THIS FORM IS ONLY FOR HARVARD STUDENTS ELIGIBLE TO BE EXEMPT FROM FEDERAL AND STATE INCOME TAX

Aren’t students automatically exempt from paying state and federal taxes?

There is no automatic exemption from state and federal taxes for students. Most students will need to file income tax returns each year. Students may claim exemption on the W-4 and M-4 if they meet certain IRS and Massachusetts’s criteria listed on the form’s instruction.

If you have determined you are eligible to be exempt from federal and state withholding tax, please review the federal (W-4) and state (M-4) forms attached. Send or bring the form to:

Central Payroll
1033 Mass Ave., 2nd Floor.

The W-4 and M-4 is only valid for one year. We must obtain new forms from you by February 15th each year. If new forms are not received each year, then we must withhold payroll taxes.