

Updating M-4 Information

Step	Action
1.	Begin by navigating to the M-4 (State) Tax Information page. Click the NavBar on the right side of the screen. 
2.	Click the Navigator Icon.  Then click "Self Service" link and then "Payroll and Compensation" link.
3.	Click the M-4 (MA State) Tax Information link.
4.	Access is provided to the M4 form instructions . Click the M-4 Tax Information link. Click here to access M4 form instructions
5.	The Massachusetts Employee's Withholding Exemption Certificate PDF document opens in a separate window.
6.	You may print the form and use the Personal Allowances Worksheet section to determine your number of allowed exemptions.
7.	Click the Close button. 
8.	You will update the total number of Allowances that you claim.
9.	Enter the desired information into the Enter total number of Allowances you are claiming field. Enter a valid value e.g. " 1 ".
10.	If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.
11.	Enter the desired information into the Enter Additional Amount, if any, you want withheld from each paycheck field. Enter a valid value e.g. " 40.00 ".
12.	Click the scrollbar .

Updating M-4 Information (continued)

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13.	<p>Click a radio button or buttons for the State Withholding Status you are claiming.</p> <p>Click the you will file as head of household option.</p> 
14.	<p>Click the Claim Exemption checkbox if you claim an exemption from Massachusetts withholding tax.</p> <p>Note: You must not be claiming an Allowance and you are not requesting an Additional Amount to be withheld from each paycheck.</p>
15.	<p>Click the Submit button.</p> 
16.	<p>The Submit Confirmation page is displayed.</p> <p>Notice that the change may not be reflected on the next paycheck.</p>
17.	<p>Return to the M-4 Tax Information page.</p> <p>Click the OK button.</p> 
18.	<p>Congratulations! You have successfully updated your M-4 information.</p> <p>End of Procedure.</p>