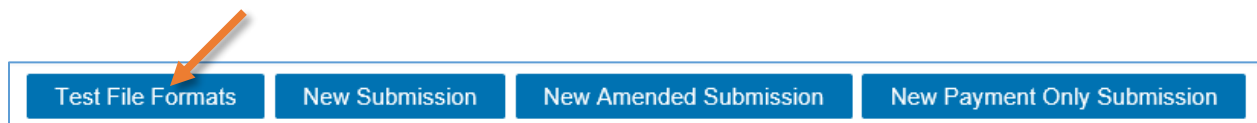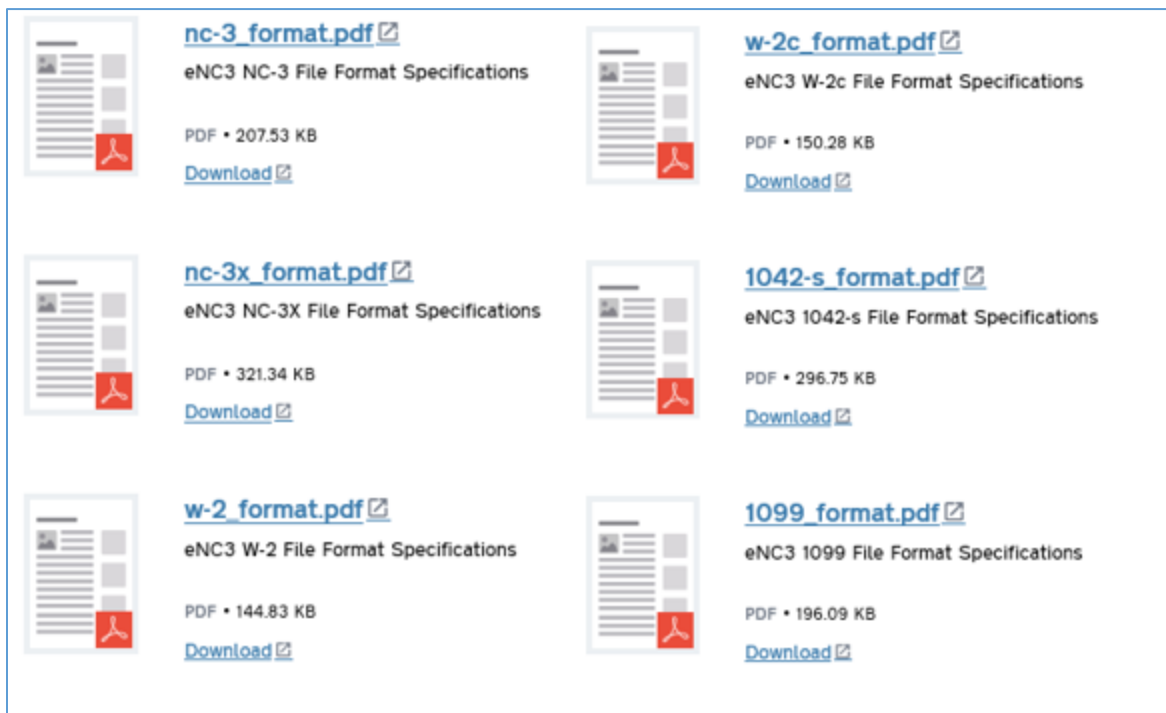# Test File Formats—Step by Step Guide

This section walks you through testing file formats for a file upload submission in the eNC3 and Information Reporting application.

You can test file formats for a current or prior year by clicking on Test Files in the eNC3 and Information Reporting Application.

Step 1: Create a text (.txt) file using the file formats on the NCDOR website.

nc-3_format.pdf
eNC3 NC-3 File Format Specifications
PDF • 207.53 KB
Download

w-2c_format.pdf
eNC3 W-2c File Format Specifications
PDF • 150.28 KB
Download

nc-3x_format.pdf
eNC3 NC-3X File Format Specifications
PDF • 321.34 KB
Download

1042-s_format.pdf
eNC3 1042-s File Format Specifications
PDF • 296.75 KB
Download

w-2_format.pdf
eNC3 W-2 File Format Specifications
PDF • 144.83 KB
Download

1099_format.pdf
eNC3 1099 File Format Specifications
PDF • 196.09 KB
Download

Step 2. On the **Test Files** screen, select the button that corresponds with the file you want to upload. The example below is for a 1099 file.

Step 3. A new window will pop up. Choose the file you want to upload. Click **Open** to add the file. The files you add will appear in a table below the upload buttons. Keep in mind:
- All files must be .txt files
- There are no file size limitations for the eNC3 application, but your browser may have a 2 GB limitation
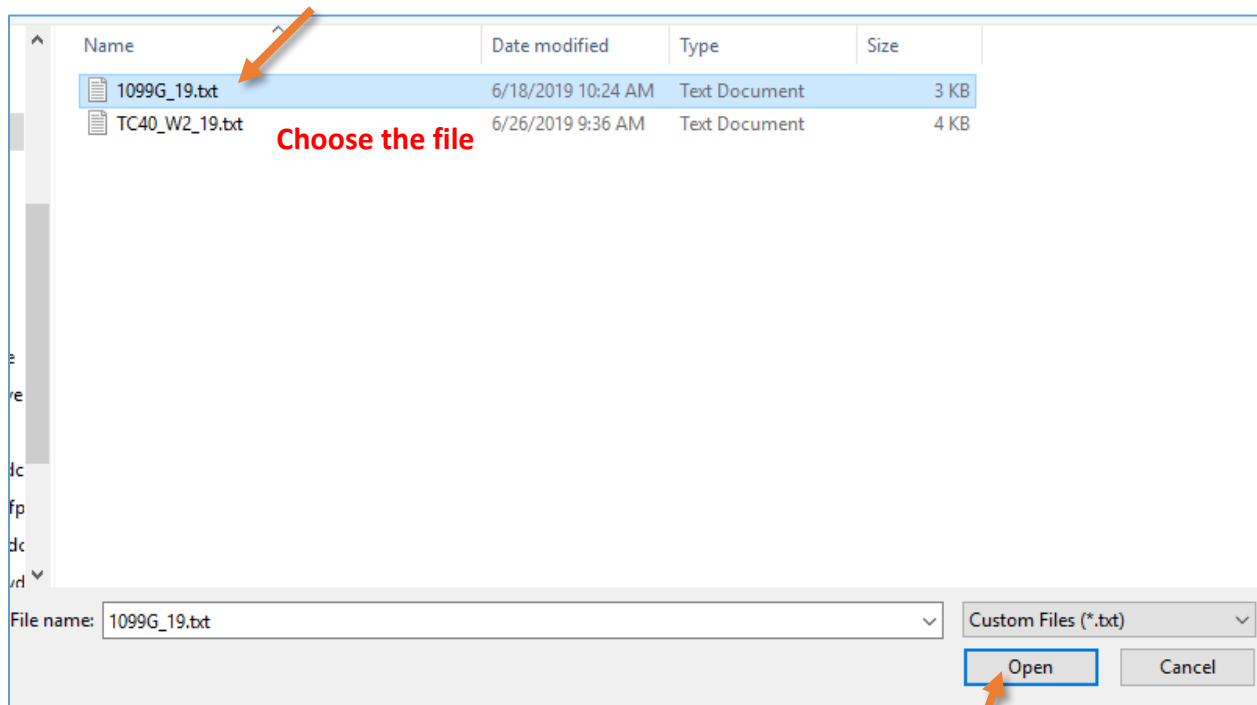
Use the minus **(-)** button next to the text file to delete a file. A confirmation box will appear, select **Yes** if you want to remove the file, or **No** to keep the file.

1099 Files (1)

1099G_19.txt

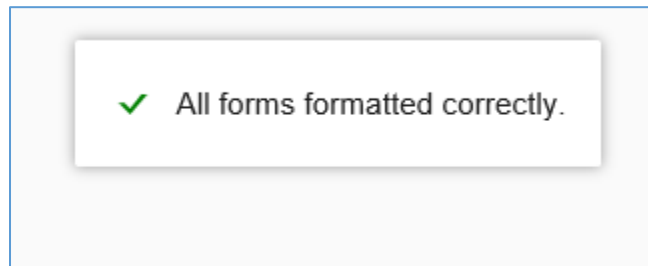**North Carolina Department of Revenue**

Are you sure you want to remove 1099G_19.txt?

| Yes | No |

Step 4. Click **Test Files** to test the file(s) you uploaded.

1099 Files (1)	1042-S Files (0)
1099G_19.txt	

Test Files

Step 5. If there are no errors with your file, a popup box will confirm that all your file(s) are formatted correctly.

If there is an error, you will receive a message explaining the error in your files. Error messages look like this:
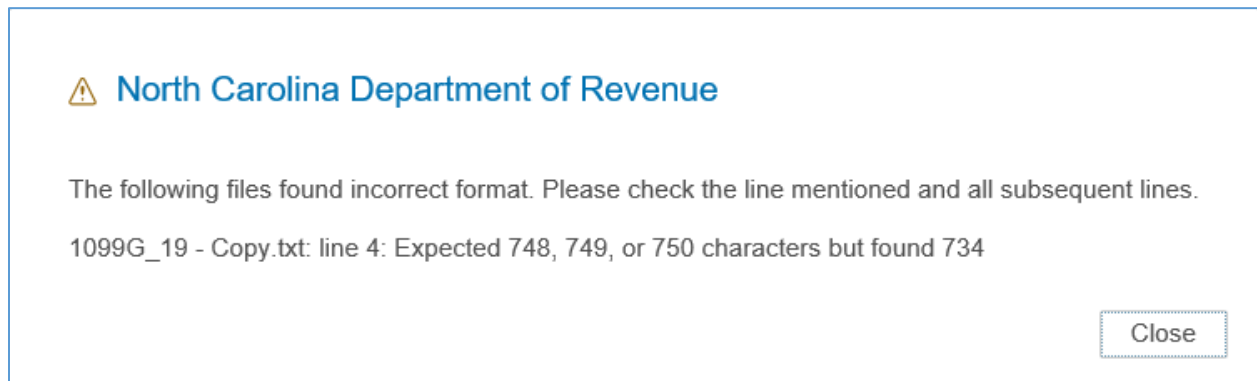
If there is an error with your file you can:
- Determine where the error occurred by reviewing the error message and correct your file accordingly
- If you used software to create the file, contact the software provider
- If you are unable to resolve the issue, you can opt to manually enter form information

Use the same steps to test NC-3X, W-2, W-2C, 1099, and 1042-S files. Use the **Back** button to return to the home page when you finish. Keep in mind that the Test Files screen is only used to test your files, not upload files. Use the **New Submission** button to upload and submit files.

Resources:
- Watch our eNC3 videos
- Review the eNC3 FAQs