

MA-4 Massachusetts Tax Withholding

Employee must submit a signed M-4 Exemption Certificate if they live in Massachusetts.

NOTE: New employees must also submit a Form W-4 for Federal withholdings.

After updating the State Tax Information, the Tax Distribution must also be set up in HRS.

For additional information about entering a W-4, see KB [16889](#).

State Tax Tab

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data**

1. On the **WI** (default) row:
 - Uncheck **Resident**.
 - Verify **UI Jurisdiction** is checked.
 - Change **Special Withholding Tax Status** to No Taxable Gross, No Tax Taken.
 - Enter 07 in the **UW Special Tax Form Code** section.
2. Add a row in the State Information section.
3. Enter MA in the **State** field.
4. Verify **Resident** is checked.
5. Review that **UI Jurisdiction** is unchecked.
6. Verify **FLI** and **MLI Status** is set to Not Applicable.
7. **Special Withholding Tax Status** should be None.
8. Update **Tax Status** (based on M-4).
 - H (Head of Household) – box 5A checked
 - T (Married or single with 1 blind exemption) – box 5B or 5C checked (not both)
 - V (Married with 2 additional blind exemption) – box 5B and 5C checked
 - Y (Head of Household and blind exemption) – box 5A and 5B or 5C
9. Enter **Withholding Allowance** (M-4, line 4).
10. Enter **Additional Amount** (M-4, Line 5).
11. Click **Save**.

Update Tax Distribution

Navigation: **Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution**

1. Add a row.
2. Change the **State** to MA.
3. Verify the **Percent of Distribution** is 100.
4. Click **Save**.