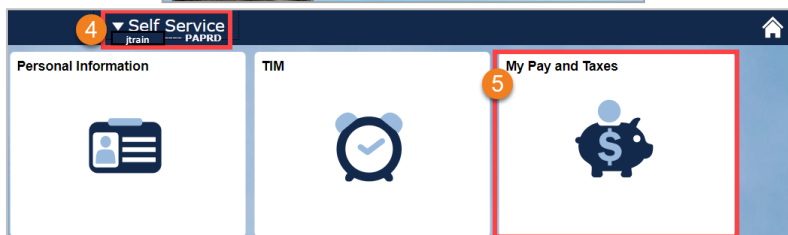# Finding and Updating Your W-4 or NC-4 in ConnectCarolina

You can find and update your current withholding forms for federal and state of North Carolina taxes(W-4 and NC-4) online using ConnectCarolina. When you are hired, you will complete the W-4 and NC-4 tax documents through the ConnectCarolina Self Service home page. You need to check and update the your W-4 and NC-4 following any life changes such as marriage, having children, and moving. If you move you need to update your address in the system. If you have any problems accessing your forms contact the help desk at (919) 962-HELP.

Finding Your W-4 and NC-4

Follow these steps to find your W-4 and NC-4.

1. In your preferred internet browser go to https://connectcarolina.unc.edu
2. Click the **Log In** button.
3. Enter your Onyen and password. If you don't have an Onyen, call (919) 962-HELP.
4. In the top banner, click the white triangle and select **Self Service.**
5. Click the **My Pay and Taxes** tile**.**
6. In the left menu you can choose to view your **W-4 Tax Information** or your **NC-4 State Tax Information**.

Updating your W-4 Tax Information

This document is intended to be a system guide and should not be taken as tax advice on how to complete your tax withholding forms. Please consult the IRS tax withholding estimator www.irs.gov/W4APP or your personal tax advisor for help with what to enter on this form.

To update your Federal W-4 Withholding Certificate click **W-4 Tax Information** in the left menu and follow the steps below.

7. If needed you may change your filing status to **Single**, **Married** or **Head of Household**
8. **Read the instructions under each step for information on how to enter your tax information**. Only complete the next steps if they apply to you. Check the **Multiple Jobs** or **Spouse Works** if it applies to you. If it does not apply, do not check the box.
9. Claim qualifying dependents by multiplying the number of dependents by the corresponding tax credit. If you do not have dependents, leave blank.
10. Click **View Instructions** and enter information where applicable.
11. If you are eligible to be exempt from tax withholdings, check the box to claim exempt status. You must meet both conditions to claim exempt status.
12. Click the **Submit** button**.**

Updating your NC-4 State Tax Information

To update your NC-4 State Tax information click **NC-4 Tax Information** in the left menu and follow the steps below.

1. Click **NC-4** to view the full form for information on how many allowances to claim.

2. Review your Home and Mailing addresses to ensure they are correct.

3. Enter the total number of allowances you are claiming.

4. Enter the additional amount if any, you would like to have withheld from your paycheck.

5. Select your marital status. Select either **Head of Household**, **Married or Qualifying Widow (er)**, or **Single**.

6. If you are eligible to be exempt from NC tax, click **NC-4EZ** to download the form where you can claim exempt status and submit the paper form to Payroll Services.

7. Click **Submit**.

NC-4 Tax Information

Social Security Number ***-**-****

UNC Chapel Hill

The Payroll Services department will calculate the amount of North Carolina state income tax to withhold from your pay based on the information you submit on your NC-4 (or NC-4EZ, which must be completed in paper form). Below are the key fields of the NC-4 which designate your status, allowances, and additional amount (if any) to be withheld each paycheck.

Please complete the below fields as appropriate for your situation and then submit. Before completing the form below, we recommend that each employee review the full form

1 NC-4
If no designations are submitted, your default set up will be Single with zero allowances (the maximum tax rate).

Whether you are entitled to claim a certain status or number of exemptions from withholding is subject to review by the North Carolina Department of Revenue (NC DOR). Your employer may be required to send a copy of your form (or submitted NC-4 designations) to the NC DOR.

Home Address

104 Airport Dr
Chapel Hill NC 27599-5023

2 **Mailing Address**

104 Airport Dr
Chapel Hill NC 27599-5023

3 **NC-4 Tax Data**
Enter total number of Allowances you are claiming: [0]

4 Enter Additional Amount, if any, you want withheld from each paycheck: [   ]
Indicate Marital Status:
○ Head of Household
○ Married or Qualifying Widow(er)
5 ○ Single

Exemption Status Changes

If you wish to claim exempt status, you can do so by completing a

6 NC-4EZ
and submitting to Payroll Services, 104 Airport Drive, Campus Box# 1260, Chapel Hill, NC 27599-1260

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.

7 [Submit]

Updating Your Address

To update your address on your tax forms in ConnectCarolina you need to update your address in the system. Follow the instructions below to update your address.

1. In your preferred internet browser go to https://connectcarolina.unc.edu.

2. In the top banner, click the white triangle and select **Self Service**.

3. On the Self Service home page in ConnectCarolina, click the **Personal Information** tile.

4. In the left menu, click **Addresses.**

5. Click **Add New Address.**

6. Enter your address information and click **OK.**

7. Click the pencil to change an existing address.

8. Click **OK** to save your changes.

▼ Self Service
jtrain ---- PAPRD

3 **Personal Information**

TIM

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	1234 Training Way Carrboro, NC, 27516	✏
Mail	1234 Training Way Carrboro, NC, 27516	✏
Business	1234 Training Place Chapel Hill, NC, 27514	✏

7 (pencil, Home row)

5 [Add a new address]