



Bulletin for ALL TSA EMPLOYEES – 06/17/2020

W-2 Reprints

As a reminder, the Internal Revenue Service (IRS) does not require that the address on the W-2 match the employee's current residence address, therefore the need to request a W-2 reprint is not necessary. However, you should update your address through the Employee Personal Page (EPP), Self-Service Option for next year's W-2.

If a reprint is needed, the fastest way to get your W-2 is the electronic version via your EPP, or click [here](#), or by submitting a written request for the W-2 reprint, including Full Name, the mailing address, phone number, and your social security number to the HCAccess Helpdesk by mail, fax, or scanned and emailed:

Fax: 1-877-872-7993

Email: Helpdesk@mailserver-hraccess.tsa.dhs.gov

Mail: TSA HCAccess, 6363 Walker Lane, Suite 400, Alexandria, VA 22310

Separated More than 90 Days

Employees who have been separated for more than 90 days and did not receive a mailed W-2, should submit a reprint request by following the details above.

Questions?

Due to the current COVID-19 pandemic, the HCAccess Help Desk is temporarily unable to receive inquiries via phone. Agents will be available from 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, and closed Saturday through Sunday until further notice. Employees can contact the HCAccess Help Desk by e-mail at HelpDesk@mailserver-hraccess.tsa.dhs.gov or at this [link](#), by fax at 1-877-872-7993, or by phone at 1-877-872-7990 and leave a voicemail. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this [link](#) and visit Human Capital online at this [link](#).