

**March 17, 2025**

## **ANNUAL REQUEST FOR INFORMATION – OCCUPATIONAL LICENSING BOARD**

The Secretary of Revenue requests that you provide occupational licensing information in accordance with G.S. 105-251.2(a). **You must provide this information on or before July 1, 2025.** You are subject to **penalties** if you do not timely provide the required information or do not provide the information in the required format.

### **Required Reports**

The Report by Occupational Licensing Boards of their Licensees, NCIR-OL, consists of two parts: the NCIR-OL Report (to be completed within the Information Reporting Application online) and Occ\_Lic\_Board\_Data. You must file all parts of the report.

### **How to File**

You are required to file your report using the Information Reporting Application. The email and ShareFile filing options are no longer available. If the report is not complete or contains errors, the Secretary will not accept the report until it is complete, and you have corrected all errors. Report templates and instructions are located at <https://www.ncdor.gov/information-reporting>.

### **Information Reporting Application**

This service provides an easy and secure method to file your report electronically. You can test your report for errors prior to submitting and then upload the report using various formats. In addition, you will receive confirmation that your report was successfully submitted or detailed information about errors that prevent the report from being accepted. The Department strongly encourages you to test the report for errors prior to submission. Additional details about electronic filing are on the Department's website at <https://www.ncdor.gov/information-reporting>.

### **Penalty Information**

You are subject to the following penalties if you do not timely provide the required information or do not provide the information in the required format.

G.S. 105-236(a)(10)(c) imposes a penalty of fifty dollars (\$50) per day, up to a maximum penalty of one thousand dollars (\$1,000), if you do not file the report by the due date.

G.S. 105-236(a)(10)(c) imposes a penalty of two hundred dollars (\$200) if you do not file the report in the format prescribed by the Secretary, which includes errors in the report.

### **Filing Requirements**

You are required to file this report because you are an occupational licensing board. The Secretary of Revenue is authorized to seek information from you about your licensees every year. Under the law, you must give this information to the Secretary of Revenue in the requested format.

### **Additional Information**

You can find additional information, including step-by-step filing instructions, at <https://www.ncdor.gov/information-reporting>. If you have additional questions, contact the Department at [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov).