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

Tell Me

Change the allowances on your Form W-4 and NC-4 when your personal or financial situation changes to update the amounts of federal and state income tax withheld from your pay.

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
   1. Click the purple Banner Self Service icon from the quick links menu (same if in Student, Employee, or Faculty area of My UNC Charlotte)

2. Click Employee Information

![Quick Links Banner Self Service @ UNC Charlotte]

- **PERSONAL INFORMATION**
  - Personal Information
    - Change Security Question, View Address, and Phone
  - Update Address and Phone
  - View E-mail Address
  - Directory Profiles
  - View Emergency Contacts

- **EMPLOYEE**
  - Employee Information
    - View your employee information
  - View your leave balance or balances
  - View W-4
  - View your income or benefits
  - Establish or change direct deposit
  - Complete your time sheet
  - Time Entry

- **FINANCE**
  - Financial Information
    - View Budget or Finance Information
    - View Financial Documents
    - View Course Summary Search

Return to Homepage
3. Click **Tax Information**

   ![Banner Self Service @ UNC Charlotte](image)

   **Employee Information**
   
   Benefits and Deductions
   - View your retirement plans, Health Insurance Information, NC Flex Information, and miscellaneous deductions.
   
   Pay Information
   - View your Direct Deposit Payment details; View your Earnings and Deductions History; View your Pay Stubs; Establish or change Direct Deposit Enrollment.
   
   **Tax Information**
   - View the NC-4 and Year Earnings and W-2 Information.
   - Current and Past Jobs as of July 1, 2005
   
   **Time Sheet**
   - Web Time Entry (WTE) (WTE Training Materials)
   - Web Time Entry is now fully implemented for student and non-student hourly employees.
   
   **Financial Menu**
   - Query Budget & Encumbrance; View Financial Documents.
   - Human Resources Training Courses completed
   - Confidentiality Agreement

---

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

   ![Banner Self Service @ UNC Charlotte](image)

   **Tax Information**
   
   - NC-4 Tax Exemptions/Allowances
   - W-4 Tax Exemptions/Allowances
   - W-2 Year End Earnings Statement

---

5. 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: [Name]
Address: [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.

History Update Contributions or Deductions

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

History Update Contributions or Deductions

6. Click **Update** at the bottom of the screen to edit the form selected
7. Follow the screen instructions to add your withholding information (or edit the existing withholding information)
8. Click the Certify Changes button at the bottom 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.

9. Read the attestation statement that pops-up and click OK if you have complied with aspects of this attestation.

selfservice.uncc.edu says
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

OK Cancel

10. A confirmation screen will appear letting you know that your requested updates were successfully processed.

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

Page: How do I change the allowances on my Form W-4 and NC-4?
Page: Why are vacation balances no longer shown on my pay stub earnings summary?
Page: Why are there four wage amounts listed on my Form W-2?
Page: Who is exempt from FICA tax withholding?
Page: Where does the job title on my pay stub come from?