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## EMPLOYEE RELOCATION CHECKLIST

Moving can be a hectic event. There are many things to remember and arrange. The checklist below can help minimize stress. It provides items to assist you in conducting relevant transactions before or after your move.

To review	Where to go	What to do	✓
Personal Information	Employee Personal Page (EPP)	Change Mailing Address	
		Change Direct Deposit Information (if you changed your financial institution and/or checking/savings account)	
		Change State Tax Withholding (if moving to a state that has withholding and also to discontinue your prior state tax deduction, if applicable)	
		Change Email Address (if applicable)	
Federal Employees Health Benefits (FEHB) Information	HRAccess	Currently enrolled in an FEHB Health Maintenance Organization (HMO) plan? If so, HMO plans provide health services in specific geographical areas and you may need to change plans if you want to remain covered. Be sure to review and compare health benefit plans in your new area at <a href="http://www.opm.gov/healthcare-insurance/healthcare/plan-information/">http://www.opm.gov/healthcare-insurance/healthcare/plan-information/</a> and then submit an <a href="#">SF 2809, Health Benefits Election Form</a> , no later than 60 days after you move. SF 2809s can be faxed to HRAccess Help Desk at 1-877-872-7993 or emailed to <a href="mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov">helpdesk@mailserver-hraccess.tsa.dhs.gov</a> .	
		Currently enrolled in an FEHB Nationwide plan? If so, your health plan will be available to you regardless of where you live and no further action is necessary. Employees enrolled in an FEHB Nationwide plan can make changes during open season of every year.	
BENEFEDS	<a href="http://www.benefeds.com">www.benefeds.com</a>	If your move requires a change to your Federal Employees Dental and/or Vision Insurance Plan (FEDVIP), visit their website or call 1-877-888-3337, TTY: 1-877-889-5680.	
Federal Employees' Group Life Insurance (FEGLI)	HRAccess	Relocating is not a Qualifying Life Event (QLE) that allows you to enroll or increase FEGLI coverage. If you wish to reduce or cancel your FEGLI coverage, you may do so at any time by completing an <a href="#">SF 2817, Life Insurance Election</a> , and faxing or emailing it to the HRAccess Help Desk at 1-877-872-7993 or <a href="mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov">helpdesk@mailserver-hraccess.tsa.dhs.gov</a> .	
Beneficiary Forms	Electronic Official Personnel File (eOPF)	It is always a good idea to review beneficiary forms, located in your eOPF. You may update beneficiary information at any time. Forms and guidance are on the <a href="#">Designation of Beneficiary Forms</a> page on the <a href="#">HRAccess website</a> .	

If you have any questions, please contact the HRAccess Help Desk at 1-877-872-7990 or [helpdesk@mailserver-hraccess.tsa.dhs.gov](mailto:helpdesk@mailserver-hraccess.tsa.dhs.gov). TSA Executives should contact the Executive Help Desk at 1-877-872-7991 or [ESO@mailserver-hraccess.tsa.dhs.gov](mailto:ESO@mailserver-hraccess.tsa.dhs.gov).