

## **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:

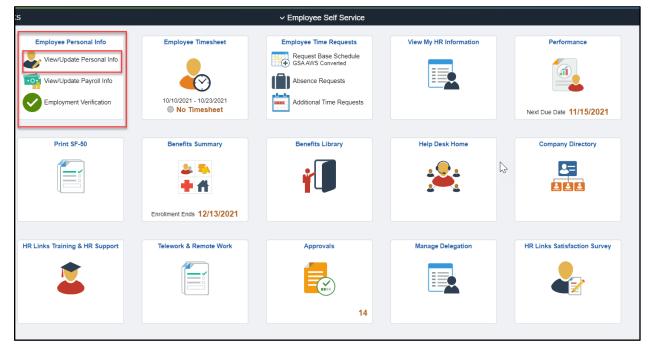
- If your duty location change is within the same state, and you would like to update the amount of your withholdings, you can make those changes in Employee Express.
- If your duty location change is to a new state, or to a city with locality tax, download the appropriate forms, and submit them to the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

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

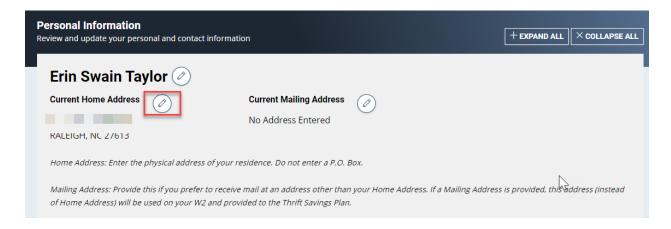
GSA is unable to provide employees with tax or personal financial advice. As such, all employees are recommended to consult a professional financial adviser or tax service provider for assistance with making changes to their tax withholdings.



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

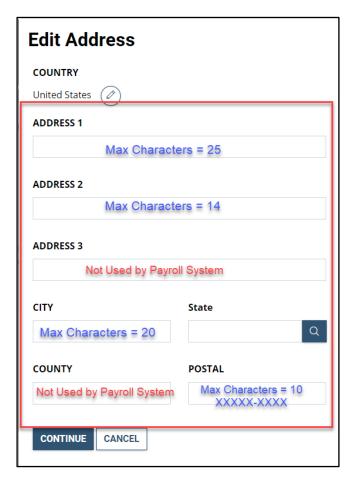


2. From the View/Update My Personal Info page, select the pencil icon next to Current Home Address to edit your Home Address.





3. 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.



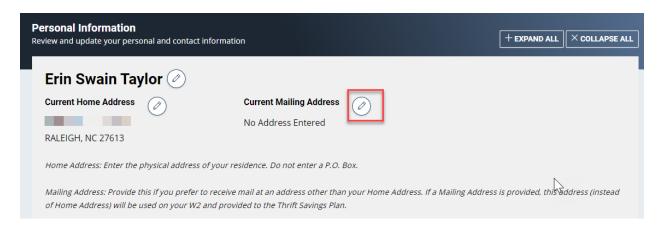
4. Enter your **effective date** for your updated home address and click **Continue.** 





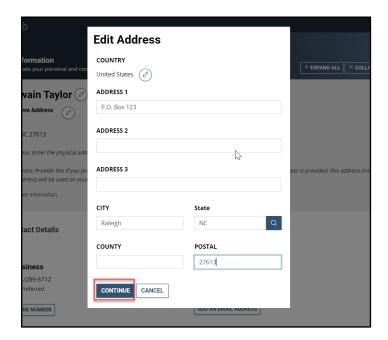
5. All GSA correspondence is mailed to your **Home Address.** However enter a Mailing Address if you prefer to receive mail at an address other than your Home Address. If a Mailing Address is provided, this address (instead of Home Address) will used on your W2 and provided to Thrift Savings Plan.

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

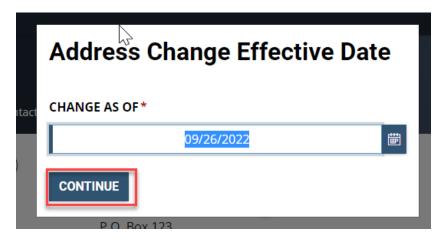


6. Enter your Mailing Address and Click Continue.



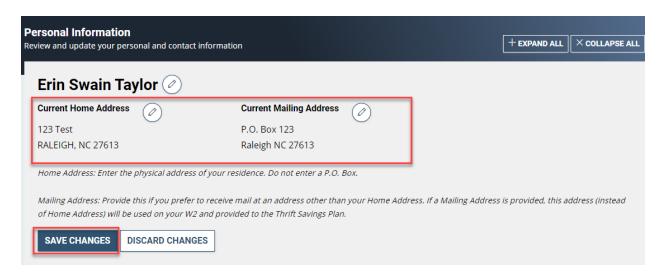


7. Enter your effective date for your updated mailing address and click Continue.

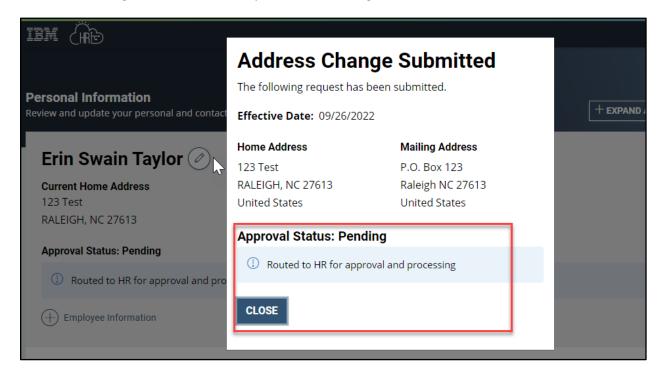


8. Confirm your updated Home and Mailing address was submitted and click Save Changes.





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



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





**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 <u>HR Office</u> 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.