
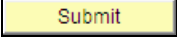



Updating M-4 Information

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