eNC5Q Submission Review and Submission Completed – Step by Step Guide

Submission Review

This section walks you through reviewing a submission in the eNC5Q 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.**

Step 1. Review your submitter information, files uploaded, and forms added. 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:

You will see the files you uploaded or forms you manually 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 forms section shows any forms you added, in addition to the amount of tax required to be withheld, total payments for the quarter, and balance information.

- Company X
    - NC-5Q for 2019Q1
        - Tax Required to be withheld: $800.00
        - Total payments to North Carolina for quarter: $250.00
        - Underpayment: $550.00

- Company Y
    - NC-5Q for 2019Q2
        - Tax Required to be withheld: $300.00
        - Total payments to North Carolina for quarter: $300.00
        - In Balance

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.

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 information is accurate and complete.

Submit

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.

North Carolina Department of Revenue

All forms processed successfully. Your submission ID is N_50937211T103149835YURCEH

Close

Submission Completed

This section walks you through completing a submission in the eNC5Q application. On the Submission Completed screen, you can print the form, file, or payment information and return to the NCDOR homepage or begin another submission.
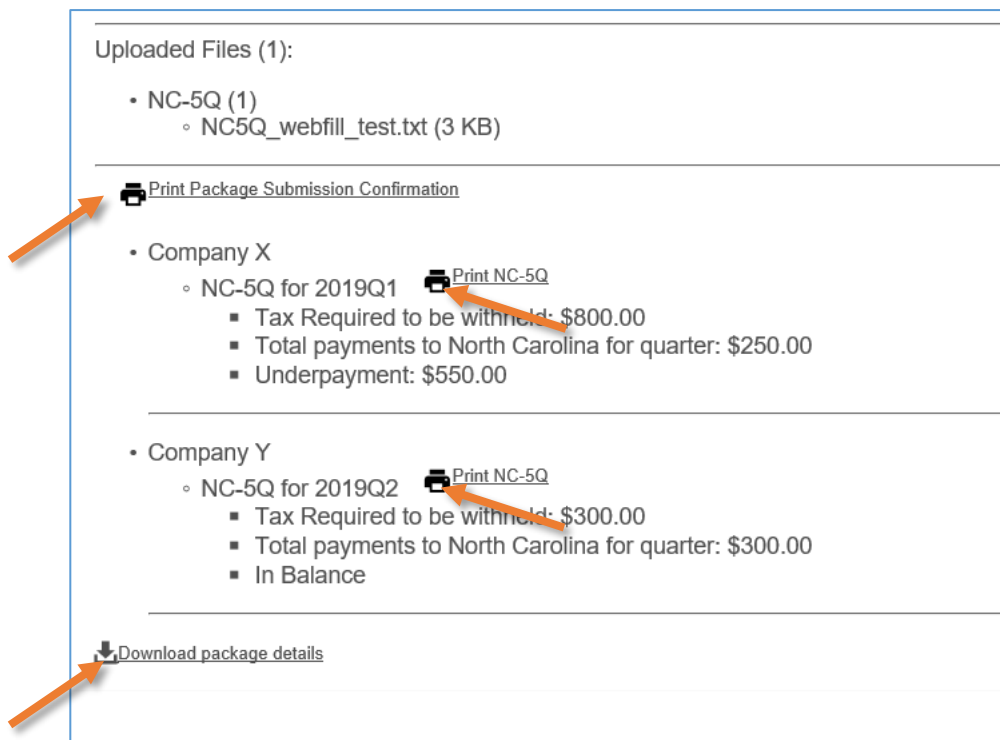
Step 1. You must click the printer icon above the submission information to print your submission confirmation, as an email will not be sent.

🖨 Print Submission Confirmation

Submission ID:	**N_50937211T103149835YURCEH**
Submitter Name:	John Smith
Submitter Company Name:	NCDOR
Submitter Company Address:	501 N. Wilmington Street Raleigh NC 27604
Submitter Title:	Payroll Coordinator
Submitter Phone Number:	(111) 111-1111
Submitter Email Address:	johnsmith@companyx.com
Tax Year:	2019
Submission Time:	Wed Dec 11 2019 10:31:49 EST

Click on **Print Package Submission Confirmation** to print the confirmation for all forms. Click the printer icon next to each form to print each form submission confirmation individually. You also have the option to download this information. To do this, click on the download icon.

Uploaded Files (1):

- NC-5Q (1)
  - NC5Q_webfill_test.txt (3 KB)

🖨 Print Package Submission Confirmation

- Company X
  - NC-5Q for 2019Q1 🖨 Print NC-5Q
    - Tax Required to be withheld: $800.00
    - Total payments to North Carolina for quarter: $250.00
    - Underpayment: $550.00

- Company Y
  - NC-5Q for 2019Q2 🖨 Print NC-5Q
    - Tax Required to be withheld: $300.00
    - Total payments to North Carolina for quarter: $300.00
    - In Balance

⬇ Download package details

Step 2. Click **Begin Another Submission** to return to the eNC5Q Application homepage and complete another submission. Click **Done – Return to DOR Home Page** to finish and return to the NCDOR website.

Additional Resources:

- How to enter submitter information
- How to test file formats
- How to make a file upload or manual entry submission