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Bulletin for ALL TSA Employees – 10/24/2019

Update Your Address on Employee Personal Page for W-2s by December 6, 2019

Employees are reminded to update your Residence Address on your Employee Personal Page (EPP) by December 6, 2019. The 2018 W-2 Forms will be sent to the address listed in EPP when 2019 W-2 forms are mailed. **You will not receive a W-2 form if the address listed in EPP is not up-to-date by December 6, 2019.**

To update your address in My Employee Personal Page (MyEPP), follow the instructions below:

1. Log in to MyEPP, or click [here](#).
2. In the column on the left, click Personal Info.
3. Under Personal Info, click Residence Address.
4. If your address is correct, you can exit without taking any action.
5. If your address is not correct, go to the top right and click Self-Service.
6. Enter your correct address in the appropriate boxes, making sure to include the last four digits of your ZIP Code.
Note: To confirm the last four digits of your ZIP Code, go to this link [here](#). This will help ensure that state, city, and local taxes are deducted correctly.
7. Click Continue.

If you do not have access to MyEPP, you can complete Form AD-349, *Employee Address*. Be sure to provide your Social Security number (SSN) and signature when completing the form. The form is available on the National Finance Center (NFC) website, or by clicking [here](#).

After completion, Form AD-349 should be submitted via mail, fax or email to the following:

Mail: TSA Human Resource Service Center
6363 Walker Lane, Suite 400
Alexandria, VA 22310
Fax: 1-877-872-7993
Email: helpdesk@mailserver-hraccess.tsa.dhs.gov

As a reminder, to protect your personal information, please be sure to password-protect emailed documents and send the password in a separate email.

Questions?

Please contact the HCAccess Help Desk by phone at 1-877-872-7990, by fax at 1-877-872-7993, or by email at this [link](#). Live agents are available 7:00 a.m. to 10:00 p.m. Eastern Standard Time (EST) Monday through Friday, excluding Federal holidays, with additional hours for recruitment calls only from 11:00 a.m. to 3:00 p.m. EST Saturday and 12:00 p.m. to 4:00 p.m. EST Sunday. Visit our website at this [link](#), and check out HCAccess online at this [link](#).