How do I change the allowances on my Form W-4 and NC-4?

Tell Me

Complete this form so that University Payroll can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 and/or NC-4 each year and when your personal or financial situation changes.

Instructions

**Federal:** Refer to complete Form W-4 instructions and allowance worksheets, as applicable before completing the online W-4 withholding form.

**North Carolina:** Refer to Form NC-4 instructions before completing the online NC-4 withholding form.

Unless you update your W-4 and NC-4 withholding information, both your federal and state income tax withholding allowances will default to single with zero allowances.

Employees can complete their Form W-4 and NC-4 (Employee’s Withholding Allowance Certificate) to update their withholding allowances anytime through My UNC Charlotte as follows:

1. Log into My UNC Charlotte
2. Click the purple Banner Self Service essential icon (same if in Student, Employee, or Faculty area of My UNC Charlotte)
3. Click Employee Information
4. Click Tax Information

5. Select the withholding tax form you would like to setup or update from the Tax Information list (either the Federal Form W-4 or the NC State Form NC-4)

6. Your current withholding selection will be displayed
1. Federal Form W-4 screen

Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

**Federal Tax**

- **As of Date:** Oct 18, 2017
- **Name:**
- **Address:**
- **Last Name differs from SSN card:** No
- **Deduction Status:** Active
- **Start Date:** Jan 01, 2015
- **End Date:**
- **Filing Status:** Married, but use Single rate
- **Number of Allowances:** 0
- **Additional Withholdings:** .00

Note: Additional amount, if any, you want withheld from each paycheck.

2. North Carolina NC-4 screen

**NC State Tax**

- **As of Date:** Oct 18, 2017
- **Status:** Active
- **Start Date:** Jan 01, 2015
- **End Date:**
- **Filing Status:** Married
- **# Exempt:** 0
- **Additional Withholding:** .00

7. Click **Update** at the bottom of the screen to edit the form selected
8. Follow the screen instructions to add your withholding information (or edit the existing withholding information)
9. Click the Submit Changes button at the bottom left of the screen to complete your withholding update.

Make sure your personal (non-uncc) mailing address and phone number are current in Banner by following these FAQ instructions.

If you do not have access to the online tax information at my.uncc.edu, you may complete a paper Employee's Withholding Allowance Certificate (Form W-4 or NC-4) and securely deliver the form(s) to the Payroll Department using one of the following delivery methods:

<table>
<thead>
<tr>
<th>Hand Deliver</th>
<th>Mail</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand deliver the form(s) to the Payroll Department on the 3rd floor of the Reese building.</td>
<td>Mail the form(s) via campus or regular mail to UNC Charlotte Attn: Payroll Department, Reese 3rd Floor, 9201 University City Blvd., Charlotte, NC 28223</td>
<td>Fax the form(s) to our secure fax 704-687-1416.</td>
</tr>
</tbody>
</table>

Note
We cannot guarantee the clarity of faxed copies received in the Payroll Department.

Security Note
- For security purposes, do not email forms.

Contact Information
- Email PayrollDept@uncc.edu with questions (for security purposes, DO NOT include your social security number).

Related Articles
- How do I reconcile my last paycheck of the year to my Form W-2?
- What is the FICA tax rate (Social Security & Medicare)?
- How do I access my electronic Form W-2?
- How will I know my electronic Form W-2 is available to view and print?
- How long will my Form W-2 be available online?