



QRG 12:

NCAS BACKUP WITHHOLDING FORM TRADE VENDORS

AP01

Job Aid AP01-QRG12

The purpose of this job aid is to show an example of the NCAS Backup Withholding Form.

NCAS Backup Withholding Form Trade Vendors		
Agency Name:	_____	
Vendor Name:	_____	Vendor Number: _____
<input type="checkbox"/>	Start Federal Backup Withholding (24%)	<input type="checkbox"/> Stop Federal Backup Withholding
<input type="checkbox"/>	Start State Backup Withholding (4%)	<input type="checkbox"/> Stop State Backup Withholding
<input type="checkbox"/>	Start Non-Resident Alien Withholding (30%)	<input type="checkbox"/> Stop Non-Resident Alien Withholding
Please check the appropriate Box to Start Backup Withholding:		
<input type="checkbox"/>	Vendor will not provide their taxpayer identification number (TIN).	
<input type="checkbox"/>	B Notice returned because of undeliverable address.	
<input type="checkbox"/>	No receipt of W-9 form by date on First B Notice.	
<input type="checkbox"/>	No receipt of IRS letter 147C or SSA form 7028 by date on Second B Notice.	
<input type="checkbox"/>	Non-Resident Alien.	
<input type="checkbox"/>	Out of state vendor.	
Please check the appropriate Box to Stop Backup Withholding:		
<input type="checkbox"/>	Vendor provided a taxpayer identification number (TIN).	
<input type="checkbox"/>	Vendor provided a deliverable address.	
<input type="checkbox"/>	Receipt of current W-9 form.	
<input type="checkbox"/>	Receipt of IRS letter 147C or SSA 7028 form.	
<input type="checkbox"/>	No longer a Non-Resident Alien.	
Please attach any documentation to support the above request.		
_____	_____	_____
Signature	Printed Name	Date
OSC Use Only		
Date Received: _____	<input type="checkbox"/> Verify Files	<input type="checkbox"/> Withholding On
	<input type="checkbox"/> Update System	<input type="checkbox"/> Withholding Off
Date Completed: _____	Completed by: _____	
<p>If you have any questions about this form, contact the OSC NCAS Support Services at (919) 707-0795 or osc.support.services@osc.nc.gov</p>		
Revised: 06/18		