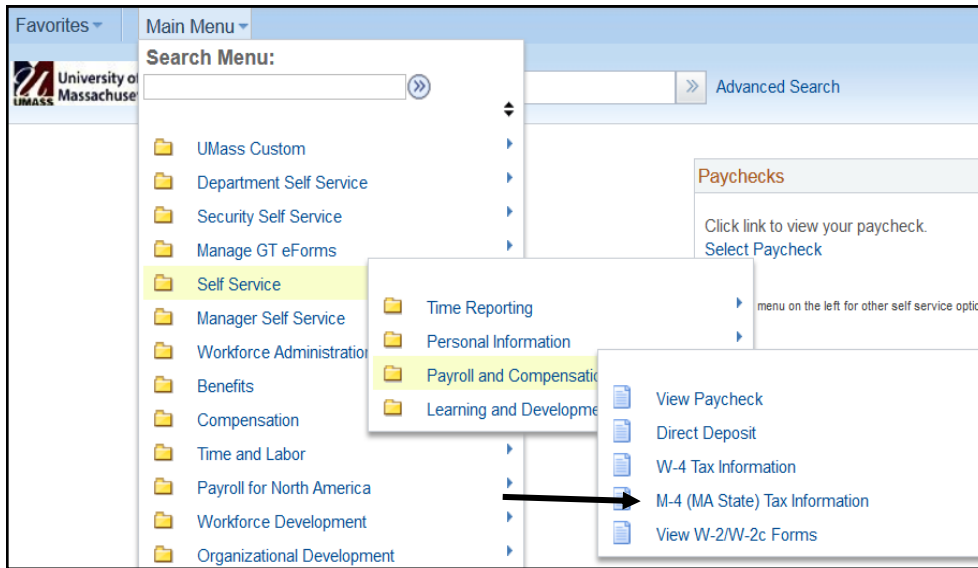


1. Click Menu (top left hand corner), Click Self Service, Click Payroll and Compensation, Click View M-4 (MA State) Tax Information.



Employees who live and work entirely outside the Commonwealth of Massachusetts should contact their campus HR/Payroll department to discuss state tax withholding.

[Click here to access M4 form instructions](#)

Home Address

M-4 Tax Information

Enter total number of Allowances you are claiming

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

- Check if you will file as head of household on your tax return
- Check if you are blind
- Check if spouse is blind and not subject to withholding
- Check if you will file as blind and head of household
- Check if you will file as blind and your spouse is blind and not subject to withholding
- None of the Above

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

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

2.	Change any necessary information.
3.	To get additional information click on following link above home address Click here to access M4 form instructions
4.	Click Submit