

Bulletin for All TSA Employees – 09/23/2020

Information: When City Taxes Can Be Withheld From Your Paycheck

Human Capital (HC) continues to receive numerous inquiries from employees regarding why they are unable to have local city taxes deducted from their bi-weekly paychecks. Local city taxes can only be withheld when the locality meets the basic requirements to obtain a withholding agreement from Department of the Treasury which include:

- The tax may not be a school district tax
- The tax may not be voluntary
- At least 500 federal employees, (not necessarily from the same federal agency) must be affected by the tax.

Once the withholding agreement is completed, the tax formulas can be uploaded into the National Finance Center (NFC) database. If your local city's tax formula has not been uploaded into the NFC database, you will need to work with your personal tax advisor to make payment arrangements.

To confirm if your local city is listed on NFC database, access the U.S. Income Tax Formulas map located on the NFC website, or click [here](#). Then, select the state in which you live or work.

Example: New York State and New York City taxes can be withheld by TSA:



The Tax Documentation listing identifies the state and any local cities (if applicable) that are listed within the NFC database. The option to view that documentation will show when you select the state. Only the state tax documentation will be listed if the city taxes are not located in the NFC database.

Questions?

Due to the current COVID-19 pandemic, live agents are not available to answer telephone calls received at the HCAccess Help Desk. 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](#).