Instructions for Web Fill-In Forms

Getting Started
- Save the PDF to your computer
- Use the latest version of Adobe Acrobat Reader to complete the form

Guidelines
- Do not handwrite any information
- Do not use commas when entering amounts
- Do not use brackets for negative numbers
- Use a minus sign to show the amount is negative

Printing
- Use the print icon on the form to ensure you have completed all required fields
- Before printing, select “actual size”
- Do not print on both sides of the paper

Before Mailing
- Do not mix form types
- Do not submit photocopies of returns
- Submit originals only

For more help go to www.ncdor.gov/web-fill-form-instructions
Objection and Request for Departmental Review

If you object to a proposed assessment, proposed adjustment, or proposed denial of refund, you must request a Departmental review of the proposed action as the first step in the appeals process. To request a review, complete this form and mail it, along with all supporting documentation, to the address shown below. This form may be used for any State or local tax administered by the Department of Revenue. The request for review must be filed with the Department within 45 days after the following: (1) the date the Notice of the Proposed Assessment, Proposed Denial of Refund, or Proposed Adjustment was mailed by the Department, or (2) the date the Notice of Proposed Assessment, Proposed Denial of Refund, or Proposed Adjustment was personally delivered by a Department employee.

MAIL TO: North Carolina Department of Revenue, Customer Interaction Center, P.O. Box 471, Raleigh, NC 27602-0471