

# NC-5PA

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

### CHANGES FOR THE YEAR

- Form NC-5PA was not updated for 2025.
- 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 5, 2025                          |
| <b>Target Date for Initial Submission:</b> | September 26, 2025                         |
| <b>Required Approval Date:</b>             | October 17, 2025                           |
| <b>Form Period Date Effective:</b>         | Semi-Weekly Periods thru December 31, 2026 |
| <b>For Filing Periods:</b>                 | January 2025 and later                     |
| <b>Form Placed in Software:</b>            | After December 17, 2025                    |
| <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 for 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 2024, DO NOT UPDATE THE ALIGNMENT, PLACEMENT OR BARCODE DIMENSIONS ON YOUR 2025 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 2024, DO NOT SHIFT VERBIAGE AND LINE NUMBERS ON YOUR 2025 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
- DO NOT SUBMIT CONTINUOUS 9s OR Xs FOR VARIABLE DATA

| 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 2026  | 12 31 2026  | 08 12 2026  | 11 19 2026  | 02 27 2026  | 06 28 2026  | 09 30 2026  |
|   |             |             |             |             |             |             |             |

**Placement of Variable Data**

| Print<br>Line<br>Number | Identification         | Begin<br>Print<br>Position | Maximum<br>Field<br>Length | End<br>Print<br>Position | Field<br>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 2026<br>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                    |