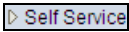


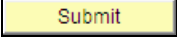



## Updating M-4 Information

1.	<p>Begin by navigating to the <b>M-4 (State) Tax Information</b> page.</p> <p>Click the <b>Self Service</b> link.</p> 
2.	<p>Click the <b>Payroll and Compensation</b> link.</p>
3.	<p>Click the <b>M-4 (MA State) Tax Information</b> link.</p>
4.	<p>Access is provided to the <b>M4 form instructions</b>.</p> <p>Click the <b>M-4 Tax Information</b> link.</p> <a href="#">Click here to access M4 form instructions</a>
5.	<p>The <b>Massachusetts Employee's Withholding Exemption Certificate</b> PDF document opens in a separate window.</p>
6.	<p>You may print the form and use the <b>Personal Allowances Worksheet</b> section to determine your number of allowed exemptions.</p>
7.	<p>Click the <b>Close</b> button.</p> 
8.	<p>You will update the total number of <b>Allowances</b> that you claim.</p>
9.	<p>Enter the desired information into the <b>Enter total number of Allowances you are claiming</b> field.</p> <p>Enter a valid value e.g. "<b>1</b>".</p>
10.	<p>If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.</p>
11.	<p>Enter the desired information into the <b>Enter Additional Amount, if any, you want withheld from each paycheck</b> field.</p> <p>Enter a valid value e.g. "<b>40.00</b>".</p>
12.	<p>Click the <b>scrollbar</b>.</p>
13.	<p>Click a radio button or buttons for the <b>State Withholding Status</b> you are claiming.</p> <p>Click the <b>you will file as head of household</b> option.</p> 

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