

## Steps in the eNC3 Test File and Product Review Process

1. Retrieve the eNC3 Registration Form and complete in its entirety.
2. Submit the completed registration form to [eNC3@ncdor.gov](mailto:eNC3@ncdor.gov). A registration form is required for each individual product.
  - In the subject line of the email, please include the following details:
    - Product Name
    - eNC3 Product Registration Form
    - Example: PayLync – eNC3 Product Registration Form
3. The Electronic Software Provider Validation & Support (eSPVS) Staff will reply to the email to acknowledge receipt of the form and inform the software or payroll service provider if they can proceed in the review process.
  - If the form is not completed in its entirety, the eSPVS Staff will work with the software or payroll service provider until all required information is provided.
4. The software or payroll service provider will review the Test Scenarios listed on the next page which are required for the product review process.
5. Create the required text (.txt) file(s) based on the files that your software product supports.
  - If your product does not support all of the test scenarios, please indicate which scenario will not be submitted for approval.
6. Test the .txt file(s) thru the eNC3 & Information Reporting Application by clicking the “Test 2023 FileFormats” button.
7. After successfully testing your file format and receiving the “All Forms Formatted Correctly” message, submit the following:
  - A screenshot of the message
    - Include the scenario number for each message
  - A copy of the .txt file that was used to test the file format
  - Send both the screenshots and .txt files to the [eNC3@ncdor.gov](mailto:eNC3@ncdor.gov) email account
  - In the subject line of the email, include the following details:
    - Product Name
    - File Format Review
    - Date
    - Example: PayLync – File Format Review 11/15/2023
  - Include Scenario Number and file format type (i.e. W2, 1099, NC3) in the filename.
    - Example: S1\_W2\_11152023.txt
8. Within 1-2 business days of the email date, the eSPVS Staff will review the file and provide a final sign-off via email notifying the software or payroll service provider that the file format passed NCDOR validation checks.
  - If errors exist based on NCDOR’s review, the eSPVS Staff will contact the software or payroll service provider about the errors. A corrected file must be resubmitted to ensure the file passes NCDOR validation checks.

9. After the file(s) pass the validation checks and the eSPVS Staff receives confirmation of a successful submission, the eSPVS Staff will send an email to the software or payroll service provider. The email confirms that testing has been completed and requests information for publishing the software product as an approved eNC3 product on the Department's website.

## eNC3 Test Scenarios

Below are the test scenarios for eNC3 approvals. If you do not support a form(s) included in the scenarios, please denote which scenario(s) and form(s) will not be submitted and explain why.

### Scenario 1 – W-2

Create a .txt file with the following conditions:

- Contains all three required record types: RE, RW, and RS Records
- State Wages equal \$70,000.07

### Scenario 2 – NC-3

Create a .txt file with the following conditions:

- Enter an amount for Tax Withheld as Reported on W-2 Statements
- NC-3 has an overpayment

### Scenario 3 – NC-3

Create a .txt file with the following conditions:

- Enter an amount for Tax Withheld as Reported on W-2 Statements
- Enter an amount for Tax Withheld as Reported on 1099 Statements
- NC-3 has an amount due
- Business closed on 09/30/2023

### Scenario 4 – 1099

Create a .txt files with the following conditions:

- Include a 1099-NEC, 1099-MISC, 1099-R, & 1099-INT

### Scenario 5 – Multiple Amended Forms (NC- 3X, W-2C & 1099)

Create a .txt files with the following conditions:

- Include an amended NC-3X with a W-2C file and a corrected 1099-MISC