



Employee Self-Service – M-4 (MA State) Tax Information

Within HR Direct, you can update your M-4 information. The M-4 is a Massachusetts State tax withholding allowance form used to adjust state tax withholding on salary or wages. Follow the steps below to update your M-4 status.

M-4 (MA State) Tax Information

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "Log in to HR Direct Button".



One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.



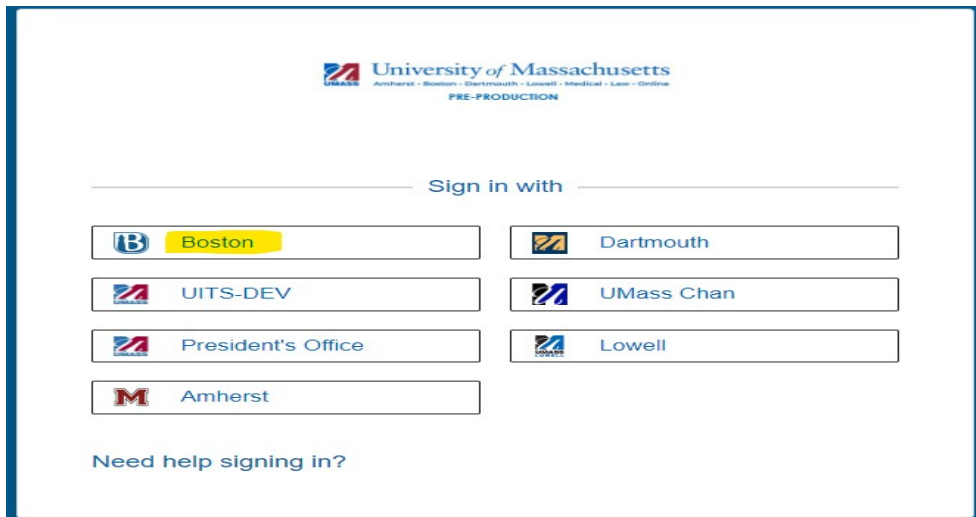
Login & Password Requirements



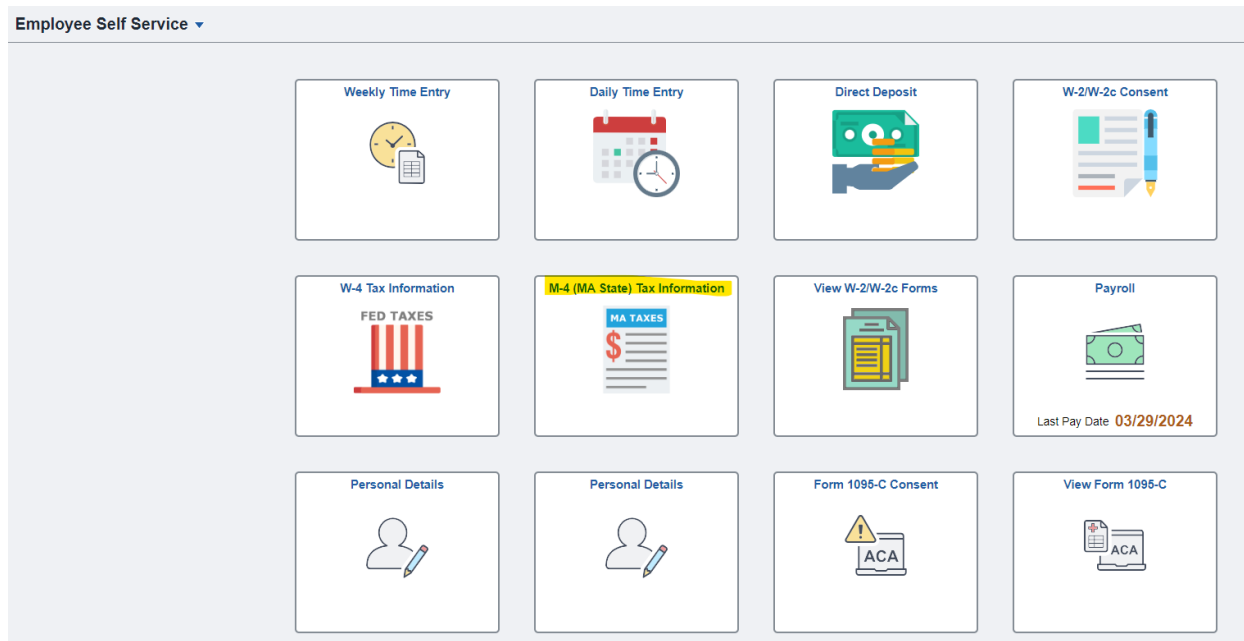
Step 3 - Enter your user id and password.



Step 4 - When prompted to sign in to a campus, select "**Boston**".



Step 5 - You should now see the Employee Self-Service Screen. If you do not, select Employee Self-Service from the drop down on the top left. Select the "**M-4 (MA State) Tax Information**" tile.





Step 6 - Click the “Massachusetts Department of Revenue M-4 Instructions” link to read the instructions prior to making your selections. When you are ready, proceed to make your selections and hit the “Submit” button to update HR Direct.

Employee Self Service M-4 Tax Withholding

M-4 Tax Withholding

Commonwealth of Massachusetts

Complete Form M-4 so that your employer can withhold the correct state income tax from your pay.
[Massachusetts Department of Revenue M-4 Instructions.](#)

M4 form instructions

Home Address

Mailing Address

M-4 Tax Information

Withholding Allowances

Enter Additional Amount, if any, you want withheld from each paycheck

Additional M-4 Options

- Not Applicable
- You will file as head of household on your tax return
- Either you/your spouse is blind & not subject to withholding
- You are blind and file as head of household
- You and your spouse are blind and not subject to withholding



Claim Exemption

- Check if you are a full-time student engaged in seasonal, part-time, or temporary employment whose estimated annual income will not exceed \$8,000

Submission

Submit

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.