

Health Savings Account (HSA) Payroll Deduction Form January 2024 – December 2024

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 \$3,137.50 (the \$4,150 federal max minus the \$1,012.50 that the BOE is funding in 2024). The maximum an employee can contribute for family coverage is \$6,275 (the \$8,300 federal max minus the \$2,025 the BOE is funding in 2024). 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 2024. 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 2024, the annual contribution maximum amount that an individual employee can contribute is \$3,137.50 (the \$4,150 federal max minus the \$1012.50 that the BOE is funding), an increase of \$300 from 2023. The maximum an employee can contribute for family coverage is \$6,275 (the \$8,300 federal max minus the \$2,025 the BOE is funding), an increase of \$550 from 2023. Roll-over amounts from previous years 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 for 2024 will be \$1012.50 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.