Instructions to update and certify your Federal W-4 form online:

1. Use your web browser to go to ECU Pirate Port at https://pirateport.ecu.edu/portal/
2. Click on Tools
3. Click on Banner Self Service, located within the Applications section
4. Click on Employee
5. Click on Tax Forms
6. Click on W-4 Federal Employee’s Withholding Allowance Certificate
7. Select Update
8. Choose your Filing Status
9. Choose your Number of Allowances
10. Choose any Additional Amount if desired
11. Select Certify Changes
12. Click to check the box to certify your changes
13. Click Submit

Instructions to update and certify North Carolina NC-4 form online:

1. Use your web browser to go to ECU Pirate Port at https://pirateport.ecu.edu/portal/
2. Click on Tools
3. Click on Banner Self Service, located within the Applications section
4. Click on Employee
5. Click on Tax Forms
6. Click on NC-4 State Employee’s Withholding Allowance Certificate
7. Select Update
8. Choose your Filing Status
9. Choose your Number of Allowances
10. Choose any Additional Amount if desired
11. Select Certify Changes
12. Click to check the box to certify your changes
13. Click Submit

If you have any questions please contact payrolltax@ecu.edu.