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**.

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](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.