

## 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 eFile 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 eFile 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. Submit the .txt file(s) thru the eNC3 application by clicking the “Test 2021 File Formats” button.
7. After successfully testing your file format and receiving the “All Forms Formatted Correctly” message, submit the following:
  - A screen shot 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 screen shots and .txt files to the [eNC3@ncdor.gov](mailto:eNC3@ncdor.gov) email account
  - In the subject line of the email, please include the following details:
    - Product Name
    - File Format Review
    - Date
    - Example: PayLync – File Format Review 11/15/21
  - Include scenario number and file format type (i.e. W2, 1099, NC3) in the filename.
    - Example: S1\_W211152021.txt
8. Within 1-2 business days of the date indicated in the Subject Line, the eFile 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 eFile 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 eFile Staff receives confirmation of a successful submission, the eFile 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 authorized 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 form(s) and/or scenario(s) that will not be submitted.

### **Scenario 1 – W-2**

Create a .txt file to ensure the required NCDOR records are included in your file:

- RE Record
- RW Record
- RS Record

### **Scenario 2 – NC-3**

Create a .txt file with the following conditions:

- Business closed on 09/30/2021
- 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

### **Scenario 4 – 1099**

Create a .txt file with the following conditions:

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

### **Scenario 5 – Compensation 1099 Forms**

Create a .txt file with the following conditions:

- Include a NC-1099M & 1099NEC

### **Scenario 6 – Multiple Amended Forms (NC- 3X, W-2c & 1099)**

Create a .txt file with the following conditions:

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