eNC5Q Test File Requirements and Approval Process

File Data Requirements

- All files must be in .txt format
- Test SSNs, FEIN/EINs cannot be all 6's or 9's
- DO NOT USE Personal Identifying Information (PII) or Federal Taxable Income (FTI) information in your text files. All test data must be dummy (fake) information that cannot be associated with a valid taxpayer account.

eNC5Q Registration Form

- Please include the primary company contacts for the categories listed on the registration form:
    - o Business Contact – person(s) responsible for the overall management of the software product.
    - o Software Developer Contact – person(s) responsible for the development work and testing of the software product.
    - o Production Support Contact – person(s) responsible for addressing and resolving any processing issues that are identified with a software product.

    NOTE: If additional space is needed for other contacts, please attach the list of names with the registration form.

Test File Format Review and Approval Process

The steps below outline the testing and approval process for supporting the NC-5Q form.

1. Complete the eNC5Q Registration form in its entirety.
   NOTE: Completion of this product testing process is only required if the Software Provider wants to be listed on the NCDOR Approved eNC5Q Software Products list.

2. Submit the completed registration form to eNC3@ncdor.gov. A registration form is required for each individual product.

    a. In the subject line of the email, please include the following:
        i. Product Name
        ii. eNC5Q Annual Product Review
        iii. Example: On Time Payroll – eNC5Q Annual Product Review

3. The Electronic Software Provider Validation & Support (eSPVS) Unit will acknowledge receipt of the registration form via email and will notify the Software Developer (SD) or Payroll Service Provider (PSP) when they can begin the file format testing process.

    a. If the registration form is not completed in its entirety, the eSPVS Unit will notify the SD/PSP of the missing information that is required.
    b. The SD/PSP must provide all of the required information before the file format review process can begin.

4. The SD/PSP will receive the test scenarios that are required for approval.

5. The SD/PSP will create the required .txt file(s) for product approval.

6. The SD/PSP will access the eNC5Q application to test the required test case scenarios.

7. Test the .txt files by clicking the "Test File Formats" button via the eNC5Q application.

8. After successfully testing the .txt file and the "All Forms Formatted Correctly" message is received, the SD/PSP will send a screen print of the message and the text file(s) that were used to test the required scenarios to eNC3@ncdor.gov.

    a. In the subject line of the email, please include the following details:
        i. Product Name
        ii. File Format Review
        iii. Example: On Time Payroll – File Format Review
    b. For testing purposes, name each .txt file separately by including the
        i. Scenario number
        ii. File format type
        iii. Date of .txt file submitted for review *(ddmmyy)*
            Examples: S1_NC5Q_021323.txt or S2_NC5Q_021323.txt

    NOTE: File name is limited to: alphanumeric characters (a-z, A-Z, 0-9), space, dash, and underscore. No other special characters are allowed.

9. The eSPVS Unit will review the test file(s) and provide a response via email to the SD/PSP stating if the file(s) passed NCDOR's validation requirements.

    a. An email response will be provided to the SD/PSP within 3-5 business days from the receipt date of the .txt file(s) that were submitted for validation.
    b. If errors exist based on NCDOR's review, the eSPVS Unit will contact the SD/PSP to inform them of the error. The SD/PSP will be required to submit a corrected file(s) to ensure the .txt file(s) will pass NCDOR's validation requirements.

10. After the file(s) pass the validation requirements and are successfully processed, the eSPVS Unit will send an email to inform the SD/PSP that that they have been approved for submitting NC-5Q forms to the Department electronically.
    a. We will validate product details for posting on the Department's website were provided with the registration form.
        i. After the product details are received, the Department will add the software product details and the information will be published to the website.
        ii. Please allow at least 5-10 business days for the information to be published on the website.
        iii. Any requests for modifications to the product details listed on Department's website must be submitted via email.

eNC5Q Test Scenarios

Scenario 1 - NC-5Q 3rd Quarter 2024 Filing with overpayment of $50.50

Scenario 2 - NC-5Q 4th Quarter 2024 Filing with underpayment

Scenario 3 - NC-5Q 1st Quarter 2025 Filing with no underpayment or overpayment

For additional assistance, please contact the eSPVS Unit at:

Email: eNC3@ncdor.gov

Phone: 1-877-308-9103. Select options 3, 1, and 2.