

# HSA Plans: Employee Enrollment and Salary Reduction Agreement

## A Employee Information

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Postal Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

## B Action (check one):

New election

Change election

Stop Election

Effective Date: \_\_\_\_\_

## HSA Contribution Limits

### 2016 Maximum HSA Contributions (employer and employee)

Coverage Type Total Max Contribution\*

Employee Only \$3,350.00

Family \$6,750.00

\*Catch-up contribution (age 55+): additional \$1,000.00/year

• \$ \_\_\_\_\_ Per pay period beginning the \_\_\_\_\_, pay period.

• \$ \_\_\_\_\_ As a one-time contribution to be taken on the first available pay period following the date of \_\_\_\_\_.

• I elect to make a Catch-up contribution (age 55+; max \$1,000.00) for the tax-year 20 \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.

Plan eligibility and employer contribution limits to your Health Savings Account (HSA) are determined by the effective date of your High Deductible Health Plan (HDHP).

## D Acknowledgment, Acceptance, and Signature

As the employee, I understand that:

- This agreement will continue until amended or terminated by the employee.
- This agreement can be amended at any time.
- I understand I have a duty to review my pay records (pay stub) to confirm the Employer properly has implemented my salary reduction election, and to inform my employer if I discover any discrepancy between my pay records and this Salary Reduction Agreement.
- I am solely responsible for ensuring that my contributions to this account do not exceed the limits specified by the IRS, and that the disbursement of funds contributed to the account is done in accordance with IRS regulations.

Employee's Signature (required) \_\_\_\_\_

Date \_\_\_\_\_