

May 12, 2023

## 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 October 2, 2023.** 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: Occ\_Lic\_Board\_Submitter and Occ\_Lic\_Board\_Data. You must file all parts of the report.

### How to File

This year, you have several options to file the report. 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>.

- **\*New\* Information Reporting Application Available Summer 2023**

This new service provides an easy and secure method to file your report electronically. You will be able to 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 file the annual report using this option and to test the report for errors prior to submission. Additional details about this electronic filing method will be available on the Department's website soon. Important: Beginning in 2024, you will be required to file the annual report using the Information Reporting Application.

- **Email or ShareFile**

You may file your report by email or ShareFile. To file by email or ShareFile, your report must be in the correct format and you must send all parts of the report. To file by email, email your report to [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov). To file by ShareFile, email the Department at [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov) to request ShareFile access.

### 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. 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 instructions, at <https://www.ncdor.gov/information-reporting>. If you have additional questions, contact the Department at [InfoReporting@ncdor.gov](mailto:InfoReporting@ncdor.gov).