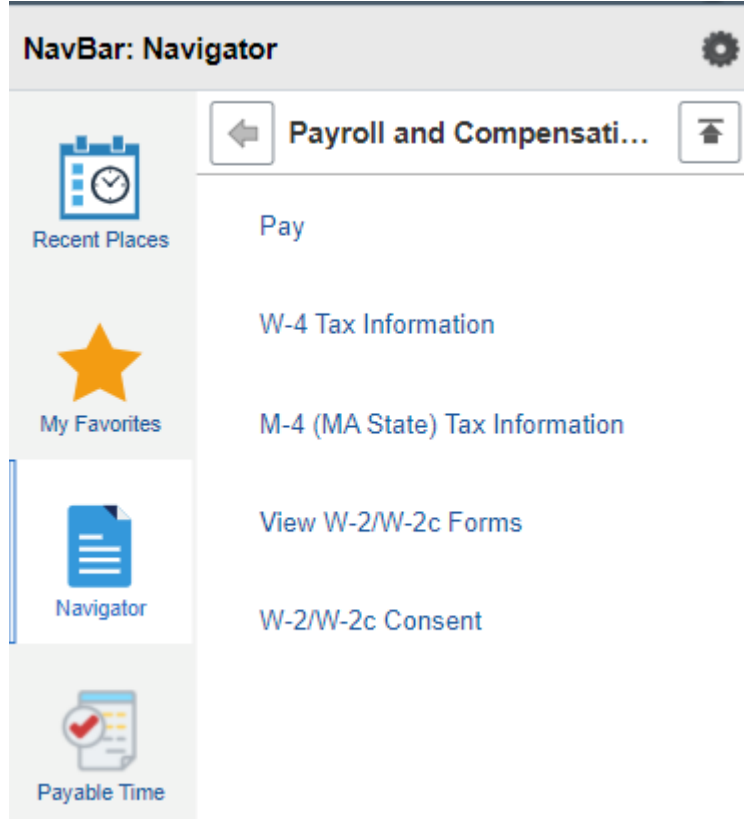


Updating W-4 and M-4 Information in HR Direct

Step	Action
1.	<p>Log in to HR Direct.</p> <p>On your Employee Self Service Home page click on W-4 Tax Information for Federal W-4 form or M-4 (MA State) Tax Information for Massachusetts M-4 Form.</p> 
OR	<p>Begin by navigating to the W-4 Tax Information page. Click the  NavBar on the right side of the screen.</p>
2.	<p>Click the Navigator Icon. </p>

Then click "Self Service" link and then "Payroll and Compensation" link.



3. Click the **W-4 Tax Information** link for Federal W-4 Form or **M-4 (MA State) Tax Information** for Massachusetts M-4 Form.

4. Use the **W-4 Tax Information** page to change federal tax data only. The link at the top of this page provides useful information about federal taxes and the use of this form.

5. Use the **M-4 (MA State) Tax Information** page to change Massachusetts tax data only.