HR Direct – UPDATING W-4 INFORMATION

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**
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   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 your Form W-4. You may also specify that an additional dollar amount be withheld. You will receive a new Form W-4 and the associated tax information based on the changes you make.

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

   Employees who 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 access W4 form instructions and worksheet**

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   **Form W-4 Instruction PDF document opens in a separate window.**

   **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.

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   **Form W-4** Instruction PDF document opens in a separate window.
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.