

University of Massachusetts Amherst HR Direct Tax Withholding Changes

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University of Massachusetts Amherst

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State of the Art Facilities

Welcome to the UMass Amherst Office of Human Resources! We are a team of HR professionals dedicated to providing quality service to both employees and campus departments. Please reach out with any questions you may have – we are here to serve!

PageUp Login

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.

UMassAmherst

Web Login
sm-prd11.ucollaborate.net

NetID

Password

Once you log in, you have access to this and other services that use Web Login.

About your NetID & Password | Forgot your password?

University of Massachusetts Amherst HR Direct Tax Withholding Changes

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.

University of Massachusetts Amherst HR Direct Tax Withholding Changes

W-4 Withholding Certificate

Thuy Nguyen
Commonwealth of Massachusetts

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov. Please see <https://www.umassp.edu/tax-and-compliance-portal/tax-and-compliance-forms/new-2020-form-w-4> for questions regarding this form.

If you make changes to your W-4, please review your M-4 and update as needed

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

14 Main Street
Amherst, MA 01002

Filing Status

- Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave these steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest-paying job.)

Step 3: Claim Dependents

[View Instructions](#)

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

Other tax credits

Total

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet

BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

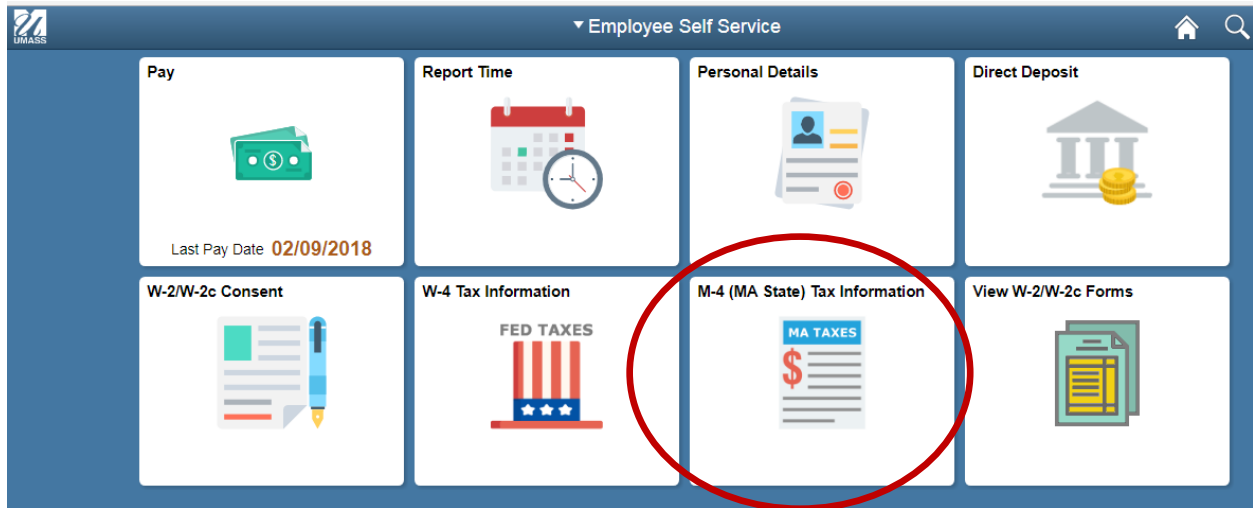
Submission

Submit

By clicking the Submit button, I acknowledge under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

University of Massachusetts Amherst HR Direct Tax Withholding Changes

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.

University of Massachusetts Amherst HR Direct Tax Withholding Changes

M-4 Tax Withholding

Thuy Nguyen

Commonwealth of Massachusetts

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](#).

M4 form instructions

Home Address

14 Main Street
Amherst, MA 01002

Mailing Address

14 Main Street
Amherst, MA 01002

M-4 Tax Information

Withholding Allowances

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

Additional M-4 Options

- Not Applicable
- You will file as head of household on your tax return
- Either you/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

Submit

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