

NC-5PA

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

CHANGES FOR THE YEAR

- Form NC-5PA was not updated for 2023.
- 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:

Submission Approval Start Date:	September 8, 2023
Target Date for Initial Submission:	September 29, 2023
Required Approval Date:	October 20, 2023
Form Period Date Effective:	Semi-Weekly Periods thru December 31, 2024
For Filing Periods:	January 2024 and later
Form Placed in Software:	After December 17, 2023
Unchanged/Updated:	Unchanged

9-12 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 7 by PDF or 10 by Mail

BARCODE:

The barcode must read 32001XX002. Replace (XX) with your two-digit Software Developer Identification Number.

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 scanband
- All capital letters for variable text
- 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
- 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 2022, DO NOT UPDATE THE ALIGNMENT, PLACEMENT OR BARCODE DIMENSIONS ON YOUR 2023 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 2022, DO NOT SHIFT VERBIAGE AND LINE NUMBERS ON YOUR 2023 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
- 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-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 2024	12 31 2024	08 12 2024	11 19 2024	02 27 2024	06 28 2024	09 30 2024

Placement of Variable Data

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field 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; No dashes MM DD YYYY
43	FEIN or SSN	23	9	31	Numeric; No dashes Print number consecutively
43	Tax Year	44	4	47	Numeric; No dashes Print number consecutively
43	Amount Due	65	12	76	Numeric; 0.00