

Submission Review and Submission Completed – Step by Step Guide

Submission Review

This section walks you through reviewing a submission in the eNC3 and Information Reporting application. On the Submission Review screen, you can review the files and form packages you uploaded. **This is your last chance to go back and edit any information.**

- [Watch a video tutorial](#)

Step 1. Review your submitter information, files, and/or form packages. If any information is incorrect or missing, you can click “Back” to return to the Submissions screen and edit any of your information.

The Submission Review screen is divided into two sections:

- The first section (shown in the graphic below) is the submitter information:

Submission Review for 2018	
Your submission has not yet been sent. Please review the information is correct before submitting.	
<p>Note: If uploading files, submission may take a few minutes. Please do not close the page while submitting.</p> <p>Trouble with this page? Click here for help.</p> <p><input type="checkbox"/> I certify that, to the best of my knowledge, the return and/or payment information is accurate and complete.</p>	
Submitter Name:	Jane Smith
Submitter Company Name:	NCDOR
Submitter Company Address:	501 N. Wilmington Street Raleigh NC 27604
Submitter Title:	NC3-Data Entry
Submitter Phone Number:	(919) 754-1802
Submitter Email Address:	NC-3@ncdor.gov
Tax Year:	2018

For **New Submission** and **Amended Submission**, you will see the files you uploaded or form packages you entered below the submitter information. The Uploaded Files section shows any files you added using the File Upload option. If you didn't use this option, this section will not be displayed.

The screenshot shows the 'Uploaded Files (1):' section. It contains a list of files. Annotations with orange arrows point to specific parts: 'Total number of files uploaded' points to '(1)' in 'Uploaded Files (1)'; 'Number of files uploaded for the form type' points to '(1)' in '1099 (1)'; 'Form name' points to '1099'; and 'File size and name' points to '1099G_19.txt (3 KB)'.

Uploaded Files (1):

- 1099 (1)
 - 1099G_19.txt (3 KB)

- The Packages section shows any form packages you added. The number of form packages added will be in parentheses next to the title “Packages.” Each form package shows the following:
 - The form package title
 - The form(s) you added (NC-3, W-2, etc.). If you added more than one of a form, the number will be in parentheses next to the form name.
 - A summary of the information reported on the form
 - The payment information, **if applicable**
 - Bank account type
 - Bank routing number
 - Bank account number
 - Payment amount

The screenshot shows the 'Packages (1):' section. It contains a list of packages. Annotations with orange arrows point to specific parts: 'Form title' points to 'Company 1'; 'Form packages added' points to '(1)' in 'Packages (1)'; 'Form package title' points to 'NC-3'; and 'Form information' points to the summary of information reported on the form.

Packages (1):

- Company 1
 - NC-3
 - Tax Withheld per W-2 Statements: \$400.00
 - Tax Withheld per 1099 Statements: \$100.00
 - Payment
 - Bank Account Type: Business/Corporate Checking
 - Bank Routing Number: 123456789
 - Bank Account Number: 1234567801234567
 - Payment Amount: \$500.00

For a **Payment Only submission**, you will see the following payment information below the submitter information.

- Withholding account ID
- Social Security Number or Federal Employer Identification Number
- Bank account type (personal checking or savings, business/corporate checking or savings)
- Bank routing number
- Bank account number
- Payment amount (this is the amount you are paying)

Withholding Account ID:	123456789
SSN or FEIN:	123456789
Bank Account Type:	Business/Corporate Checking
Bank Routing Number:	123456789
Bank Account Number:	12345678901234567
Payment Amount:	\$500.00

Step 2. Check the box at the top of the page to certify that your information is accurate and complete. When you're ready to submit, click Submit to continue to the Submission Completed screen.

Submission Review for 2018

Your submission has not yet been sent. Please review the information is correct before submitting.

Note: If uploading files, submission may take a few minutes. Please do not close the page while submitting.

Trouble with this page? Click [here](#) for help.

☐ I certify that, to the best of my knowledge, the return and/or payment information is accurate and complete.

Submitter Name:	Jane Smith
Submitter Company Name:	NCDOR
Submitter Company Address:	501 N. Wilmington Street Raleigh NC 27604
Submitter Title:	NC3-Data Entry
Submitter Phone Number:	(919) 754-1802
Submitter Email Address:	NC-3@ncdor.gov
Tax Year:	2018

Uploaded Files (1):

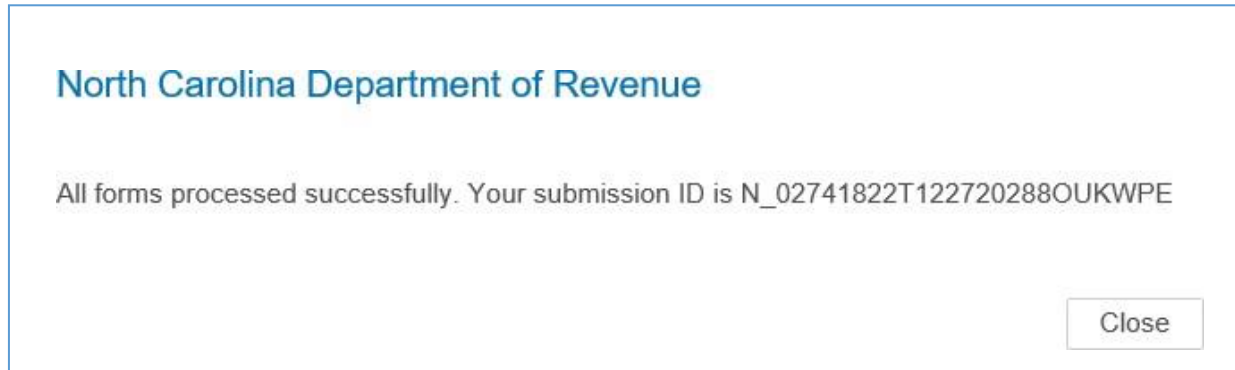
- 1099 (1)
 - 1099G_19.txt (3 KB)

Packages (1):

- Company 1
 - W-2 (1)
 - Total state withholding: \$600.00

BackSubmit

Step 3. After you click Submit on the Submission Review screen, you'll receive a submission ID and a notification that your forms were processed successfully. Click Close to continue.



Resources:

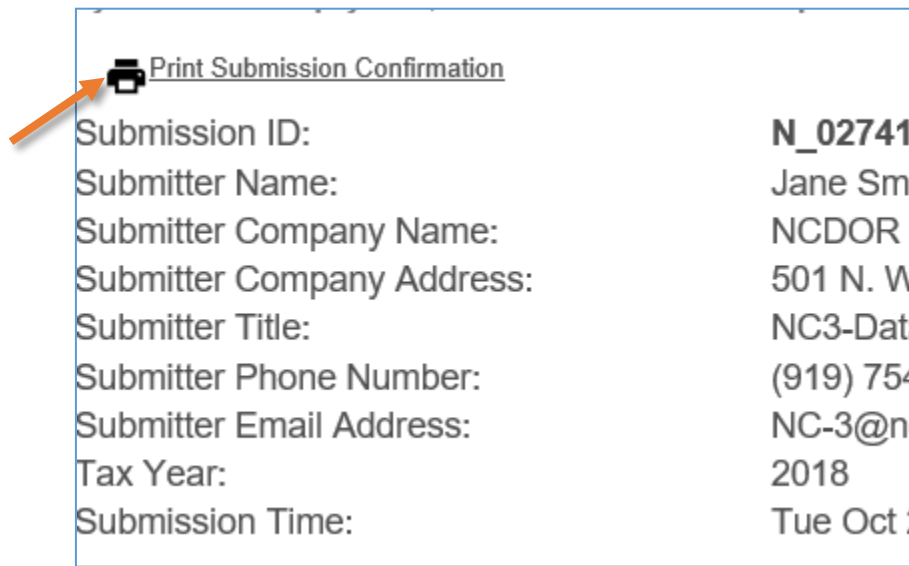
- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)

Submission Completed

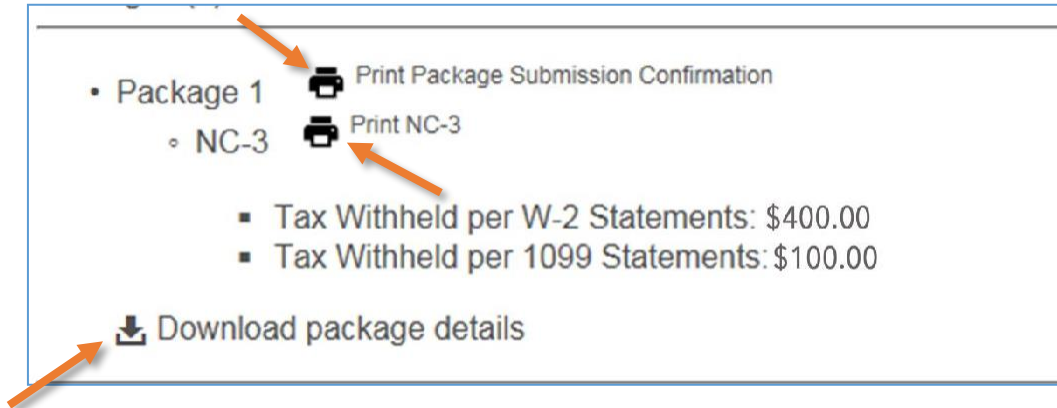
This section walks you through completing a submission in the eNC3 application. On the Submission Completed screen, you can print the form packages and files or payment information and return to the NCDOR homepage or begin another submission.

- [Watch a video tutorial](#)

Step 1. You must click the printer icon above the submission information to print your submission confirmation, as an email will not be sent.



Click the printer icon next to each form package title to print each form package's submission confirmation individually. You also have the option to download package details. To do this, click on the download icon.



Step 2. Click Begin Another Submission to return to the eNC3 application homepage and complete another submission. Click Done – Return to DOR Home Page to finish and return to the NCDOR website.



Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)