1. Navigate to the **M-4 (State) Tax Information** page: Self Service> Payroll and Compensation> M-4(MA State) Tax Information

   ![M-4 Tax Information Form]

2. Access is provided to the **M4 form instructions**. Click the **M-4 Tax Information** link.

3. The **Massachusetts Employee's Withholding Exemption Certificate** PDF document opens in a separate window.
4. You may print the form and use the **Personal Allowances Worksheet** section to determine your number of allowed exemptions.

5. Click the **Close** button.

6. You will update the total number of **Allowances** that you claim. Enter the desired information into the **Enter total number of Allowances you are claiming** field.

   **Note:** If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.

7. Enter the desired information into the **Enter Additional Amount, if any, you want withheld from each paycheck** field.

8. Click the **scrollbar**.

9. Click a radio button or buttons for the **State Withholding Status** you are claiming.

10. Click the **Claim Exemption** checkbox if you claim an exemption from Massachusetts withholding tax.

   **Note:** You must not be claiming an **Allowance** and you are not requesting an **Additional Amount** to be withheld from each paycheck.

11. **Click the Submit button.**

12. The **Submit Confirmation** page is displayed. Notice that the change may not be reflected on the next paycheck.

13. Return to the **M-4 Tax Information** page. Click the **OK** button.

14. Congratulations! You have successfully updated your M-4 information.