

**ADMINISTRATORS**  
**TEACHERS**  
**NURSES**

**Health Savings Account (HSA)  
Payroll Deduction Form  
January 2023 – December 2023**

You have the option of contributing to your HSA account, pre-tax, through payroll deductions. For HSA members wanting to do payroll deductions for their HSA accounts, the maximum amount that an individual employee can contribute is \$2,837.50 (the \$3,850 federal max minus the \$1,012.50 that the BOE is funding). The maximum an employee can contribute for family coverage is \$5,725 (the \$7,750 federal max minus the \$2,025 the BOE is funding). Individuals 55 and older can make an additional “catch-up” contribution of \$1,000 per calendar year until they enroll in Medicare.

**Contributor Information**

Print Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Contribution Information**

I want the following amount placed into my HSA account from payroll deduction.

\$ \_\_\_\_\_ Per Pay Period

\$ \_\_\_\_\_ \*Limit Amount

\$ \_\_\_\_\_ Lump Sum Payment

\$ \_\_\_\_\_ Catch-Up Contribution Per Pay Period

**\*The exact number of pay deductions will be contingent upon the date the HSA bank account is open, and the number of remaining payrolls through the end of December 2023. If a total contribution amount is desired please note a limit amount and the bi-weekly deduction will be calculated based on the remaining pay periods.**

**Signature**

I understand the eligibility requirements for the HSA deposit per the HSA Plan Summary and state that I qualify to make the deposit.

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

**Purpose:** The Health Savings Account (HSA) Payroll Deduction form is used to document employee HSA contributions that will be made via payroll deduction.

**Calendar Year Maximum Contributions:** Each plan year, you may contribute money to your HSA up to a maximum contribution set by the U.S. Treasury and the IRS. **All combined employer, employee, and reward contributions to your account cannot exceed your annual contribution maximum.**

For 2023, the annual contribution maximum amount that an individual employee can contribute is \$2,837.50 (the \$3,850 federal max minus the \$1,012.50 that the BOE is funding), an increase of \$200 from 2022. The maximum an employee can contribute for family coverage is \$5,725 (the \$7,750 federal max minus the \$2,025 the BOE is funding), an increase of \$450 from 2022. Roll-over amounts from previous years and another HSA, do not count toward the maximum annual contribution.

**Calendar Year Maximum Contributions:** An HSA Payroll Deduction Form will be provided to employees each December when the U.S. Treasury and the IRS set the maximum contribution for next year. In order for prior year employee contributions to continue an HSA Payroll Deduction Form is required by the start of each new calendar year. **If not received HSA employee contributions will cease as of the end of the prior calendar year.**

**Calendar Year Catch-up Contributions:** Catch-up contributions are HSA contributions made in addition to any regular HSA contributions. You are eligible to make catch-up contributions above the regular limits if you meet the eligibility requirements per the HSA Plan Summary for regular contributions, are age 55 or older by the end of your taxable year, and not enrolled in Medicare. The additional “catch-up” contribution allowed is \$1,000 per year. Catch-up contributions apply to the account holder (employee) only.

**Employer Contribution:** If an employee is enrolled in the HSA as of July 1, the BOE annual contribution will be \$1,012.50 for an individual employee and \$2,025 for family coverage unless otherwise negotiated in Union contract. In the event that an employee enrolls in the HSA after September 1, the BOE annual contribution will be pro-rated based on the number of months the employee has coverage.