



Annual Information Reporting- Email Submission Instructions

Annual Information Reporting data for the calendar year 2020 (1/1/2020-12/31/2020) can be submitted to the North Carolina Department of Revenue (NCDOR) through email or File Transfer Protocol (FTP) portal. Files must be saved as either a .txt or .csv file before submission.

The NCDOR email system will not allow attachments larger than 25 megabytes (25,000 kilobytes) through the system. If the combined file size of all attachments is larger than 25 megabytes you will need to send multiple emails or use the FTP portal.

NCDOR requests that all Occupational License Board submissions are completed in an encrypted manner as the data contains Social Security Numbers.

Email- No Password

1. In the Subject of the email include: Info Reporting 2021 **Your Business Name**
2. Attach the .txt or .csv to your email
3. In the Body of the email include: Contact Name, Business Name, Phone Number
4. Send the email to InfoReporting@ncdor.gov

Email- With Password

Email 1

1. Add the .txt or .csv files into WinZip. Encrypt the WinZip file by making it password protected.
 - a. WinZip is a software that will encrypt users files by making them password protected. The user must set up a password. WinZip is free for a trial period.
2. Change the extension of the file from “.zip” to “.zzz” NCDOR will be able to accept your files if they are .zzz
3. In the Subject of an email include: Your Business Name, Current Date, Email 1
4. Attach the password protected file with the .zzz extension
5. In the Body of the email include: Contact Name, Business Name, Phone Number
6. Send the email to InfoReporting@ncdor.gov

Email 2

1. In the Subject of an email include: Your Business Name, Current Date, Email 2
2. In the Body of the email include: the WinZip Password for the files provided in Email 1
3. Send the email to InfoReporting@ncdor.gov

Contact InfoReporting@ncdor.gov with any questions. Please include a contact name and phone number.