



eNC5Q Product Testing Registration Form

Company FEIN / SSN	Website Address / URL	
Company Name		
Address		
City	State	ZIP Code
Primary Business Contact Name		Daytime Phone
Primary Business Contact Email Address		
Primary Software Developer Contact Name		Daytime Phone
Primary Software Developer Contact Email Address		
Primary Production Support Contact Name		Daytime Phone
Primary Production Support Contact Email Address		

User Role (Check the box below that applies)

- Software Developer
 Payroll Service Provider
 Other – Indicate Role:

Tax Type	Type of Software Product				
	Consumer		Paid Preparer		Internal Software Use
	Web	Desktop	Web	Desktop	Developed for Internal Use Only
Withholding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supported Web Upload Forms - (Check all that apply)

Withholding Tax Forms (eNC5Q)

NC-5Q – Quarterly Income Withholding (*semi-weekly filers only*)

Software Limitations

List below any software limitations to the forms indicated as supported in the previous **Supported Web Upload Forms** section. If there are additional limitations after completing the registration, provide them prior to testing.

Approved eNC5Q Software Products List

For the approved product listing(s) on our [website](#) provide the information below. **Reminder:** this information will only be used upon the successful completion of NCDOR’s review of your annual eNC5Q testing submission(s). **Software Logo should be attached to the email with this registration form.** The website/URL listed at the top of this form will also be included in the product listing.

Product Name to be Listed on Website	Software Sales or Contact Name
Software Sales Email	Software Sales Phone

Do **NOT** list our company or product on the NCDOR website as eNC5Q approved.

Software Product Standards, Requirements, & State Specific Questions

File Format Standards

- Only fixed-field text (.txt) files will be accepted; no other file format will be accepted. Some examples of unacceptable formats include comma-separated values (.csv), portable document format (.pdf), Microsoft Word (.doc), and Microsoft Excel (.xls).
- File names must not include special characters with the following exceptions: dash and underscore. File names that contain restricted special characters will produce errors.
- Follow the defined [NCDOR file format specifications](#) to ensure proper formatting and file layout structure.

Web Upload Requirements

As an authorized representative, I agree on behalf of our company that we will comply with NCDOR's web upload file format standards and all the requirements listed below.

Issue Notification and Resolution Requirements

This section represents the North Carolina Department of Revenue issue and notification resolution standards. Contact the Electronic Software Provider Validation & Support (eSPVS) Unit via email at eNC3@ncdor.gov for eNC5Q related errors and/or issues.

1. If computation errors exist within the software or if production errors occur, notify NCDOR and customers within three (3) business days of discovery of the error/issue.
 - a. Provide the NCDOR with a corrective action plan within 2-3 business days after discovery of the error/issue that provides the following details:
 - i. Date when the error and/or issue was initially identified
 - ii. Date the error/issue will be corrected
 - iii. Date when the update will be released
 - iv. Date when update was communicated to customer
 - v. Provide a copy of the customer communication
 - b. Developers will have 10 business days from the date of contact to correct the issue and resubmit an eFile submission to validate the correction.
 - c. Failure to comply with any correction of computation errors or other variable data errors will result in the loss of software approval and removal from NCDOR's website.
 - d. Regression test software updates, code fixes and error corrections to ensure the fix did not impact any other fields on either the electronic or paper return.

Production Text File Submission requirements

All text files generated from this software must be electronically submitted from the initially approved software or a subsequent product update.

1. The text files must fully comply and meet the standards set forth in the NCDOR File Layout Specifications. If not, the text files will be rejected.
2. NCDOR does not endorse any software products. Therefore, refrain from promoting and/or advertising software as endorsed by NCDOR.
3. Authorizes NCDOR to include your entity's name in various public information material designed to inform tax practitioners and the public about software developers who have agreed, complied or failed to comply with NCDOR guidelines and NCDOR File Layout Specifications.

Signature

I acknowledge that all test data submitted during the review process is created in and originates from the actual software.

As the representative of the above named company, I agree, on behalf of the company, to comply with all requirements listed above. Furthermore, by signing this agreement, my company is agreeing to all of the requirements listed above. The North Carolina Department of Revenue reserves the right to remove software product listings from our website and thereby refuse to accept any additional returns or forms from a company that does not adhere to the above stated requirements.

As an approved North Carolina Department of Revenue provider, I agree to provide true, accurate, current, and complete information about my company. I understand that if I provide any information that is untrue, inaccurate, obsolete, or incomplete, the North Carolina Department of Revenue has the right to deny or suspend the acceptance of the electronic submissions.

Authorized Representative Printed Name	Email Address	
Authorized Representative Signature	Date	Daytime Phone