



Updating Your Home and Mailing Address

This guide details how to review and update your home and mailing address in HR Links.

IMPORTANT - If your address change was associated with a change in your **duty station** (change to the city or state in which you work), you may need to update your **benefits and/or tax withholdings**.

Benefits:

If you are currently enrolled in a Federal Employee Health Benefits (FEHB) plan that is a Health Maintenance Organization (HMO) type plan and you relocate outside of the geographic area from which the FEHB HMO carrier accepts enrollment, you may be eligible to change plans. You have 60 days after the loss of coverage to make this change. Contact your assigned [Benefits Specialist](#) for more information.

Tax Withholdings:

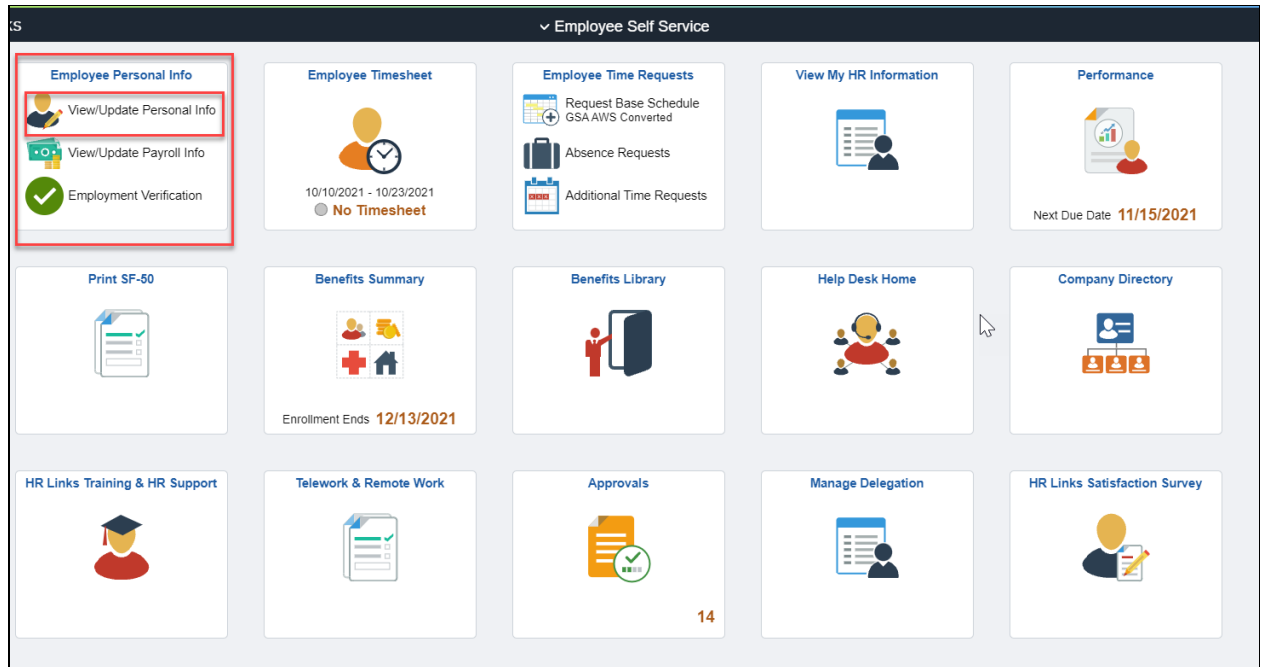
- If your duty location change is **within the same state**, and you would like to update the amount of your withholdings, you can make those changes in [Employee Express](#).
- If your duty location change is to a **new state**, or to a city with **locality tax**, [download the appropriate forms](#), and submit them to the National Payroll Branch at kc-payroll.finance@gsa.gov.

If you have questions about this process, please contact kc-payroll.finance@gsa.gov.

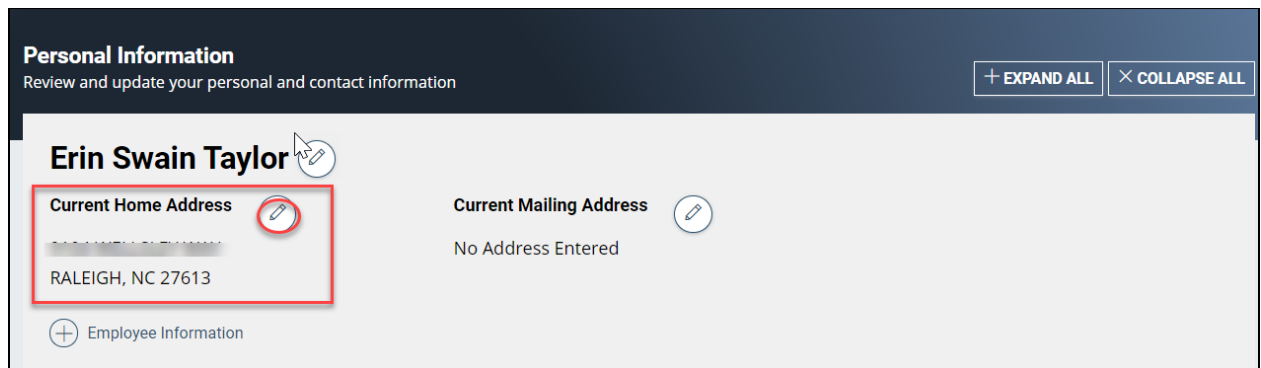
GSA is unable to provide employees with tax or personal financial advice. As such, all employees are recommended to consult a professional financial adviser or tax service provider for assistance with making changes to their tax withholdings.



1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



2. From the **View/Update My Personal Info** page, select the pencil icon next to **Current Home Address** to edit your Home Address.





3. From the **Edit Address** page, enter your updated home address and click **Ok**.

Edit Address

COUNTRY
United States

ADDRESS 1

ADDRESS 2

ADDRESS 3

CITY **STATE**

COUNTY **POSTAL**

OK **CANCEL**

4. Enter your **effective date** for your updated home address and click **Save**.

Address Change Effective Date

CHANGE AS OF *

SAVE **CANCEL**

5. Confirm your updated home address was submitted and click **close**.



Address Change Submitted

The following request has been submitted.

Effective Date 10/28/2021

Home Address	Mailing Address
123 Test RALEIGH, NC 27613 United States	United States

Approval Status: Pending
PAR RESULT: NOT YET AVAILABLE TO HUMAN RESOURCES

CLOSE

The pending home address change will display on your Personal Information page.

Personal Information

Review and update your personal and contact information

Erin Swain Taylor

Current Home Address	Current Mailing Address
123 Test RALEIGH, NC 27613	No Address Entered

You may also add/update your current Mailing address by clicking on the pencil icon next to **Current Mailing Address**.

Personal Information

Review and update your personal and contact information + EXPAND ALL × COLLAPSE ALL

Erin Swain Taylor

Current Home Address	Current Mailing Address
RALEIGH, NC 27613	No Address Entered

Employee Information

All GSA correspondence is mailed to your **home** address. **While you can enter a mailing address, it is not currently used for any purpose.**



Address Type	What to Enter	How it is Used
Home Address	Your street address, city, state, and zip code. Do not enter a P.O. Box for your home address.	To mail all correspondence to you, including: <ul style="list-style-type: none">• W2• Thrift Savings Plan (TSP) correspondence
Mailing Address	A street address or P.O. box.	This is not currently used for any purpose.

Note: Address change requests are routed to your HR Office for processing. Follow the instructions below to check the status of your request. If your request has not been processed within 5 business days, please contact your [HR Office](#) for assistance.