



## Filing a Computer Printout of North Carolina Withholding Information

Employers and pension payers are required to provide North Carolina wage and tax information or 1099 information with the Employer's Annual Reconciliation (Form NC-3 or NC-3M) by February 28. Employers and pension payers who have **fewer than 250 individuals** for whom information must be reported may provide a computer printout of the information in lieu of providing each wage and tax statement or 1099 statement. The printout must show the following information: name of employee or payee, social security number, wages or distributions, North Carolina tax withheld for each employee or payee, and the total North Carolina tax withheld for all employees or payees. The data must be shown in social security number order. The name of the employer or payer and the North Carolina withholding identification number must be set out in the upper left-hand corner of the printout.

Following is an example of the format to use for filing North Carolina withholding information by computer printout.

| <b>XYZ Corporation</b>                                  |                               |                               |                                    |
|---|-------------------------------|-------------------------------|------------------------------------|
| <b>623443211 (North Carolina Withholding ID Number)</b> |                               |                               |                                    |
| <b>Employee or Payee</b>                                | <b>Social Security Number</b> | <b>Wages or Distributions</b> | <b>North Carolina Tax Withheld</b> |
| James A Taxpayer  | 111-22-3333                   | \$45,000                      | \$2,300                            |
| John B Taxpayer   | 112-33-4444                   | \$50,500                      | \$2,560                            |
| Martha R Taxpayer                                       | 112-34-5555                   | \$46,000                      | \$2,240                            |
| William J Taxpayer                                      | 119-33-4321                   | \$35,000                      | \$1,790                            |
| Stephen R Taxpayer                                      | 120-55-6666                   | \$53,000                      | \$2,725                            |
| Robert C Taxpayer                                       | 240-35-0000                   | \$24,500                      | \$1,560                            |
| Total NC Tax Withheld                                   |                               |                               | \$13,175                           |

Employers and pension payers who provide information for **250 or more individuals** must send the information on magnetic media according to the requirements of **Form DP-40, NC Magnetic Media Specifications for 1099 Reporting**, or **Form DP-43, NC Magnetic Media Specifications for W-2 Reporting**. Forms DP-40 and DP-43 are available on the Department's website at [www.dor.state.nc.us](http://www.dor.state.nc.us).