

Northeastern University

Human Resources Management

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.