



## 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 that apply):**

Same as Last year

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

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

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