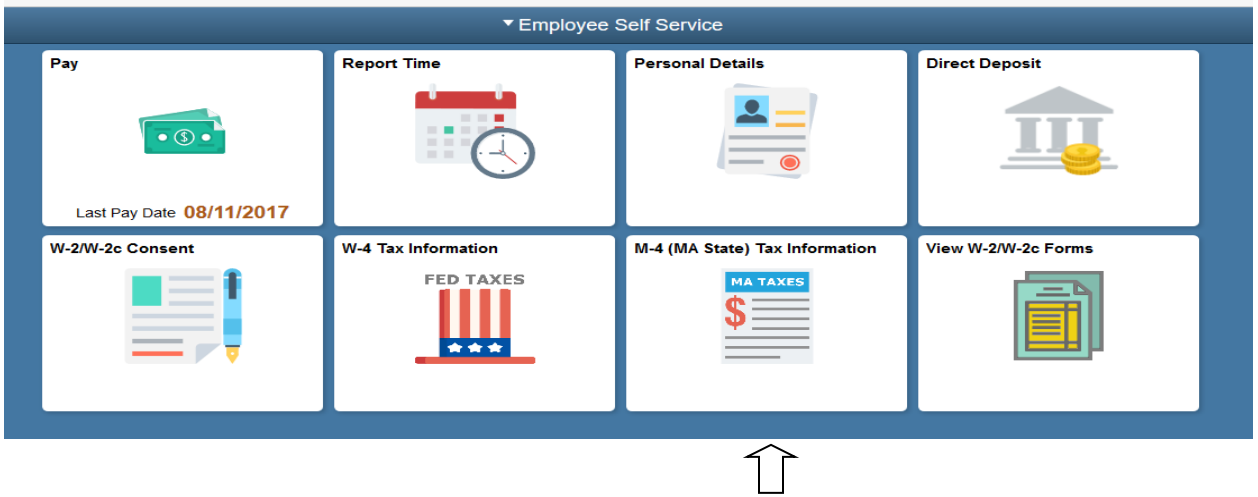
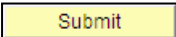





Updating M-4 Information

1.	<p>Begin by navigating to the M-4 (MA State) Tax Information page by clicking on the “M-4 (MA State) Tax Information” tile</p> <div style="text-align: center;">  <p>The screenshot shows the 'Employee Self Service' dashboard with eight tiles: Pay (Last Pay Date 08/11/2017), Report Time, Personal Details, Direct Deposit, W-2/W-2c Consent, W-4 Tax Information (FED TAXES), M-4 (MA State) Tax Information (MA TAXES), and View W-2/W-2c Forms. An arrow points to the M-4 (MA State) Tax Information tile.</p> </div>
2.	<p>Enter the desired information into the Enter total number of Allowances you are claiming field.</p> <p>Enter a valid value e.g. "1".</p>
3.	<p>If you want to have an additional amount withheld from each paycheck, you would enter the amount in this field.</p>
4.	<p>Enter the desired information into the Enter Additional Amount, if any, you want withheld from each paycheck field.</p> <p>Enter a valid value e.g. "40.00".</p>
5.	<p>Click the scrollbar.</p>
6.	<p>Click a radio button or buttons for the State Withholding Status you are claiming.</p>
7.	<p>Click the Claim Exemption checkbox if you claim an exemption from Massachusetts withholding tax.</p> <p><i>Note:</i> You must not be claiming an Allowance and you are not requesting an Additional Amount to be withheld from each paycheck.</p>
8.	<p>Click the Submit button.</p> <div style="text-align: center;">  </div>

9.	Click the OK button. 
10.	Your updates display on the page.
11.	Congratulations! You have successfully updated your M-4 information. End of Procedure.