

Health Savings Account (HSA) Payroll Deduction

New Enrollment Change Effective Date: _____

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 ID: _____ Employee Extension: _____
(If available, otherwise use Social Security Number)

3. Contributor Information

I want the following amount placed into my HSA account from payroll deduction. (Please see the reverse side of this form for assistance determining your contribution amount. The college contribution, if continued, must be factored into the annual limit.)

\$ _____ / _____ = _____
Total Per Benefit Year Number of Pay Periods Per Pay Period Amount

OR

I elect the college contribution only. I understand that I can begin to contribute at any time. _____
(Initial)

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. I understand that funds will not be deposited into this account until after the first of the month following payroll and understand that it is my responsibility to ensure there are sufficient funds in my account prior to making payments to providers. I understand that there will be no reimbursement from the College for insufficient fund charges to my account.

Signature of Employee: _____ Date: _____

Please return this form to Meredith College Office of Human Resources

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 the 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, your tax advisor or www.bcbsnc.com.

2012 limits: Individual limit is \$3,100, Family limit is \$6,250. These limits include employer and employee contributions.

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
2009	\$ 1,000.00
2010	\$1,000.00
2011	\$1,000.00
2012	\$1,000.00

For assistance determining your maximum annual HSA contribution, please use the HSA calculator at www.bcbsnc.com.