

NC-3M (PS)- Annual Withholding Reconciliation (Edition Date: 8-26-02)

NOTE: Form did not change. Update scan line. Specs have been added.

Special Requirements:

Two versions of this form exist. The first version, reproduced by software developers, uses a full-size one-page return. The second version, for use by payroll services only, uses a front and back coupon form requiring a scan line.

Requirements:

Barcode

The barcode for the Payroll Service version will be 30101xx005 on the front & 30102xx005 on the reverse. Replace (xx) with your two-digit Software Developer Identification Number.

Placement of barcode on front: Align between Row 61, Column 41 - 65 and Row 63, Column 41 - 65. Print the number above the barcode.

Scan Line

The payroll service version requires a scan line.

Size

The payroll service version is a coupon-size (8.5" x 3.5") document.

Mailing Address

Surround the address with a .25" clearance to ensure it does not collide with other information on the form. Begin the address .5" from the left side of the form and print the address .25" below the last line under the "Account ID" and "Tax Year" section.

Placement of Variable Data

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
51	Account ID	6	9	14	Numeric; No dashes Print number consecutively
51	Year	20	4	23	Numeric; YYYY
51	File By	29	12	40	Alphanumeric Ex. February 29
54	Line 13	70	11	80	Numeric
55	Address	6	35	40	Alphanumeric
55	Line 14a	70	11	80	Numeric

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
56	City	6	20	26	Alpha
56	State	29	2	30	Alpha
56	Zip Code	34	5	38	Numeric; 5 digit zip code
56	Line 14b	70	11	80	Numeric
58	Line 15	70	11	80	Numeric