

NC-5

WITHHOLDING RETURN

(REVISION 9-25-07)

CHANGES FOR THE YEAR

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

18 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 12 Monthly
- 4 Quarterly

BARCODE:

The barcode must read 30401XX011. Replace (XX) with your two-digit Software Developer Identification Number.

Align barcode between Row 61, Column 41-66 and Row 63, Column 41-66. Print the number above the barcode.

USE:

- 12 point Courier for variable data
- 12 point Courier font for scanline
- All capital letters for variable text
- Amount due with 0.00 format
- Correct barcode length
- Correct check digits
- Correct font and size in scanline
- Correct matching line geometry
- Data placement from approved trained version
- Function Code 06106 (monthly)
- Function Code 06157 (quarterly)
- 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:

- BARCODE LENGTH MUST MEASURE MORE THAN 2 5/8" BUT LESS THAN 2 3/4" FOR NEW SOFTWARE PROVIDERS
- 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
- INCLUDE TWELVE MONTHLY TEST SAMPLES FOR 2024
- INCLUDE FOUR QUARTERLY TEST SAMPLES FOR 2024
- 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-5 TEST SAMPLES			
Period Ending	Monthly File By Date	Quarterly File By Date	Scan Line with Check Digit
01/31/24	02/15/24		01244
02/29/24	03/15/24		02241
03/31/24	04/15/24	04/30/24	03247
04/30/24	05/15/24		04243
05/31/24	06/15/24		05240
06/30/24	07/15/24	07/31/24	06246
07/31/24	08/15/24		07242
08/31/24	09/15/24		08249
09/30/24	10/15/24	10/31/24	09245
10/31/24	11/15/24		10243
11/30/24	12/15/24		11240
12/31/24	01/31/25	01/31/25	12246

Placement of Variable Data

Line Number	Identification	Print Position	Field Length	Print Position	Field Description
48	Line 1	68	11	78	Numeric
50	Line 2	68	11	78	Numeric
51	Filing Frequency	6	9	14	Alpha Monthly or Quarterly
51	Period Ending	19	8	26	Numeric
51	Account ID	32	9	40	Numeric; No dashes Print number consecutively
52	Line 3	68	11	78	Numeric
53	Name	6	35	40	Alphanumeric
54	Name	6	35	40	Alphanumeric
54	Line 4	68	11	78	Numeric
55	Address	6	35	40	Alphanumeric
56	City	6	20	25	Alpha
56	State	29	2	30	Alpha
56	Zip Code	34	5	38	Numeric; 5-digit zip code
56	Line 5	68	11	78	Numeric
58	Line 6	68	11	78	Numeric