

## Form AD-349 Help Guide: Address Change Form

**Purpose of this Form:** To obtain an employee's home address and check mailing address

**Directions:**

1. To help prevent common mistakes that often lead to paperwork rejection, follow along with the **2 checkboxes below** as you complete your form.
2. All forms should be the current form from <https://www.aphis.usda.gov/library/forms/pdf/ad349.pdf>
3. After completing, deliver the form using one of the following options:
  - Paper mail Address to:  
TSA HCAccess HCSC  
6363 Walker Lane, Suite 400,  
Alexandria, VA 22310
  - Email: [helpdesk@hraccess-mailserver.tsa.dhs.gov](mailto:helpdesk@hraccess-mailserver.tsa.dhs.gov)
  - Fax: 1-877-872-7993

Section 1) Did you remember to fill out the following **mandatory** fields:

- Name (full legal name)
- SSN
- Street Address
- Apt No.
- City
- State
- Zip Code

Section 2) For mailed checks, the following fields are **mandatory**:

- Street Address

- Apt No.
- City
- State
- Zip Code

For both direct deposit and mailed checks, the following fields are **mandatory**:

- Signature
- Date

FORM AD-349 (REV. 12/93)		U.S. DEPARTMENT OF AGRICULTURE EMPLOYEE ADDRESS		AGENCY USE	
		ACTION CODE	AGENCY	EFFECTIVE DATE	
SECTION I					
Complete Section I with your current or new residence mailing address. This address is used to mail out employee Pay and TSP statements, W-2 forms and other personal documents. NOTE: This form does not change the U.S. Savings Bond address.					
1. NAME (Last, First, Middle)			2. SOCIAL SECURITY NO.		
3. STREET ADDRESS OR P.O. BOX			4. APT NO.		
5. CITY NAME		6. STATE or COUNTRY NAME		7. ZIP CODE	
AGENCY USE		CITY CODE	COUNTY CODE	STATE OR COUNTRY CODE	
SECTION II					
FOR EMPLOYEES WITH DIRECT DEPOSIT COMPLETE BLOCKS 13 AND 14 ONLY. Employees who wish to receive their checks in the mail complete blocks 8 through 14 with your current or new check mailing address.					
8. STREET ADDRESS or P.O. BOX			9. APT NO.		
10. CITY NAME		11. STATE or COUNTRY NAME		12. ZIP CODE	
AGENCY USE		CITY CODE	COUNTY CODE	STATE OR COUNTRY CODE	
13. SIGNATURE OF EMPLOYEE			14. DATE SIGNED		

**Clear Form**

**Questions about this form?**

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.