

## Request the Income Tax Unit to Update Personal Information

A staff member should complete this form to formally request the Income Tax Unit to update or change their personal information.

Index No: \_\_\_\_\_

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

### NEW INFORMATION

(Please fill in only the fields where changes occurred. Leave all other fields blank.)

**Effective Date:** \_\_\_\_\_

**Agency** From: \_\_\_\_\_ To: \_\_\_\_\_

**Work Email Address:** \_\_\_\_\_

**Personal Email Address:** \_\_\_\_\_

**Tax Mailing Address\*:** \_\_\_\_\_  
 \_\_\_\_\_

\*If you are a UN Secretariat staff member (including OAHs and Missions), please ensure your mailing address is updated in Umoja **first**.

**Tax Advance Readjustments** - Need Federal / SE / NYS / NYC due to reasons below:

**Coming back from overseas.** Date: \_\_\_\_\_

**Moving overseas.** Date: \_\_\_\_\_

**Other Reasons:** \_\_\_\_\_

### Part 2: Request for 2026 Estimated Tax Advances Yes ☐ No ☐

Complete the following section ONLY if you have checked "Yes" box above. If you have checked 'No', you will be liable for any estimated tax underpayment, penalty/ interest for 2026.

**I am requesting estimated tax advances** (Check all the apply):

☐ Same as Last year

<b>New Staff / Reappointment</b>	Federal	Self-Employment	State	Expected UN Earnings(\$)	_____
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<b>Adjustments to last year</b>	UN Earnings (\$)	Non-UN Earnings (\$)
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Relocation	New Duty Station:	USA      Non-USA
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Became a U.S. Citizen	Add Self-Employment tax
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**Other Reasons** (Please specify): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_