



OFFICE USE ONLY	
Annual Pledge:	
Current YTD Balance:	
Entered by:	
Date:	

# Health Savings Account – 2018 Payroll Deduction Contribution Form

Use this form to start, stop or change contributions to your HSA through semi-monthly payroll deductions.

Employee's Information		
Last Name	First Name	Employee ID
Department	Daytime Phone	Medical Plan Coverage <input type="checkbox"/> Single <input type="checkbox"/> Employee + Dependents
General Rules		
<p>The IRS has established annual limits that can be contributed to a Health Savings Account.</p> <p><b>NOTE:</b> Since your contribution limits are specific to your circumstances, it is recommended that you contact your Tax Advisor to verify what your contribution limits are.</p> <p style="text-align: center;"><u>Total Annual Contribution Allowed</u></p> <p>2018 <b>Single</b> Maximum Contribution Allowed: \$3,450.00*      2018 <b>Family</b> Maximum Contribution Allowed: \$6,850.00*            Employer contributes \$1,250.00 annually                              Employer contributes \$2,100.00 annually</p> <p style="text-align: center;">*For <u>age 55 or over</u>, an additional \$1,000.00 catchup contribution is available</p> <p><b>Important:</b> If you have previously contributed to your HSA via payroll deduction or directly to your account during the current plan year, you need to track your annual contributions to ensure you do not exceed the annual maximum allowed.</p>		
Employee HSA Contribution Elections		
<b><u>ANNUAL MAXIMUM EMPLOYEE CONTRIBUTION</u></b>		
<input type="checkbox"/> <b>\$2,200</b> Single (\$3,450 - \$1,250 employer = \$2,200) <input type="checkbox"/> <b>\$4,750</b> Family (\$6,850 - \$2,100 employer = \$4,750)		
<input type="checkbox"/> I am 55 or older and am allowed an additional \$1,000 as a catchup contribution. Date of Birth: _____		
<b><u>SELECT DEDUCTION AMOUNT AND START DATE</u></b>		
Deductions are semi-monthly (2 paychecks per month or 24 total per calendar year)		Paycheck Start Date: _____ <small>Indicate what paycheck you want the deduction to start. Changes will not be made until the beginning of the next pay period or later.</small>
Per Paycheck Deduction: \$ _____ <small>How much do you want to be deducted per paycheck twice a month?</small>		Number of Paychecks: _____ <small>How many paychecks do you want the deduction to be taken from?</small>
Authorization and Signature		
I authorize the deduction from my salary on a per paycheck basis, by the amount designated above as a pre-tax contribution to my Health Savings Account with Optum Bank.		
I understand funds that are deducted from my pay and <u>not used for eligible health care expenses incurred after my HSA account was established</u> will be <b>taxable</b> in accordance with IRS regulations, and it is solely my responsibility to report these funds to the IRS.		
<b>Employee Signature:</b> <small>(Wet signature required)</small>		<b>Date of request:</b>

Scan and email completed form to [countybenefits@stancounty.com](mailto:countybenefits@stancounty.com) or fax to 209-525-5779.