

# Health Savings Account (HSA) Payroll Deduction

New Enrollment       Change

## 1 What is this form for?

Your employer is offering you the option to contribute to your HSA account **pre-tax** through payroll deduction. You may also choose to contribute on your own after your HSA account has been opened and take the deduction on your income taxes to the extent appropriate under applicable law. Please list your contribution below.

## 2 Contributor Information

Print Full Name: \_\_\_\_\_ Employee Extension: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ (If available, otherwise use Social Security Number)

## 3 Contribution Information

I want the following annual amount placed into my HSA account from payroll deduction. (Please see the reverse side of this form for assistance determining your contribution amount.)

\$ \_\_\_\_\_ Per Benefit Year

*\*This annual amount will be deducted over the course of the year in equal installments for each pay period as determined by your employer.*

## 4 Signatures

I understand the eligibility requirements for the HSA deposit and state that I qualify to make the deposit. I understand that due to banking regulations I will be unable to open or deposit money into an HSA if the address I provided during enrollment is a P.O. Box.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please return this form to your employer\***

**Purpose:** The Health Savings Account (HSA) Payroll Deduction form is used to document employee HSA contributions that will be made via payroll deduction. A general understanding of the following terms may be helpful in completing this form.

**Calendar Year Maximum Contributions:** The maximum annual contribution is equal to the lesser of the health plan deductible or the pre-defined amount updated by the federal government each year to account for inflation. Roll-over amounts from previous years and/or MSA or another HSA, do not count toward the maximum annual contribution. Annual HSA contribution limits are prorated. For example, if your HDHP starts 7/1 (must be covered 1st day of the month), you can make 6/12ths of the total maximum contribution for the year. Your maximum includes all contributions being made to the account. If your employer is contributing, please ensure that the total combined contributions do not exceed the maximum. For more information please consult [www.irs.gov](http://www.irs.gov), your tax advisor or [www.bcbsnc.com](http://www.bcbsnc.com).

**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 if you meet the eligibility requirements for regular contributions and have attained age 55 by the end of your taxable year. If you are 65 and older and not enrolled in Medicare you can contribute to your HSA and continue to make catch-up contributions.

Tax Year	Maximum Catch-Up Amount
2005	\$ 600
2006	\$ 700
2007	\$ 800
2008	\$ 900
2009	\$ 1000

*\*For assistance determining your maximum annual HSA contribution, please use the HSA calculator at [www.bcbsnc.com](http://www.bcbsnc.com).*