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