UPDATE FEDERAL W4 FORM ONLINE!

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

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 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 Services**
- Select **Tax Forms**
- Select **W-4 Tax Exemptions/Allowances**
- Review current deduction status, filing status, # of allowances and additional withholding amount
- Select **Update** (bottom center of the screen)
- Read instructions carefully
- Make changes as needed
- Select **Certify Changes** (No confirmation will appear. Changes will only appear on and after the effective date entered for the change.)
- Enter **PIN** to authorize the changes (PIN is your SeaNet PIN)
- Click **Submit**

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

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