Instructions For Handwritten Forms

Guidelines

- Do not use red ink. Use blue or black ink.
- Do not use dollar signs, commas, or other punctuation marks.

Before Sending

- Do not submit photocopies of returns. Submit originals only.
- Do not mix form types.

Printing

- Set page scaling to "none." The Auto-Rotate and Center checkbox should be unchecked.
- Do not select "print on both sides of paper."
Amended Annual Withholding Reconciliation

For Calendar Year

Account ID FEIN or SSN (No dashes)

Legal Name (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)

Street Address

City State Zip Code (5 Digits)

Signature: Date:

I certify that, to the best of my knowledge, this return is accurate and complete.

Title: Phone:

1. Total Annual Tax Withheld as Corrected (Attach only the corrected W-2, W-2C, or 1099 statements for verification) $ .00

2. Tax Withheld as Originally Reported or Previously Adjusted (Per original statements) $ .00

3. Refund Due (If Line 2 is more than Line 1, subtract and enter Refund Due) $ .00

4. Additional Tax Due (If Line 1 is more than Line 2, subtract and enter Tax Due) $ .00

5. Interest and Penalties $ .00

6. Total Amount Due (Add Lines 4 and 5) $ .00

Mail to: N.C. Department of Revenue, P.O. Box 25000, Raleigh, NC 27640-0630

Use blue or black ink to complete this form.
Do not cut this form or detach the bottom portion.
Submit this form in its entirety.

NC-3X
Web 1-19