



To update your tax information:

1. Log-on to MyNeu
2. Select ***Employee Self-Service***
3. Select ***Update Tax Information***
4. Under “Federal Tax” and/or “MA Tax” select ***Update***
5. Enter your “Filing Status” and “Number of Allowances” and select ***Certify Changes***

Once you have selected ***Certify Changes***, your information will automatically be updated.