



Updating Your Home and Mailing Address

This guide details how to review and update your home and mailing address in HR Links.

IMPORTANT - If your address change was associated with a change in your **duty station** (change to the city or state in which you work), you may need to update your **benefits and/or tax withholdings**.

Benefits:

If you are currently enrolled in a Federal Employee Health Benefits (FEHB) plan that is a Health Maintenance Organization (HMO) type plan and you relocate outside of the geographic area from which the FEHB HMO carrier accepts enrollment, you may be eligible to change plans. You have 60 days after the loss of coverage to make this change. Contact your assigned [Benefits Specialist](#) for more information.

Tax Withholdings:

- If your duty location change is **within the same state**, and you would like to update the amount of your withholdings, you can make those changes in [Employee Express](#).
- If your duty location change is to a **new state**, or to a city with **locality tax**, [download the appropriate forms](#), and submit them to the National Payroll Branch at kc-payroll.finance@gsa.gov.

If you have questions about this process, please contact kc-payroll.finance@gsa.gov.

GSA is unable to provide employees with tax or personal financial advice. As such, all employees are recommended to consult a professional financial adviser or tax service provider for assistance with making changes to their tax withholdings.



1. From the HR Links homepage, select the **Employee Personal Info Tile; View/Update Personal Info** link.

Employee Self Service

- Employee Personal Info
 - View/Update Personal Info
 - View/Update Payroll Info
 - Employment Verification
- Employee Timesheet
 - 10/10/2021 - 10/23/2021
 - No Timesheet
- Employee Time Requests
 - Request Base Schedule GSA/AWS Converted
 - Absence Requests
 - Additional Time Requests
- View My HR Information
- Performance
 - Next Due Date 11/15/2021
- Print SF-50
- Benefits Summary
 - Enrollment Ends 12/13/2021
- Benefits Library
- Help Desk Home
- Company Directory
- HR Links Training & HR Support
- Telework & Remote Work
- Approvals
 - 14
- Manage Delegation
- HR Links Satisfaction Survey

2. From the **View/Update My Personal Info** page, select the pencil icon next to **Current Home Address** to edit your Home Address.

Personal Information

Review and update your personal and contact information

+ EXPAND ALL - COLLAPSE ALL

Erin Swain Taylor [edit icon]

Current Home Address [edit icon] RALEIGH, NC 27613

Current Mailing Address [edit icon] No Address Entered


Home Address: Enter the physical address of your residence. Do not enter a P.O. Box.

Mailing Address: Provide this if you prefer to receive mail at an address other than your Home Address. If a Mailing Address is provided, this address (instead of Home Address) will be used on your W2 and provided to the Thrift Savings Plan.



- From the **Edit Address** page, enter your updated home address and click **Ok**. **Note: Enter the physical address of your residence. Do not enter a P.O. Box.**

Edit Address

COUNTRY
United States 

ADDRESS 1

ADDRESS 2

ADDRESS 3

CITY **State**

COUNTY **POSTAL**

CONTINUE **CANCEL**

- Enter your **effective date** for your updated home address and click **Continue**.



Address Change Effective Date

CHANGE AS OF*

09/26/2022

CONTINUE

5. All GSA correspondence is mailed to your **Home Address**. However enter a Mailing Address if you prefer to receive mail at an address other than your Home Address. If a Mailing Address is provided, this address (instead of Home Address) will used on your W2 and provided to Thrift Savings Plan.

To update your current Mailing address click on the pencil icon next to **Current Mailing Address**.

Personal Information
Review and update your personal and contact information

+ EXPAND ALL × COLLAPSE ALL

Erin Swain Taylor

Current Home Address
RALEIGH, NC 27613

Current Mailing Address
No Address Entered

Home Address: Enter the physical address of your residence. Do not enter a P.O. Box.

Mailing Address: Provide this if you prefer to receive mail at an address other than your Home Address. If a Mailing Address is provided, this address (instead of Home Address) will be used on your W2 and provided to the Thrift Savings Plan.

6. Enter your Mailing Address and Click **Continue**.

A screenshot of a web application's 'Edit Address' form. The form is titled 'Edit Address' and is set against a dark blue background. It contains several input fields: 'COUNTRY' (pre-filled with 'United States'), 'ADDRESS 1' (pre-filled with 'P.O. Box 123'), 'ADDRESS 2' (empty), 'ADDRESS 3' (empty), 'CITY' (pre-filled with 'Raleigh'), 'State' (pre-filled with 'NC'), 'COUNTY' (empty), and 'POSTAL' (pre-filled with '27613'). There are 'CONTINUE' and 'CANCEL' buttons at the bottom. The 'CONTINUE' button is highlighted with a red border. On the left side, there is a sidebar with a user profile for 'Wain Taylor' and some contact information.

7. Enter your **effective date** for your updated mailing address and click **Continue**.

A screenshot of a web application's 'Address Change Effective Date' form. The form is titled 'Address Change Effective Date' and is set against a dark blue background. It contains a single input field for the effective date, which is pre-filled with '09/26/2022'. There is a 'CONTINUE' button at the bottom, which is highlighted with a red border. The form is part of a larger page, with some text from the previous step visible at the bottom.

8. Confirm your updated Home and Mailing address was submitted and click **Save Changes**.



Personal Information
Review and update your personal and contact information

[+ EXPAND ALL](#) [X COLLAPSE ALL](#)

Erin Swain Taylor

Current Home Address	Current Mailing Address
123 Test RALEIGH, NC 27613	P.O. Box 123 Raleigh NC 27613

Home Address: Enter the physical address of your residence. Do not enter a P.O. Box.

Mailing Address: Provide this if you prefer to receive mail at an address other than your Home Address. If a Mailing Address is provided, this address (instead of Home Address) will be used on your W2 and provided to the Thrift Savings Plan.

[SAVE CHANGES](#) [DISCARD CHANGES](#)

9. You will get a notification that your Address Change has been Submitted. Click **Close**.

The screenshot shows the HR Links interface with a notification modal open. The modal title is "Address Change Submitted" and it contains the following information:

- The following request has been submitted.
- Effective Date:** 09/26/2022
- Home Address:** 123 Test, RALEIGH, NC 27613, United States
- Mailing Address:** P.O. Box 123, Raleigh NC 27613, United States
- Approval Status: Pending**
- A status message: "Routed to HR for approval and processing" with a clock icon.
- A **CLOSE** button.


The background shows the "Personal Information" page for Erin Swain Taylor, with the "Current Home Address" field highlighted in red, indicating the change being processed.

10. The pending home address change will display on your Personal Information page.




Personal Information
Review and update your personal and contact information


+ EXPAND ALL × COLLAPSE ALL

Erin Swain Taylor 

Current Home Address 123 Test RALEIGH, NC 27613	Current Mailing Address P.O. Box 123 Raleigh NC 27613
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Approval Status: Pending

 Routed to HR for approval and processing

 Employee Information

Note: Address change requests are routed to your HR Office for processing. If your request has not been processed within 5 business days, please contact your [HR Office](#) for assistance. Once HR has processed your request, your updated address will be displayed on the View/Update My Personal Info page. If you still see your old address, then HR has not yet processed your change.