University of Massachusetts Amherst
HR Direct Tax Withholding Changes

In a web browser, navigate to www.umass.edu/humres and click on “HR Direct Login”

Log in using your University NetID & password (your SPIRE ID & password). Please consult the University’s Information Technology helpdesk (A109 Lederle Graduate Research Center/telephone: 545-9400) if you do not know your NetID and/or password.
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From the Employee Self Service Homepage select W-4 Tax Information to change your federal tax withholding (M-4 if changing Massachusetts tax withholding):

Your current personal tax withholding will appear on screen. Modify your federal tax withholding status and press ‘submit’.

The change in your income tax withholding rate will be processed when payments for the current payperiod are processed.
To modify your state Massachusetts state tax withholding select “M-4 (MA State) Tax Information” from the Employee Self Service page.

Your current personal tax withholding will appear on screen. Modify your MA tax withholding status and press ‘submit’.

The change in your income tax withholding rate will be processed when payments for the current payperiod are processed.
Complete Form M-4 so that your employer can withhold the correct state income tax from your pay. Massachusetts Department of Revenue M-4 Instructions.

M-4 Information

Withholding Allowances

Enter Additional Amount, if any, you want withheld from each paycheck: 20.00

Additional M-4 Options

☐ Not Applicable
☐ You will file as head of household on your tax return
☐ Either you or your spouse is blind & not subject to withholding
☐ You are blind and file as head of household
☐ You and your spouse are blind and not subject to withholding

Claim Exemption

☐ Check if you are a full-time student engaged in seasonal, part-time, or temporary employment whose estimated annual income will not exceed $8,000

Submission

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.