Payment Only Step-by-Step Guide

This section walks you through entering payment information for a payment only submission in the eNC3 and Information Reporting application.

- [Watch a video tutorial](#)

You can submit a payment only submission if you have already filed an NC-3 and still need to make a payment. Click on New Payment Only Submission to begin.

Test File Formats	New Submission	New Amended Submission	New Payment Only Submission

Step 1. Enter all required [Submitter Information](#). Select the tax year and enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.

- If you don't complete a required field or enter invalid information, the field will be highlighted in red.

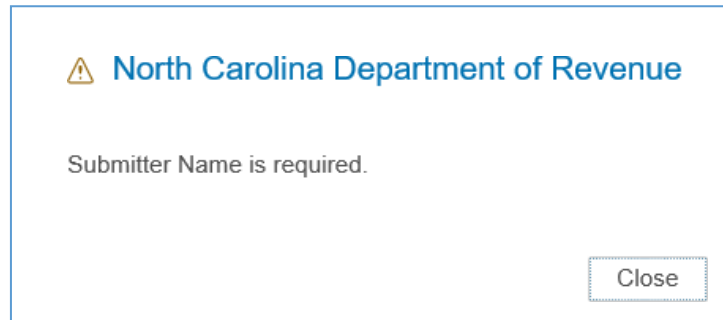**Submitter Information**

Submitter Name *

Submitter Company Name *

☐ Address outside United States?

Submitter Company Street Address *

Submitter Company City *

If you leave a field empty or enter an invalid phone number or email address, an error message will appear:


⚠ **North Carolina Department of Revenue**

Submitter Name is required.

Close

Step 2. Enter all required payment information. Fields with a red asterisk are required. Use the name, address, withholding account ID, and SSN or FEIN of the taxpayer account for which the payment is being submitted.

Payment for 2018

Withholding Account ID *

SSN or FEIN *

Bank Account Type *

Select an item ▼

Bank Routing Number *

Bank Account Number *

Verify Account Number *

- If you don't complete a required field or enter invalid information, the field will be highlighted in red.

Company Name *

|

Required field   utside United Sta
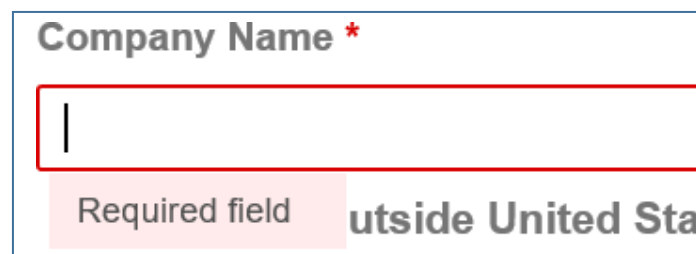
If you leave a field empty or enter an invalid bank or routing number an error message will appear:
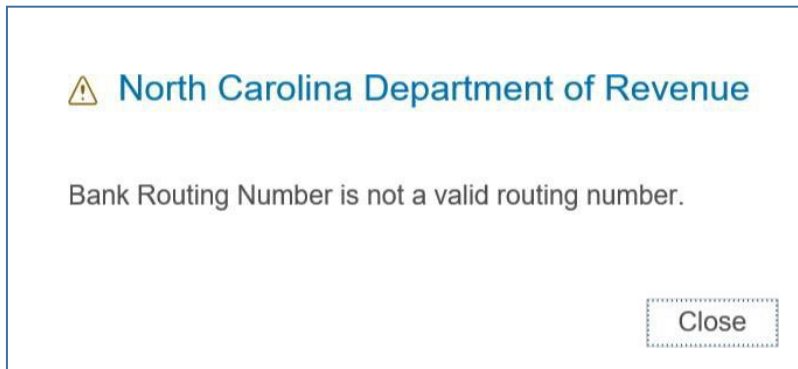
Step 2. Once you've entered all the required information, click Next to continue to the Submission Review screen.

Resources:
- Watch our other eNC3 videos
- Review the eNC3 FAQs

Need Additional Assistance?

For **Technical Assistance** call 1-877-308-9103 or email to eNC3@ncdor.gov. Emails should include a descriptive title in the subject line, including the Submission ID if your inquiry is related to a specific submission. Allow 3 to 5 business days for a response to your email.