

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.

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Login to ConnectCarolina and InfoPorte
(Faculty, staff & alumni)

1

Go to connectcarolina.unc.edu and click on **Login to ConnectCarolina and InfoPorte (Faculty, staff & alumni)**.

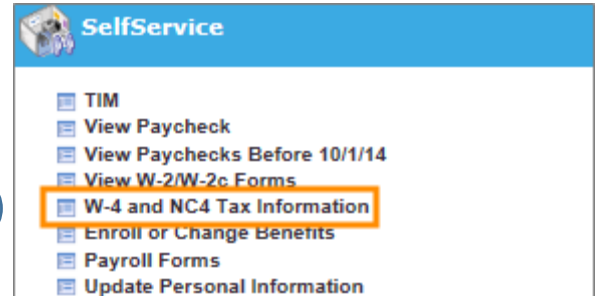
2.

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**.

3



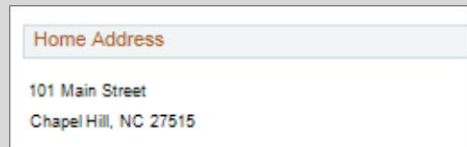
Result: The system displays your current W-4 (federal withholding) and NC-4 (state of North Carolina withholding) forms.

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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.

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.

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Click on the **Submit** button.

4

W-4 Tax Data	NC-4 Tax Data
Enter total number of Allowances you are claiming: <input type="text" value="1"/>	Enter total number of Allowances you are claiming: <input type="text" value="0"/>
Enter Additional Amount, if any, you want withheld from each paycheck: <input type="text"/>	Enter Additional Amount, if any, you want withheld from each paycheck: <input type="text" value="15.00"/>
Indicate Marital Status: <input checked="" type="radio"/> Single <input type="radio"/> Married	Indicate Marital Status: <input type="radio"/> Head of Household <input type="radio"/> Married or Qualifying Widow(er) <input checked="" type="radio"/> Single
<input type="checkbox"/> Check here and select Single status if married but withholding at single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.</small>	
<input type="checkbox"/> Check here if your last name differs from that shown on your social security card. <small>You must call 1-800-772-1213 for a new card.</small>	
Claim Exemption I claim exemption from withholding for the year <input type="text" value="2015"/> and I certify that I meet BOTH of the following conditions for exemption: <ol style="list-style-type: none"> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability. <input type="checkbox"/> Check this box if you meet both conditions to claim exempt status.	Claim Exemption I claim exemption from withholding for the year <input type="text" value="2015"/> and I certify that I meet BOTH of the following conditions for exemption: <ol style="list-style-type: none"> Last year I had a right to a refund of ALL State income tax withheld because I had NO tax liability. This year I expect a refund of ALL State income tax withheld because I expect to have NO tax liability. <input type="checkbox"/> Check this box if you meet both conditions to claim exempt status.
<small>Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.</small>	
<input type="button" value="Submit"/>	

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