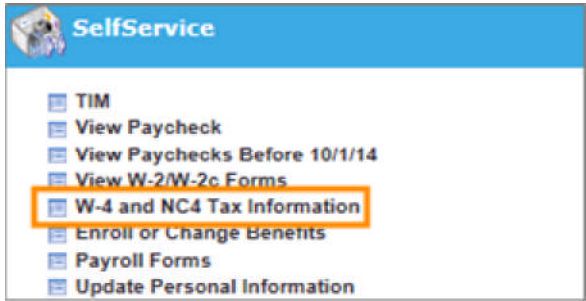


အခဲအံနကွက် နတံထူးကွိုင်ခိသွဲတကွိုင်ခိတဖှ်လၢ ဖဲင်ဒရၢင်ဒီး North Carolina ကီရ်ခိသွဲတဖှ်အဂီၢ်, ဒီးနမၤတၢ်ဆိတလဲသ့တဖှ် အံၤလၢလံာ်တကွိုင်ခိသ့တဖှ်အံၤလၢ ConnectCarolina သ့ဝဲန့ၣ်လီၤ. နမ့ၢ်အိၣ်ဒီးတၢ်ကီတၢ်ခဲတဖှ်လၢတၢ်န့ၣ်လီၤမၤန့ၢ်တကွိုင်ခိတဖှ်အံၤန့ၣ်, ဆဲးကျိး Help Desk တက့ၢ်. နမ့ၢ်လိၣ်ဘၣ်တၢ်မၤစၢၤလၢ ကမၤလၢပဲၤလံာ်တကွိုင်ခိတဖှ်အံၤန့ၣ်, ကွဲးအံၤမုၢ်လ်ဆူ [payroll@unc.edu](mailto:payroll@unc.edu) တက့ၢ်.

- 1 လဲၤဆူ [connectcarolina.unc.edu](http://connectcarolina.unc.edu) ဒီးစံၢ်လီၤဖဲ **Login to ConnectCarolina ဒီး: InfoPorte (Faculty, staff & alumni)** တက့ၢ်.
- 2 ထၢန့ၣ်လီၤန Onyen ဒီး နိၣ်ဂံၢ်ခူသ့ၣ်တက့ၢ်. နမ့ၢ်တအိၣ်ဒီး Onyen န့ၣ်, ကိးလိတံစိဆူ 962-HELP တက့ၢ်.
- 3 လၢ ConnectCarolina ပှ်ယဲၤကဘျဲးန့ၣ်, စံၢ်လီၤဖဲ **SelfService** အလီၤဒီး ယုထၢ, **W-4 and NC4 Tax Information** တက့ၢ်.  
တၢ်အစၢ- တၢ်မၤအကျဲကဟံးဖျါထီၣ်န W-4 အခဲအံၤ(ဖဲင်ဒရၢင်တၢ်ထူးကွိုင်ခိသွဲ) ဒီး NC-4 (North Carolina ကီရ်ခိတၢ်ထူးကွိုင်ခိသွဲ) လံာ်တကွိုင်ခိတဖှ်န့ၣ်လီၤ.  
မ့ၢ်လိၣ်န့ၣ်, ဆိတလဲစ့နိၣ်ဂံၢ်လၢ တဘၣ်ဟ့ၣ်တၢ်ခိတၢ်သွဲလၢနယုက့ၢ်, နတၢ်ဆိတံၣ်ဆိယီတၢ်အိၣ်သး, မ့တမ့ၢ် တၢ်မၤအါထီၣ်စ့နိၣ်ဂံၢ်လၢတၢ်ကဟံးယၢ်အီၤလၢနလဲတက့ၢ်.
- 4 **တီၢ်နိၣ်**- နစူးကါတကွိုင်ခိအံၤလၢကယုန့ၢ်တၢ်ဘူးတၢ်လဲတနီၤလၢတလိၣ်ဟ့ၣ်တၢ်အခိအသ့ဘၣ်န့ၣ်လီၤ. ဝံသးစူးဖးတၢ်အိၣ်သးတဖှ်လၢတၢ်တလိၣ်ဟ့ၣ်ခိသွဲအဂီၢ်လီၤတၢ်လီၤဆဲးတက့ၢ်. နကဘၣ်တုၤထီၣ်ဘးလၢတၢ်အိၣ်သးခံမံၤလိာ်န့ၣ်လီၤ.  
စံၢ်လီၤဖဲ **Submit** တၢ်ပနီၣ်အလီၤတက့ၢ်.

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

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**တီၢ်နိၣ်**- တၢ်မၤအကျဲအံၤဟံးဖျါထီၣ် နဟံၣ်လီၢ်အိၣ်ဆိးထံးန့ၣ်လီၤ.

Home Address

101 Main Street  
Chapel Hill, NC 27515

လၢတၢ်ကမၤသီထီၣ်အီၤအဂီၢ်, ယုထၢ **Update Personal Information** လၢ ConnectCarolina SelfService menu အလီၤတက့ၢ်.

လၢတၢ်ကမၤန့ၢ်တၢ်မၤစၢၤလၢတၢ်မဂ္ဂါမေသီထိုင်နတၢ်ဂ့ၢ်တၢ်ကျိၤလၢ ConnectCarolina အပူၤအဂီၢ်န့ၣ်, ဆဲးကျိး Help Desk မ့တမ့ၢ်န HR တၢ်မၤလီၢ်တက့ၢ်.

5

**W-4 Tax Data**

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status:  Single  Married

Check here and select Single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.  
You must call 1-800-772-1213 for a new card.

**Claim Exemption**

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a refund of ALL Federal income tax withheld because I had NO tax liability.

2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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.

**NC-4 Tax Data**

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status:  Head of Household  Married or Qualifying Widow(er)  Single

**Claim Exemption**

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL State income tax withheld because I had NO tax liability.

2. This year I expect a refund of ALL State income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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