eNC3 Product Review Process

1. Retrieve the eNC3 Registration Form and complete in its entirety.

2. Submit the completed registration form with logo attached to eNC3@ncdor.gov. A registration form is required for each individual product.
   - In the subject line of the email, please include the following details:
       o eNC3 Product Testing, Company Name, and Product Name
       o Example: eNC3 Product Testing – Tax World – Taxes-R-Us

3. The Electronic Software Provider Validation & Support (eSPVS) Staff will reply to the email acknowledging 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 or logo is not attached, 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 following page which are required for approval from the product review process.

5. Create the required test files based on those that your product supports.
   - If your product does not support all the test scenarios, please indicate which scenarios will not be submitted for approval and the reason for their exclusion on the registration form under *Software Limitations*.
   - Do Not use Personal Identifying Information (PII) or Federal Taxable Income (FTI) information in your test files. All test data should be dummy (fake) information that cannot be associated with a valid taxpayer account.

6. Test files through the eNC3 & Information Reporting Application by clicking the "Test 2024 File Formats" button.

7. After successfully testing the file formats of your test files and receiving the "All Forms Formatted Correctly" message, submit the following:
   - A screenshot of the message
       o Include the scenario number for each message – should be part of the filename
   - A copy of the test file that was used to test the file format – currently all test files should be fixed-field text files with a txt extension (.txt).
   - Send both the screenshots and test files to eNC3@ncdor.gov
   - In the subject line of the email, include the following details:
       o eNC3 Product Testing, Company Name, and Product Name
           ▪ Example: eNC3 Product Testing – Tax World – Taxes-R-Us

       o Include Scenario Number and file format type (i.e. W2, 1099, NC3) in the filename.
           ▪ Example: S1_W2_20241130.txt

- Within 3-5 business days of the email receipt date, the eSPVS Staff will evaluate the product review submission and provide an email response with the testing results.
- If errors exist, the eSPVS Staff will email the software or payroll service provider about the errors. Corrected files must be resubmitted and reevaluated by the eSPVS Staff to ensure the test files pass NCDOR validation checks.
- If no errors exist, the eSPVS Staff will provide an approval via email notifying the software or payroll service provider that the test files passed NCDOR validation checks.

eNC3 File Testing Scenarios

Below are the testing scenarios for the eNC3 product review. If you do not support forms included in the scenarios, please note in the test file submission email which scenarios and forms will not be submitted and provide a reason for the exclusion.

Scenario 1 – W-2

Create a text (.txt) file with the following conditions:
- State Wages equal $70,000.07

Scenario 2 – NC-3

Create a text (.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
- Business closed on 09/30/2024

Scenario 3 – 1099

Create a text (.txt) files with the following conditions:

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

Scenario 4 – Multiple Amended Forms (NC- 3X, W-2C & 1099)

Create a text (.txt) files with the following conditions:

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