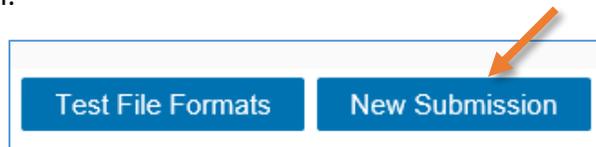


## eNC5Q Submission – Step by Step Guide

This guide walks you through submitting a NC-5Q Quarterly Income Withholding Tax Return using the eNC5Q Application. On the Submission screen, you can [upload files](#), [manually enter form](#) information, or a combination of both.

Select **New Submission** to begin.

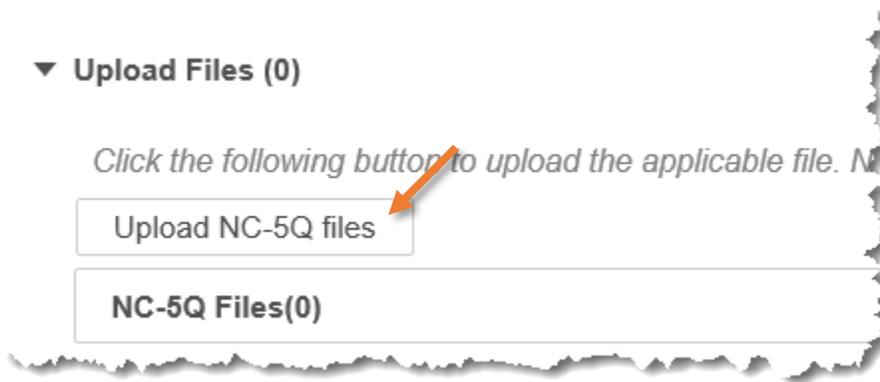


Enter the required submitter information. Review the [Submitter Information Guide](#) for help.

### File Upload

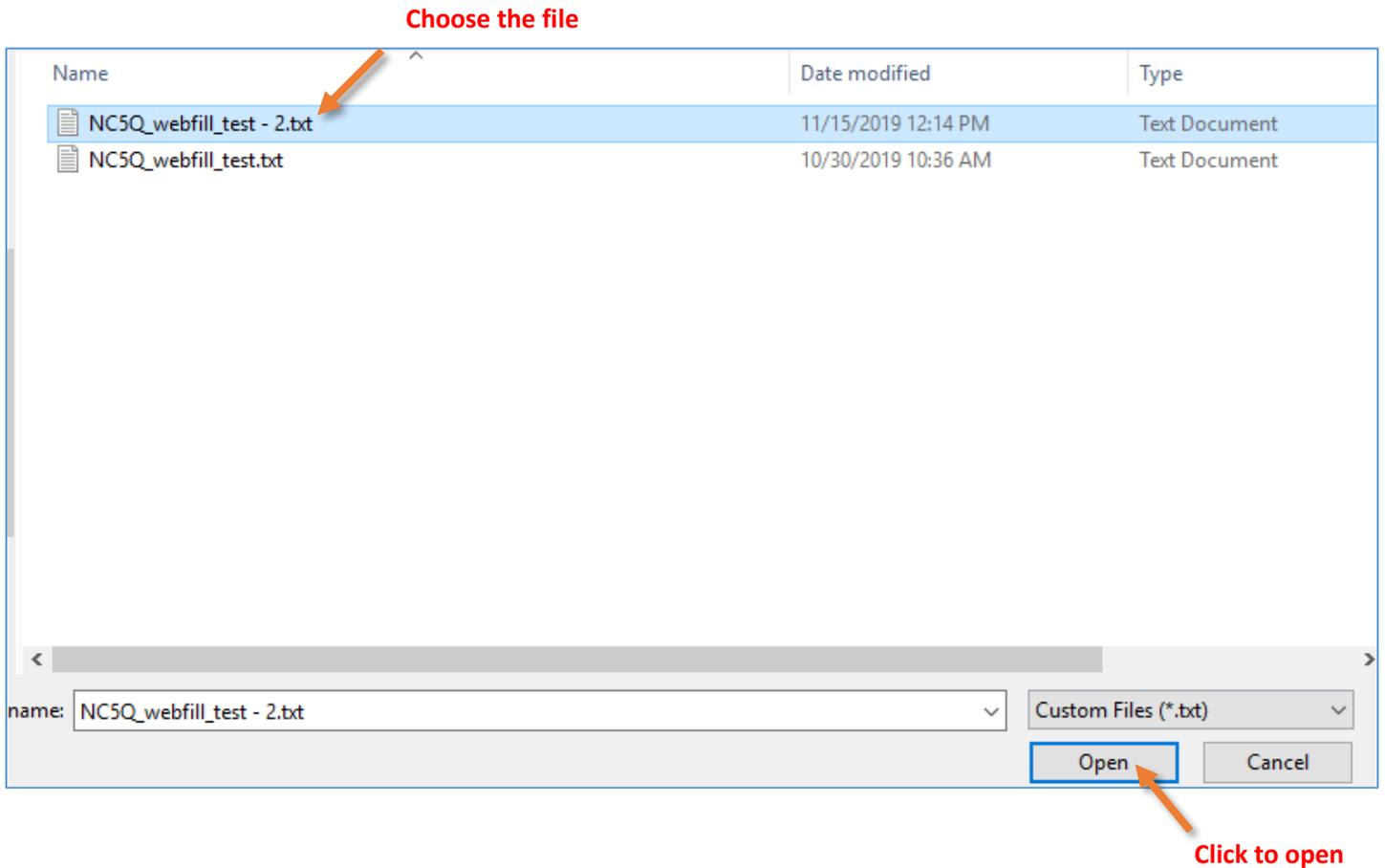
**Note:** Create a flat file (must be .txt) using the file formats on the NCDOR website. Make sure to [test your files](#) before you begin.

**Step 1.** On the Submission screen, click on the “Upload NC-5Q Files” button.

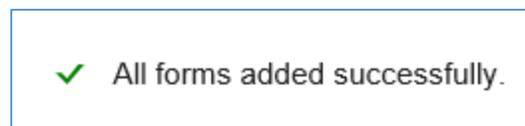


**Step 2.** A new window will pop up. Choose the file you want to upload. Click **Open** to add the file. Keep in mind:

- All files must be .txt files
- There are no file size limitations, but your browser may have a 2 GB limitation



If there are no errors with your file, a popup box will confirm that your form(s) have been added.



**Additional Resources:**

- [How to enter submitter information](#)
- [How to test file formats](#)
- [How to review and complete your submission](#)

If there is an error, you will receive a message explaining the error in your files. Error messages look like this:

 **North Carolina Department of Revenue**

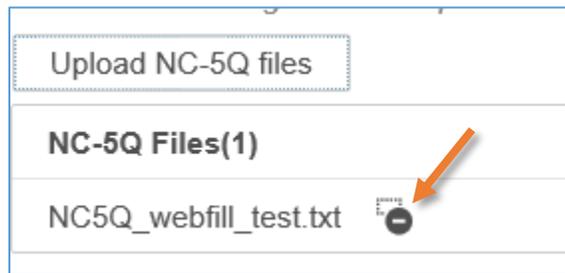
The following files found incorrect format and were NOT added. Please check the line mentioned and all subsequent lines.

NC5Q\_webfill\_test - 2.txt: line 1: Expected 1370 characters but found 1348

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 manually enter form information as outlined in the next section.

- Use the minus (-) button next to the text file to delete a file.



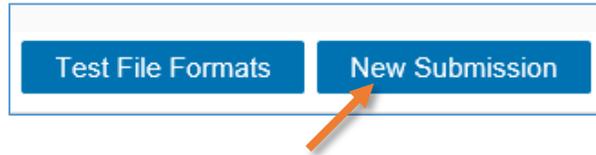
- Use the same steps to upload additional files.
- You can also use the Manual Entry section to manually enter form information.

**Step 3:** Once you've uploaded all your files, click **Next** to review your submission.

## Manual Entry

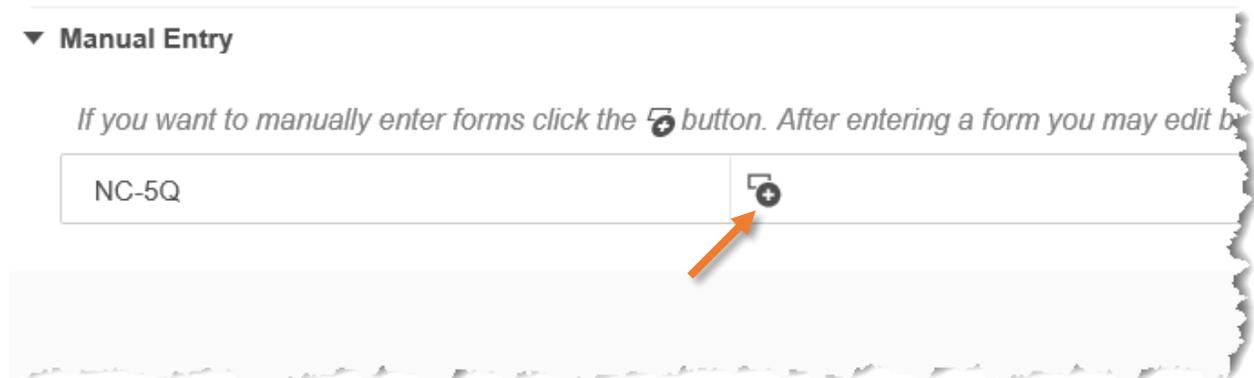
This section walks you through filing NC-5Q Quarterly Income Withholding Tax Returns using the manual entry option in the eNC5Q Application.

Select **New Submission** to begin.

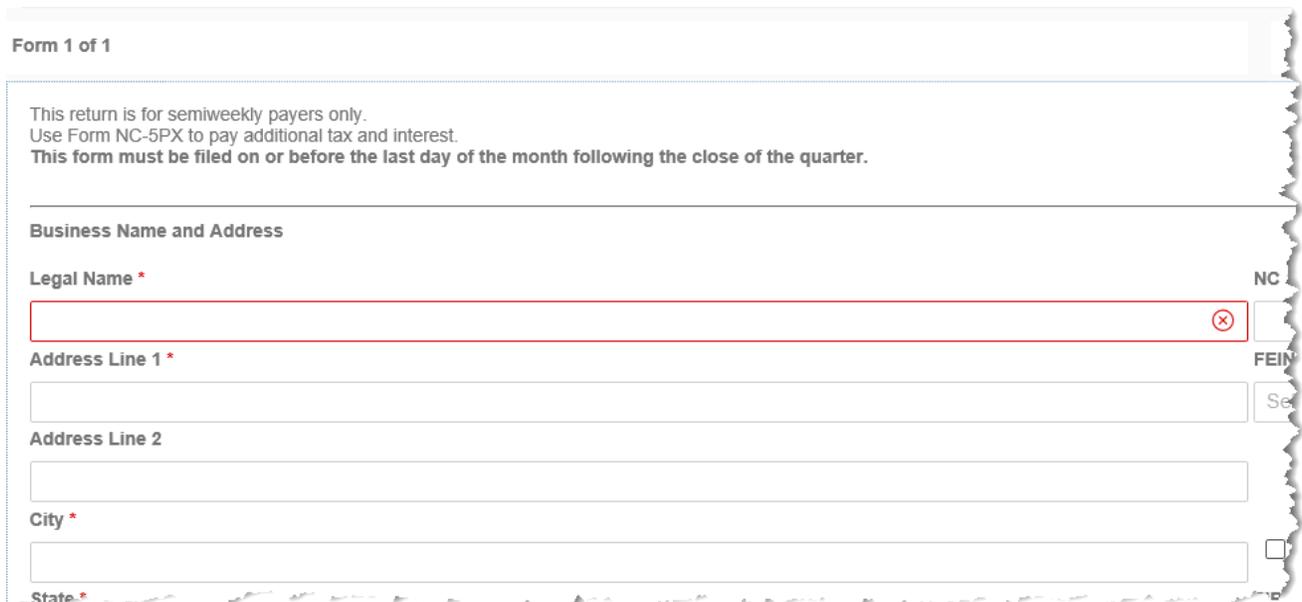


Enter the required submitter information. Review the [Submitter Information Guide](#) for help.

**Step 1:** To manually enter form information, click on the plus (+) button



**Step 2.** Fill out the Business Name and Address section. Required fields are marked with a red asterisk.

A screenshot of a web application form titled "Form 1 of 1". The form contains the following text: "This return is for semiweekly payers only. Use Form NC-5PX to pay additional tax and interest. This form must be filed on or before the last day of the month following the close of the quarter." Below this is a section titled "Business Name and Address". It contains several input fields: "Legal Name \*" (with a red asterisk and a red border around the field), "Address Line 1 \*" (with a red asterisk), "Address Line 2", "City \*" (with a red asterisk), and "State \*" (with a red asterisk). To the right of the "Legal Name" field is a dropdown menu with "NC" selected. To the right of the "Address Line 1" field is a dropdown menu with "FEIN" selected. To the right of the "City" field is a dropdown menu with "Se" selected. To the right of the "State" field is a dropdown menu with a blank space selected. There is a red 'x' icon in the bottom right corner of the "Legal Name" field.

**Step 3.** Next, fill out the Employer's Record of State Tax Liability. This section includes tax withheld for the first, second and third months of the quarter.

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**Employer's Record of State Tax Liability**

**I. Tax Withheld First Month of Quarter**

1	<input type="text"/>	8	<input type="text"/>
2	<input type="text"/>	9	<input type="text"/>
3	<input type="text"/>	10	<input type="text"/>
4	<input type="text"/>	11	<input type="text"/>
5	<input type="text"/>	12	<input type="text"/>
6	<input type="text"/>	13	<input type="text"/>
7	<input type="text"/>	14	<input type="text"/>



---

**II. Tax Withheld Second Month of Quarter**

1	<input type="text"/>	8	<input type="text"/>
2	<input type="text"/>	9	<input type="text"/>
3	<input type="text"/>	10	<input type="text"/>
4	<input type="text"/>	11	<input type="text"/>
5	<input type="text"/>	12	<input type="text"/>
6	<input type="text"/>	13	<input type="text"/>
7	<input type="text"/>	14	<input type="text"/>



**II. Total Tax Required to Be Withheld for second month of the quarter**

---

**III. Tax Withheld Third Month of Quarter**

1	<input type="text"/>	8	<input type="text"/>
2	<input type="text"/>	9	<input type="text"/>
3	<input type="text"/>	10	<input type="text"/>
4	<input type="text"/>	11	<input type="text"/>
5	<input type="text"/>	12	<input type="text"/>
6	<input type="text"/>	13	<input type="text"/>
7	<input type="text"/>	14	<input type="text"/>



**III. Total Tax Required to Be Withheld for third month of the quarter**

- The form automatically calculates the total tax required to be withheld for each month of the quarter based on the amounts you input

I. Tax Withheld First Month of Quarter			
1	<input type="text" value="100.00"/>	8 <input type="text"/>	15 <input type="text"/>
2	<input type="text" value="100.00"/>	9 <input type="text"/>	16 <input type="text"/>
3	<input type="text" value="100.00"/>	10 <input type="text"/>	17 <input type="text"/>
4	<input type="text" value="100.00"/>	11 <input type="text"/>	18 <input type="text"/>
5	<input type="text" value="100.00"/>	12 <input type="text"/>	19 <input type="text"/>
6	<input type="text" value="100.00"/>	13 <input type="text"/>	20 <input type="text"/>
7	<input type="text" value="100.00"/>	14 <input type="text"/>	21 <input type="text"/>
<b>I. Total Tax Required to Be Withheld for first month of the quarter</b>			<b>I. * 700.00</b>

- The total tax withheld for the quarter is displayed in section IV, below tax withheld for the third month of the quarter

III. Tax Withheld Third Month of Quarter			
1	<input type="text" value="100.00"/>	8 <input type="text"/>	15 <input type="text"/>
2	<input type="text"/>	9 <input type="text"/>	16 <input type="text"/>
3	<input type="text"/>	10 <input type="text"/>	17 <input type="text"/>
4	<input type="text"/>	11 <input type="text"/>	18 <input type="text"/>
5	<input type="text"/>	12 <input type="text"/>	19 <input type="text"/>
6	<input type="text"/>	13 <input type="text"/>	20 <input type="text"/>
7	<input type="text"/>	14 <input type="text"/>	21 <input type="text"/>
<b>III. Total Tax Required to Be Withheld for third month of the quarter</b>			<b>III. * 100.00</b>
<b>IV. Total for Quarter</b>			<b>IV. * 800.00</b>

- After you've entered the tax withheld for the relevant months in the quarter, the total tax required to be withheld will be displayed. Enter any payments made for the quarter. The form will automatically calculate underpayments and overpayments.

Displays total tax required to be withheld →

Enter total payments made for the quarter →

<p><b>1. Total tax required to be withheld *</b></p> <p>800.00</p> <p>(From Line IV at bottom of this form)</p> <p><b>2. Total payments to North Carolina for quarter *</b></p> <p>250.00</p> <p><b>3. If Line 1 is more than Line 2, subtract and enter underpayment *</b></p> <p>550.00</p> <p><b>4. If Line 1 is less than Line 2, subtract and enter overpayment *</b></p> <p>0.00</p> <p>The overpayment will be refunded</p>
--

- The final section contains your signature, date and phone number. This information is automatically transferred from the information you entered on the submitter information screen.

<p><b>Signature: *</b></p> <p>John Smith</p> <p>I certify that, to the best of my knowledge, this return is accurate and complete.</p> <p><b>Title: *</b></p> <p>Payroll Coordinator</p>	<p><b>Date: *</b></p> <p>12-11-2019</p> <p><b>Phone: *</b></p> <p>(111) 111-1111</p>
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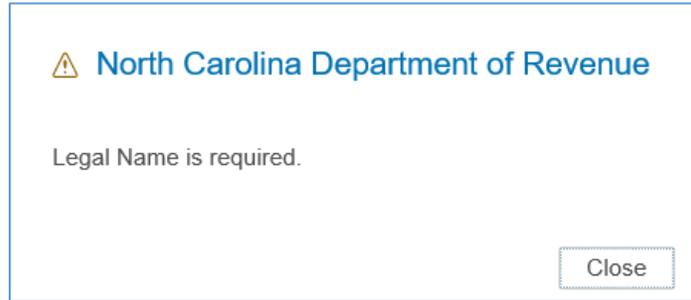
**Step 4:** Click **Done** to save the form and to return to the Submission screen. You can click on clear current form to clear all data.

Clear current form Previous Next Add Delete Done

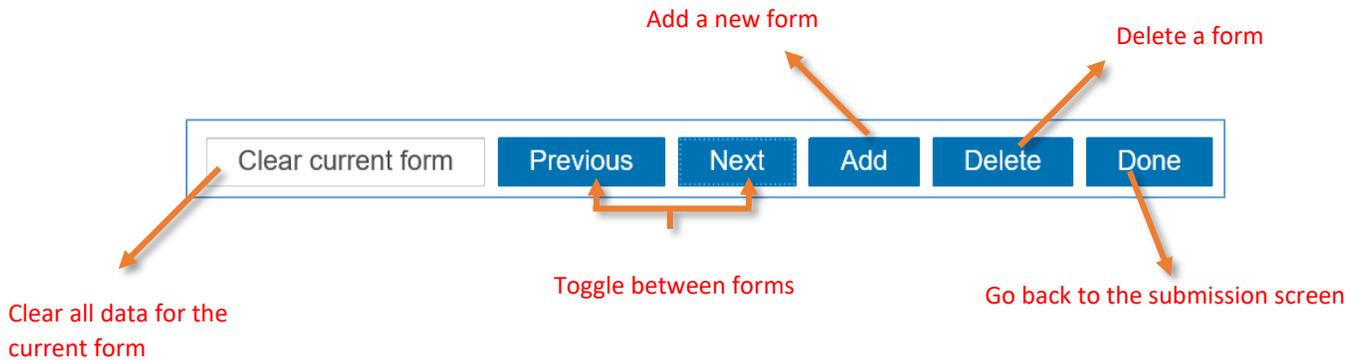
If all your information is is correctly entered, a confirmation box will appear:

✓ NC-5Q form saved.

If you leave a field blank, or enter incorrect information, an error box will appear:



**Step 5:** You can click **Add** to begin entering information for a new form, or click on **Back** to go back to the Submission screen. If you are adding multiple forms you can click on **Previous** or **Next** to view each form. If you want to completely remove a form, click **Delete**.



From the Submission screen you will see an overview of the forms you have added. Click on a business name to edit form information. Click on the plus (+) button to add another form. Click on the minus (-) button to remove a form.

▼ Manual Entry

If you want to manually enter forms click the button. After entering a form you may edit by clicking the business name or delete the form by clicking the button.

NC-5Q		Remove Form
<u>Company X</u>	Q1	
<u>Company Y</u>	Q2	

↑ Edit form information

↑ Add a new form

↑ Remove a form. This will delete all form data.

**Additional Resources:**

- [How to enter submitter information](#)
- [How to test file formats](#)
- [How to review and complete your submission](#)