

North Carolina Division of Employment Security

Instructions for creating QuickBooks file for uploading NCUI101 data to NCSUITS



QuickBooks Instructions

North Carolina State Unemployment Insurance Tax System

des.nc.gov/ncsuits

May/2024

NOTE: QuickBooks has updated their software to accommodate NCSUITS. Make sure you have updated your QuickBooks to the most recent update available

1. In QuickBooks, update employer ID to the 10-digit NCSUITS Employer ID.
 - If using **QuickBooks Desktop**, you need to update the SUI employer ID to the NCSUITS 10-digit number (**one-time process**). Go to **Lists** > select **Payroll Item List** > double-click your state Unemployment item > select **Next** > enter your Employer ID Number > select **Next** > select **Finish**.
2. To create the NC State Unemployment Insurance tax file, Choose Employees.
3. Then choose Payroll Tax Forms & W-2s.
4. Click on Create State SUI E-file.
5. Select the State (NC).
6. Click Continue.
7. Click Continue again.
8. Check the state, year and quarter for accuracy (defaults to current quarter due); update as needed and then click Get QuickBooks Data.
9. Click OK.
10. At the top of the spreadsheet, Click the Add-ins tab.
11. Near the top left, click QuickBooks Payroll State SUI E-file.
12. Click Start Interview.

NOTE: Always save your file as a .txt file format.

13. Confirm the company information and click Next.
14. Select whether you are an agent (Third-Party) or Employer.
15. Verify the Information.
16. Verify the Submitter information and click Next.
17. Create State UI file.
18. Click OK.
19. Save with a .txt file format (This file will be uploaded as a EFW2 in NCSUITS).

20. You will receive the following notification (below) from QuickBooks once the file is created. Please disregard that the Employee Count and SUI Wages show as zero; the NCSUITS system will validate the number of records and the SUI wages. See example below:

Complete!

Your State file has been created with 0 state records.

Next Step

1. Submit the state UI file (see file name below) to your state agency, following their instructions. Click State UI Filing help below for more details.

Consider saving this Excel workbook for your records. Keep both the workbook and the UI file for future reference. Many states require you keep these records for several years.

File Information

IMPORTANT: This is the state UI file to submit to North Carolina:

File Type:	Fixed Width
Character Set:	ASCII-1
File Name:	C:\Users\siste\OneDrive\Documents\NC_Quarterly.txt
Employee Count:	0
SUI Wages:	0.00

[State UI Filing help](#)

Note to Agents: you will need to review the .txt file and MUST add the employer FEIN to the RE record line, columns 19 to 27. There should only be 12 spaces in between the last number of the employer FEIN and the employer's name. Make sure that any extra spaces after that are deleted to ensure the employer's name starts at column 40. See the NCSUITS Wage Report and Payment File Documentation for more information at [NCSUITS Documents | DES](#).

21. Upload the .txt file in NCSUITS as an EFW2 file submission.