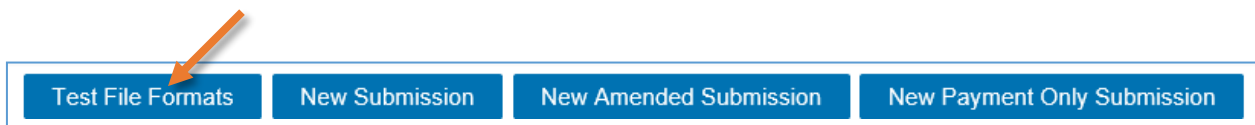


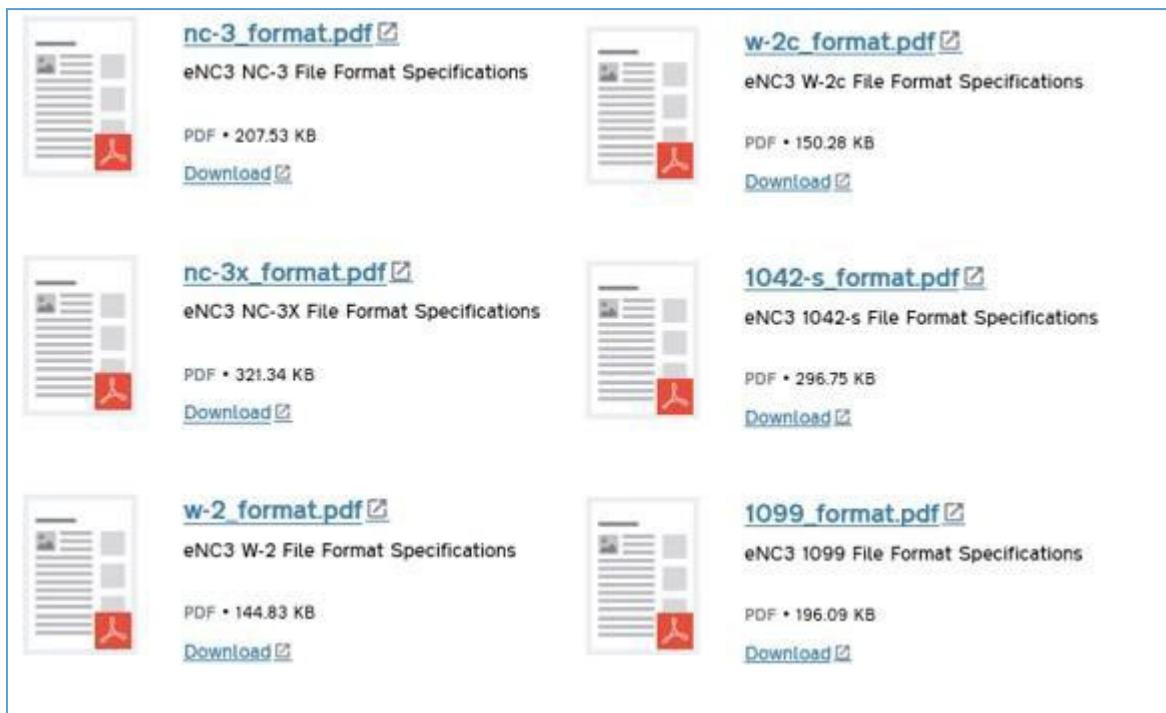
## Test File Formats—Step by Step Guide

This section walks you through testing file formats for a file upload submission in the eNC3 and Information Reporting application.

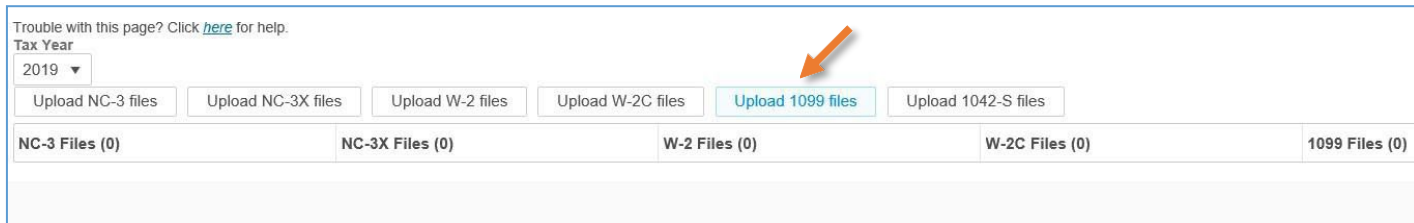
You can test file formats for a current or prior year by clicking on Test Files in the eNC3 and Information Reporting Application.



**Step 1:** Create a text (.txt) file using the [file formats on the NCDOR website](#).

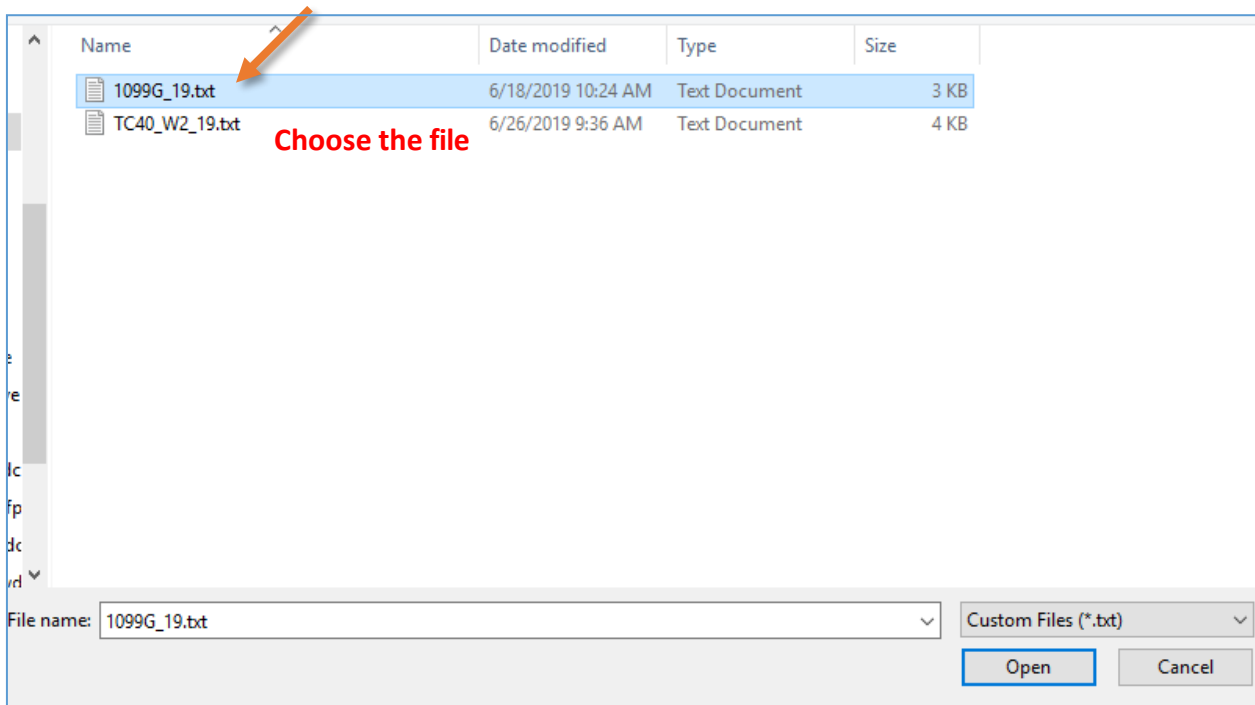


**Step 2.** On the **Test Files** screen, select the button that corresponds with the file you want to upload. The example below is for a 1099 file.




**Step 3.** A new window will pop up. Choose the file you want to upload. Click **Open** to add the file. The files you add will appear in a table below the upload buttons. Keep in mind:

- All files must be .txt files
- There are no file size limitations for the eNC3 application, but your browser may have a 2 GB limitation



Click to open


Use the minus (-) button next to the text file to delete a file. A confirmation box will appear, select **Yes** if you want to remove the file, or **No** to keep the file.

1099 Files (1)	
1099G_19.txt	

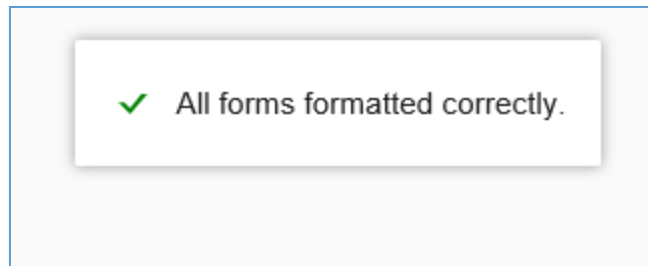
**North Carolina Department of Revenue**

Are you sure you want to remove 1099G\_19.txt?

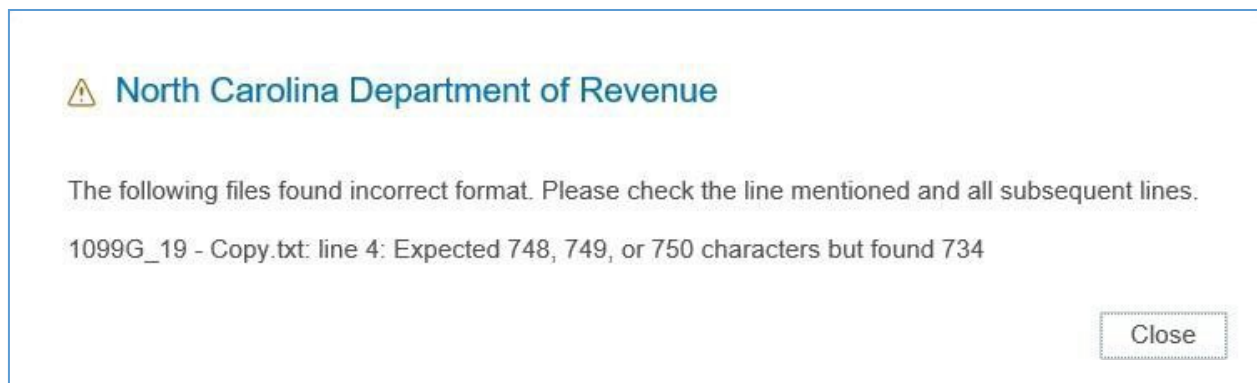
**Step 4.** Click **Test Files** to test the file(s) you uploaded.

1099 Files (1)	1042-S Files (0)
1099G_19.txt 	

**Step 5.** If there are no errors with your file, a popup box will confirm that all your file(s) are formatted correctly.



If there is an error, you will receive a message explaining the error in your files. Error messages look like this:



If there is an error with your file you can:

- Determine where the error occurred by reviewing the error message and correct your file accordingly
- If you used software to create the file, contact the software provider
- If you are unable to resolve the issue, you can opt to manually enter form information

Use the same steps to test NC-3X, W-2, W-2C, 1099, and 1042-S files. Use the **Back** button to return to the home page when you finish. Keep in mind that the Test Files screen is only used to test your files, not upload files. Use the **New Submission** button to upload and submit files.

**Resources:**

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

**Need Additional Assistance?**

For **Technical Assistance** call 1-877-308-9103 or email to [eNC3@ncdor.gov](mailto: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.