



**UNITED STATES MISSION TO THE UNITED NATIONS  
NEW YORK**

HC 2024-20

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and wishes to remind the latter of the required supporting tax documents when submitting requests for a renewal of employment authorization documents (EAD) for qualifying dependents of United Nations staff members. This circular note supersedes any previous notes issued on this topic.

Dependents of United Nations staff members applying for a renewal of their EAD, must provide the tax return documentation below:

Federal tax transcript for each year covered by the current EAD as well as State tax returns for such years covered by the current EAD. To obtain a free federal tax transcript, visit: <https://www.irs.gov/individuals/get-transcript>

For G visa holders, applicants should have filed federal income tax returns utilizing Form 1040NR or 1040NR-EZ for the years during which they worked as a G visa holder. If the applicant filed federal forms other than 1040NR or 1040NR-EZ, the applicant will need to file amended tax returns.

If the applicant had an EAD but was never employed, the applicant must include a statement certifying that he/she earned no income and a letter from the United Nations confirming it. Unpaid internships and pro bono work should be included in the letter.

Secretariat  
United Nations  
New York

**DIPLOMATIC NOTE**

Applications without tax transcripts will be returned to the applicant. Standard tax forms will not be accepted in lieu of tax transcripts.

United Nations offices may contact the United States Mission to the United Nations with any related questions at [USUNEAD@state.gov](mailto:USUNEAD@state.gov) .

The United States Mission to the United Nations avails itself of this opportunity to renew to the to the United Nations Secretariat the assurances of its highest consideration.

New York, February 6, 2024