How to View/Update Your W-4 or NC-4 in ConnectCarolina

You can now view your current withholding forms for federal and state of North Carolina taxes, and you can make changes to these forms from ConnectCarolina. If you have problems accessing the forms, contact the Help Desk. If you need help completing the forms, email payroll@unc.edu.

1. Go to connectcarolina.unc.edu and click on Login to ConnectCarolina and InfoPorte (Faculty, staff & alumni).
2. Enter your Onyen and password. If you don’t have an Onyen, call 962-HELP.
3. From the ConnectCarolina home page, click on SelfService and select W-4 and NC4 Tax Information.
4. Result: The system displays your current W-4 (federal withholding) and NC-4 (state of North Carolina withholding) forms.
5. If needed, change the number of allowances you are claiming, your marital status, or the additional amount to be withheld from your pay.
   Note: You can also use this form to claim exemption from withholding. Please carefully read the conditions for exemption. You must meet both conditions.
6. Click on the Submit button.

Note: The system displays your home address.

To update it, select Update Personal Information on the ConnectCarolina SelfService menu.

For assistance updating your information in ConnectCarolina, contact the Help Desk or your HR Office.