



Check out HRAccess at: <https://hraccess.tsa.dhs.gov>
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov (New Address)



Phone: 1.877.TSA.7990 (1.877.872.7990)
Fax: 1.877.TSA.7993 (1.877.872.7993)

HRAccess Bulletin – 2/26/2015

For Distribution to All TSA Employees

State Income Tax Questions

The HRAccess Help Desk receives many calls regarding state income taxes. Two of the most common questions are:

1. I live in one state but work in another. How does this impact my taxes?
2. I have moved to a different state. Do I need to update my taxes?

Living in one state and working in another can impact your taxes in several ways. States and municipalities alike may have differing tax regulations and agreements concerning working in other states and municipalities. Please consult your tax adviser for information about your specific tax circumstances.

Moving to a different state also requires updating your information. In order to keep your tax records accurate, be sure to update your address on your Employee Personal Page (EPP) or by submitting AD-349, *Employee Address* form, which you can download from the [National Finance Center \(NFC\) website](#) under Forms.

In addition to submitting an address change, you must complete and submit a state tax form to the TSA HRAccess Help Desk. To obtain your state tax form, go to <http://www.statew4.com/content/taxforms.php> and select the applicable form for the state in which you currently reside. If you are unable to locate or do not know which form you need to complete, please contact the department in your state that handles tax issues, such as a Department of Revenue, for assistance.

To submit address and tax withholding information to HRAccess:

Fax: 1-877-872-7993
Email: Helpdesk@mailserver-hraccess.tsa.dhs.gov
Mail: TSA HRAccess Shared Service Center
Metroplace 1, Suite 201
2650 Park Tower Drive
Vienna, VA 22180-7300



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For answers to frequently asked questions about W-2s, visit the HRAccess website. Click [Employee's News Update, 2/17/2015: HRAccess Bulletin: W-2 Form Frequently Asked Questions](#).

If you have any questions, please contact the HRAccess Help Desk at 1-877-872-7990 or helpdesk@mailserver-hraccess.tsa.dhs.gov.