Under Employee Self Service, click on W-4.

**Employee Self Service**
- Benefits
- Life Events
- Certifications
- Employee Notifications

**Pay/Tax Information**
- YTD Information
- W-2
- 1095-B
- 1095-C
- **W-4**
- Paycheck Simulator
- Total Compensation
- Direct Deposit

**Personal Information**
- Time Off
You will be brought to your W-4 Information screen.

Click Edit FEDERAL OR Edit MASSACHUSETTS to change/update your W-4 exemptions.

W-4 Information

FEDERAL

SINGLE
Marital status

2
Exemptions

$0.0000
Additional amount

Edit FEDERAL

MASSACHUSETTS

SINGLE
Marital status

1
Exemptions

$0.0000
Additional amount

Edit MASSACHUSETTS
The following page will appear for FEDERAL.

Read through the screen and follow the prompts and click SUBMIT when you are done.

**W-4 Information**

**FEDERAL**

2020 Form W-4 Employee Withholding Certificate

- The 2020 Form W-4 is significantly different from previous years. Please save, read and complete Form W-4. Using your completed document, enter your answers here for electronic processing.
- If you are a nonresident alien, see Notice 1352, Supplemental Form W-4 Instructions for nonresident Aliens, before completing this form.

**Step 1:**

Indicate your marital status

- Single or Married Filing Separately

**Step 2: Multiple Jobs or Spouse Works** Do only one of the following.

(a) Use the estimator at [www.irs.gov/W4app](http://www.irs.gov/W4app) for the most accurate withholding (and Steps 3-4); or
(b) Use the Page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
(c) If there are only two jobs total, you may check the box above.

**Fill out Steps 3-4(b)**

**Step 3: Claim Dependents**

If your income will be $200,000 or less ($400,000 or less if married filing jointly):

- Multiply the number of qualifying children under age 17 by $2,000
- Multiply the number of other dependents by $500

Add the amounts above and enter the total here:

0.00

**Step 4 (optional): Other Adjustments**

(a) Other Income (not from jobs). If you want tax withheld from other income you expect this year that will not have withholding, enter the amount of income here. This may include interest, dividends, and retirement income.

0.00

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

0.00

(c) Extra Withholding. Enter any additional tax you want withheld each pay period

0.00
The following page will appear for STATE.
Read through the screen and follow the prompts and click SUBMIT when you are done.

**W-4 Information**

**MASSACHUSETTS**
**FORM M-4 MASSACHUSETTS EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATE**

Indicate your marital status

Single or Married Filing Separately

Add the number of exemptions which you have claimed per Form M-4.

1

Add the number of exemptions which you have claimed per Form M-4.

0.00
Exemption from Withholding:
You may claim exemption from withholding from 2021 if you meet both of the following conditions:

- You had no federal income tax liability in the prior year, **and**
- You expect to have no federal income tax liability in the current year.

To claim exemption from withholding, certify that you meet both of the conditions above by writing **Exempt** in the following box:

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.
(Enter your full name)