UPDATE FEDERAL AND STATE TAX FORMS ONLINE
QUICK AND EASY DIRECTIONS

For Faculty and Staff:

- Log into MySeaport by entering User Name and Password
- Select Administrative Services tab (if Security warning pops up, click “No”)
- Select Payroll & WebTime Entry under HR & Payroll (which directs you to SeaNet)
- Click on the “Employee” tab at the top of the screen
- Select Tax Forms
- Select W-4 Tax Exemptions/Allowances or NC-4 Tax Exemptions/Allowances
- Select Update (bottom center of the screen)
- **Read instructions carefully W-4 changed effective Jan. 2020**, review current deduction status, filing status, # of allowances and additional withholding amount
- Make desired changes
- Select Certify/Submit Changes
- **W-4 FORM ONLY**: Enter PIN to authorize the changes (NOTE: The PIN is your SeaNet PIN and should be your birthdate either 6 digits (MMDDYY), or 8digits (MMDDYYYY). If you need your PIN reset or experience any other problems contact TAC at TAC@uncw.edu or 962-HELP)
- Click Submit

For Students:

- Log into SeaNet entering User ID and PIN (should be your birthdate either 6 digits (MMDDYY), or 8digits (MMDDYYYY) If you need your PIN reset or experience any other problems contact TAC at TAC@uncw.edu or 962-HELP)
- Select Employee Tab
- Select Tax Forms
- Select W-4 Tax Exemptions/Allowances or NC-4 Tax Exemptions/Allowances
- Select Update (bottom center of the screen)
- **Read instructions carefully W-4 changed effective Jan. 2020**, review current deduction status, filing status, # of allowances and additional withholding amount
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- Click Submit

If you have questions, contact the Payroll Office at 962-3163 or payroll@uncw.edu