

NC-3

ANNUAL WITHHOLDING RECONCILIATION (REVISION 8-15-18)

CHANGES FOR THE YEAR

- Form NC-3 was not updated for 2021.
- If your company reproduced Form NC-3 last year, your data placement for the form should match the approved trained version.
- If your company has not reproduced Form NC-3, then match the SD version

Approved By Date:	October 15, 2021
Form Period Date Effective:	Year Ending December 31, 2021
For Filing Periods	January 2021 - December 2021
Form Placed in Software:	After December 17, 2021
Unchanged/Updated:	Unchanged

9-12 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 7 by PDF or 10 by Mail of which must include the following:
 - 2 Short Year

BARCODE:

The barcode must read 30201XX010. Replace (XX) with your two-digit Software Developer Identification Number.

Align barcode between Row 26, Column 7-11 and Row 41, Column 7-11. 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 font variable fields
- Amount due with 0.00 format
- Correct barcode length
- Correct matching line geometry
- Data placement from approved trained version
- High resolution bitmap for barcode
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Right aligned amount due
- Test samples must include the tax amount of \$1,003,849.00.
- Various ID numbers using the prefixes of 999, 900, 000 or 666 for FEINs/SSNs

BARCODE DIMENSIONS:

- IF YOUR COMPANY SUPPORTED THIS FORM FOR 2020, DO NOT UPDATE THE ALIGNMENT, PLACEMENT OR BARCODE DIMENSIONS ON YOUR 2021 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 2020, DO NOT SHIFT VERBIAGE AND LINE NUMBERS ON YOUR 2021 UNCHANGED FORM TEST SAMPLES
- PLEASE NOTE: BLANK AND FULL FIELD ARE REQUIRED BUT ARE NOT CONSIDERED TEST SAMPLES
- IF SENDING IN BY COURIER, PLEASE SEND ADDITIONAL TEST SAMPLES AS REQUIRED
- 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-3 TEST SAMPLES							
TEST SAMPLE:	1	2	3	4	5	6	7
FILING FREQ	ANNUAL	ANNUAL	SHORT	ANNUAL	ANNUAL	SHORT	ANNUAL
FOR CY	2021	2021	2021	2021	2021	2021	2021
FINAL DATE	N/A	N/A	06 23 21	N/A	N/A	07 12 21	N/A

Placement of Variable Data

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
9	Legal Name	10	39	48	Alphanumeric
10	Account ID	65	7	71	Numeric; No dashes Print number consecutively
11	Legal Name	10	39	48	Alphanumeric
14	FEIN or SSN	68	9	72	Numeric; no dashes Print number consecutively
13	Address	10	34	44	Alphanumeric
15	City	10	20	29	Alpha
15	State	33	2	34	Alpha
15	Zip Code	38	5	42	Numeric; 5-digit zip code
18	Date business closed	45	10	54	Numeric; EX: 08 19 2021
18	For calendar Year	66	4	70	Numeric; 2021 Print number consecutively
23	Line 1	34	11	44	Numeric
23	Line 7	66	11	76	Numeric
24	Line 2	34	11	44	Numeric
24	Line 8	66	11	76	Numeric
25	Line 3	34	11	44	Numeric
25	Line 9	66	11	76	Numeric
26	Line 4	34	11	44	Numeric
26	Line 10	66	11	76	Numeric
27	Line 5	34	11	44	Numeric
27	Line 11	66	11	76	Numeric
28	Line 6	34	11	44	Numeric
28	Line 12	66	11	76	Numeric

29	Line 13	65	12	76	Numeric
30	Line 14	65	12	76	Numeric
31	Line 15	65	12	76	Numeric
34	Line 16	65	12	76	Numeric
31	Line 17	65	12	76	Numeric
43	Line 18	65	12	76	Numeric
44	Line 19	65	12	76	Numeric
45	Line 20	65	12	76	Numeric
46	Line 21	65	12	76	Numeric
47	Line 21a	70	7	76	Numeric
48	Line 21b	71	6	76	Numeric
49	Line 21c	70	7	76	Numeric
50	Line 22	65	12	76	Numeric
51	Line 23	65	12	76	Numeric