

NC-5Q

QUARTERLY INCOME TAX WITHHOLDING RETURN (REVISION 9-3-19)

CHANGES FOR THE YEAR

- Form NC-5Q was not updated for 2023.
- If your company reproduced Form NC-5Q last year, your alignment and data placement for the form should match the approved trained version.
- If your company has not reproduced Form NC-5Q, 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:	Quarterly thru December 31, 2024
For Filing Periods:	January 2024 – December 2024
Form Placed in Software:	After December 17, 2023
Unchanged/Updated:	Unchanged

18 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 16 Live Data Test Samples by PDF or by Mail which must include the following:
 - 4 For Quarter One
 - 4 For Quarter Two
 - 4 For Quarter Three
 - 4 For Quarter Four

BARCODE:

The barcode must read 30901XX007. Replace (XX) with your two-digit Software Developer Identification Number.

Align barcode between Row 34, Column 6-10 and Row 50, Column 6-10. Print the number either stacked or vertically to the right of the barcode.

USE:

- 12 point Courier font for variable fields
- All capital letters for variable text
- Correct barcode length
- Correct matching line geometry
- Data placement from SD version
- High resolution bitmap for barcodes
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Various ID numbers using the prefixes of 999, 900, 000 or 666 for 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
- 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

PROPOSED VARIETY OF NC-5Q TEST SAMPLES				
TEST SAMPLE:	1	2	3	4
QUARTER	4 OF EACH QUARTER LISTED BELOW			
ENDING	03 31 24	06 30 24	09 30 24	12 31 24

Placement of Variable Data

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
12	Account ID	14	9	22	Numeric; no dashes Print number consecutively
12	Date Quarter Ended	39	8	46	Numeric; No Punctuation End Date. Ex: 12 31 24
17	Legal Name	8	39	46	Alphanumeric
21	Address	8	35	42	Alphanumeric
23	Address	8	35	42	Alphanumeric
27	City	8	20	27	Alpha
27	State	40	2	41	Alpha
27	Zip Code	44	5	48	Numeric; 5-digit zip code
32	Line 1	68	11	78	Numeric; .00
36	Line 2	68	11	78	Numeric; .00
41	Line 3	68	11	78	Numeric; .00
47	Line 4	68	11	78	Numeric; .00