

Instructions for Form NC-5, Withholding Return

File and Pay Online Now for Free!

Did you know you can submit your return and payment online for free? If you file and pay online, you do not have to print and mail the return.

To file and pay online, visit ncdor.gov/file-pay or use your mobile device to scan the QR code below.



Benefits of Filing and Paying Online

- Secure and convenient
- Bank draft (free), MasterCard or Visa (\$2 convenience fee for every \$100 paid)
- Your payment will be processed efficiently and you will receive a payment confirmation

Prefer to Mail Your Return and Payment?

1. Make your check or money order payable in U.S. dollars to the **NC Department of Revenue. Note:** The Department will not accept a check, money order, or cashier's check unless it is drawn on a U.S. (domestic) bank and the funds are payable in U.S. dollars.
2. Make sure the courtesy box and legal line on your check match.
3. Enter your full Account ID, Period Ending Date, and "NC-5" on the memo line of your check or money order.
4. Make sure your check or money order is signed.
5. Make sure your name, address, and daytime phone number appear on your check or money order.
6. Cut across the dotted line and send the completed return and your check or money order to the "Mail to" address on the return.

Important Reminders

- Do not mail the return if you electronically submit the return and payment.
- Do not staple, tape, paper clip or otherwise attach your check to the return.
- Do not fold the return or check.
- Do not use a photocopy of the return.
- Do not use another entity or person's return.
- Do not send cash.
- Do not make any modifications to the return.
- **Make sure** an authorized signature appears on your check or money order.
- **Make sure** the correct name, address, daytime phone number, and period ending date appear on the return and your check or money order.
- **Make sure** your full account ID is printed on the return and your check or money order.

Cut Here

NC-5 (SD)

9-25-07

Withholding Return

North Carolina Department of Revenue

This return must be filed even if no tax has been withheld.

Account ID	Period Ending	File By	Filing Frequency
123456789	12 45 78	12 45 78	ABCDEFGHI
ABCDEFGHIJKLMN	OPQRST	1. Tax Withheld	▶ 12345678.01
ABCDEFGHIJKLMN	OPQRST	2. Penalty	12345678.01
ABCDEFGHIJKLMN	OPQRST	3. Interest	12345678.01
ABCDEFGHIJKLMN	OPQRST AB 12345	4. Total Due	\$ 12345678.01
Signature: _____ Date: _____			
I certify that, to the best of my knowledge, this return is accurate and complete.			
Title: _____ Phone: () _____			

30401XX011



9999X 999999999X 0000000 9999X

Mail to: NCDOR, PO Box 25000, Raleigh, NC 27640-0615