1. Navigate to the **W-4 (Federal) Tax Information - Self Service>Payroll and Compensation>W-4 (Federal) Tax Information**

   ![W-4 Tax Information](image)

   **W-4 Tax Information**
   
   Alan Carpenter
   Commonwealth of Massachusetts

   You must complete Form W-4 so the Payroll Department can calculate the correct amount to withhold from your pay. Federal income tax is withheld from your wages based on your marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 and the updated tax witholding charges and you choose to have more, or less, tax withheld.

   Whether you are entitled to claim a certain number of allowances or exemption form withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

   Nonresident alien employees must contact their campus HR/Payroll department to change their W-4 tax information.

   Employees that both live and work in the state of Rhode Island must contact their campus HR/Payroll department to change their W-4 tax information.

   **Click here to process with tax instructions and worksheet**

   **Home Address**
   110 Main Street
   Northampton, MA 01063

   **W-4 Tax Data**

   Enter total number of allowances you are claiming: 3

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

   Indicate Marital Status:
   - Single
   - Married
   - Check here and select Single status if married but withholding at single rates.

   Check here if your last name differs from that shown on your social security card.

   **Click Exemptions**

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

2. Right-click the **Click here to access W4 form instructions and worksheet** link.

   ![Click here to access W4 form instructions and worksheet](image)

   **Form W-4 Instruction**

   **Form W-4 (2010)**

   **Click here to access W4 form instructions and worksheet**

   Last Updated: April 30, 2010
3. You may print the form and use the Personal Allowances Worksheet section to determine your number of allowed exemptions.

4. Click the Close button.

5. You may update the total number of Allowances you wish to claim.

6. Enter the desired information into the Enter total number of Allowances you are claiming field.

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

8. If your Marital Status has recently changed. You will update your marital status.

9. Click the Scrollbar.

10. You wish to claim exemption from withholding for the current year. Read both conditional statements to confirm that you meet both conditions.

11. Click the Check 'Exempt' here if you meet both conditions option.

12. Click the Scrollbar.

13. Click the Submit button.

14. Click the OK button.

15. Your updates display on the page. If you wish to continue to edit the page, click the W-4 Tax Information link.

16. Congratulations! You have successfully reviewed and changed W-4 Federal Tax data.