

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 & Leave Info** under Single Sign-On Services (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, 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 Services**
- 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, 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**

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