

New option for viewing and updating Federal and State of North Carolina Income Tax Withholding Forms

Dear University Employee,

Payroll Services has made Federal and State of North Carolina Income Tax Withholding forms (W-4 and NC-4 forms) available for viewing and updating via the Self Service menu on the ConnectCarolina home page.

The online availability to view and change your own tax withholding status is part of the University's efforts to increase electronic options for employees using ConnectCarolina Self Service.

The amount of federal and state of North Carolina withholding taxes you pay is based on the information you provide on your W-4 and NC-4 withholding certificates and the amount of your taxable earnings. You can now access your current forms and make and submit updates online, which means quicker and more convenient updates to the university's payroll system. The online process will replace managing changes using the paper form.

The new option is convenient and is the second in a series of online self-service tax forms to be made available. Individuals who need technical assistance viewing or updating their personal W-4 or NC-4 forms should contact the Help Desk at 962-HELP. Individuals should contact Payroll Services at payroll@unc.edu if they are unable to update their W-4 or NC-4 after working with the Help Desk.

Step-by-step instructions and user tips for how to find your W-4 and NC-4 can be found on the the ConnectCarolina User website, Online Employee Tax Forms page:
<http://ccinfo.unc.edu/online-employee-tax-forms/>.