

# UPDATE FEDERAL W4 FORM ONLINE!

All UNCW employees now have the option to change their W4 Federal Tax Withholdings online through MySeaport.

## ADVANTAGES

- **NO DELAYS** – Changes can be made without waiting for the IRS to update the W-4 Form
- **INTERNET ACCESSIBLE** - Available ANYTIME, ANYWHERE
- **SECURE LOGIN** - Accessed through [MySeaport](#)
- **CONVENIENT** – No paper copies to send to the Payroll Office. No having to visit the Payroll Office. Can be done anytime during the year
- **REVIEW OPTION** – Can view your current federal tax withholding allowances
- **UPDATE OPTION** – Can update your own federal tax withholding allowances
- **SIMPLE PROCESS** – Very few steps to follow
- **EFFECTIVE DATE OPTION** – Option to set a future effective date for requested changes
- **VERIFICATION OF CHANGES** – Immediate verification of changes

## 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 & Leave Info** under Single Sign-On Services (which directs you to SeaNet)
- Select **Tax Forms**
- Select **W-4 Tax Exemptions/Allowances**
- Select **Update** (bottom center of the screen)
- Read instructions carefully
- Review current deduction status, filing status, # of allowances and additional withholding amount
- Make changes as needed
- Select **Certify Changes**
- 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](mailto:TAC@uncw.edu) or 962-HELP)
- Click **Submit**

If you have questions, contact the Payroll Office at 962-3163 or [payroll@uncw.edu](mailto:payroll@uncw.edu)

The option to change your NC4 allowances will be available in the near future!