

# Annual Withholding Reconciliation

North Carolina Department of Revenue

Use blue or black ink to complete this form.

|   |  |
|---|--|
| <b>Legal Name</b> (First 21 Characters) (USE CAPITAL LETTERS FOR NAME AND ADDRESS)<br><hr/> <b>Street Address</b><br><hr/> <b>City</b> <span style="margin-left: 150px;"><b>State</b></span> <span style="margin-left: 50px;"><b>Zip Code (5 Digit)</b></span><br><hr/> | <b>Year (YYYY)</b><br><hr/> <b>File By:</b><br><div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>February 28</b></div><br><hr/> <b>Account ID</b><br><hr/> <b>FEIN or SSN</b><br><hr/> |
|---|--|

**Purpose:** This report serves two purposes - to balance the total North Carolina income tax withheld as listed on the W-2 and 1099 statements with the amount required to be withheld for the year, and to act as a transmittal form for the N.C. copies of the W-2 and 1099 statements.

**Due Date:** This report with the copies of the W-2 and 1099 statements for the preceding calendar year must be filed on or before February 28. If your business terminates during the year, the report should be filed within thirty days of the last payment of compensation.

**How to Prepare Report:**

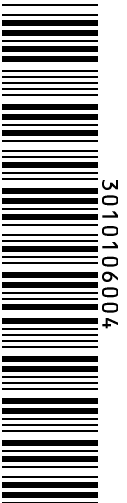
**Line 1 - 12:** Enter on these lines the total tax required to be withheld for each month.

**Line 13:** Enter here the total of Lines 1 through 12.

**Line 14a:** Enter on this line the N.C. income tax withheld from wages as reported on W-2 statements.

**Line 14b:** Enter on this line the N.C. income tax withheld as reported on 1099 statements. This includes amounts withheld from personal services compensation paid to nonresidents and amounts withheld from pensions, annuities, and deferred compensation.

**Line 15:** Enter the total North Carolina income tax withheld as reported on all W-2 and 1099 statements and attach an adding machine tape or other listing to this report. If the total tax required to be withheld (Line 13) does not agree with the total tax withheld (Line 15), complete an amended withholding return, Form NC-5X, and send it along with any payment due. Do not mail the amended return and payment with Form NC-3M.



**Enter total tax required to be withheld for each month**

| Month  | Amount | Month        | Amount |
|--|--------|--------------|--------|
| 1. January   | .00    | 7. July      | .00    |
| 2. February  | .00    | 8. August    | .00    |
| 3. March   | .00    | 9. September | .00    |
| 4. April   | .00    | 10. October  | .00    |
| 5. May   | .00    | 11. November | .00    |
| 6. June  | .00    | 12. December | .00    |
| 13. <b>Total Tax Withheld</b> (Add Lines 1 - 12 and enter total) |        | 13.          | .00    |
| 14a. Tax Withheld Per <b>W-2 Statements</b>                      |        | 14a.         | .00    |
| 14b. Tax Withheld Per <b>1099 Statements</b>                     |        | 14b.         | .00    |
| 15. <b>Total Tax Withheld Per Statements</b> ▶                   |        | 15.          | .00    |

**NOTE:** If the amount on Line 13 differs from the amount on Line 15, see the instructions for Line 15.

|  |                             |
|--|-----------------------------|
| <b>Signature:</b> _____  | <b>Date:</b> _____          |
| I certify that, to the best of my knowledge, this return is accurate and complete. |                             |
| <b>Title:</b> _____  | <b>Phone:</b> (     ) _____ |

**MAIL TO:** North Carolina Department of Revenue, P.O. Box 25000, Raleigh, North Carolina 27640-0001