply within 48 hours, contact our administrative support at allaboutforms@ncdor.gov
- **Do not resubmit forms unless instructed by the Department.**

