

EMPLOYEE VOLUNTARY "HEALTH SAVINGS ACCOUNT" PAYROLL DEDUCTION FORM

2021-22 School Year

EMPLOYEE NAME: (Last, First, Middle Initial) _____

Employee Id No.: _____

Position: _____

Select one of the following:

New Employee (Position/Union changes)

Enter deduction amount \$ _____ Effective payroll date to begin deduction: _____

To change deduction amount:

Enter new amount \$ _____ Effective date of payroll change: _____

To discontinue H.S.A payroll deduction

Enter the effective date to discontinue the payroll deduction: _____

Catch-up contribution (55+ years are eligible)

I wish to elect the annual \$1,000 catch-up contribution. Effective payroll date to begin deduction: _____

(Note: \$1,000 catch up contribution will be divided among the number of pays you have at the time deduction start.)

I am currently enrolled in the following H.S.A.: (select one) Single 2-Person Family

IRS H.S.A. PLAN LIMITS FOR 2021 CALENDAR YEAR	Single	2-Person or Family
IRS Maximum Contribution for 2021 (Employer & Employee)	\$3,600	\$7,200
Employee Maximum Contribution Allowed for 2021* <i>Teachers/Nurses/Maintenance/Secretaries/Custodians/Paras/Cafeteria</i>	\$2,600	\$5,200
Total 2021 Employee Contribution Allowed for 2021* <i>Administrators only</i>	\$2,587.50	\$5,175

IRS H.S.A. PLAN LIMITS FOR 2022 CALENDAR YEAR	Single	2-Person or Family
IRS Maximum Contribution for 2022 (Employer & Employee)	\$3,650	\$7,300
Employee Maximum Contribution Allowed for 2022* <i>Teachers/Nurses/Maintenance/Secretaries/Custodians/Paras/Cafeteria</i>	\$2,650	\$5,300
Employee Maximum Contribution Allowed for 2022* <i>Administrators only</i>	\$2,637.50	\$5,275

*Maximum employee contribution may differ depending on your collective bargaining agreements.

WPS District Contributions to H.S.A in 2021-22 school year under "Collective Bargaining Agreements"

	Single:	2-Person or Family:
Teachers, Nurses, Maintenance	\$1,000 BOE 50% contribution paid in two installments (Sept 1 \$500/ March 1 \$500)	\$2,000 BOE 50% contribution paid in two installments (Sept 1 \$1,000/ March 1 \$1,000)
Administrators	\$1,012.50 BOE 45% contribution paid in two installments (Sept 1 \$506.25/ March 1 \$506.25)	\$2,025 BOE 45% contribution paid in two installments (Sept 1 \$1,012.50/ March 1 \$1,012.50)
Secretaries, Custodians, Paras & Cafeteria	\$1,000 BOE 50% contribution paid quarterly (Aug. 29 \$250/ Nov. 29 \$250/ Mar. 1 \$250/ Jun. \$250)	\$2,000 BOE 50% contribution paid quarterly (Aug. 29 \$500/ Nov. 29 \$500/ Mar. 1 \$500/ Jun. \$500)

- It is the employee's responsibility to ensure that the total per pay amount does not exceed the maximum allowable contributions. PLEASE be aware that contributions to your H.S.A. account cannot exceed the IRS limit. If you do not receive a pay check or enough gross amount in a pay check to cover the deduction, a voluntary H.S.A. deduction will not be processed for that pay. Deductions will resume when sufficient pay is available. Catch up contributions will no longer be made for missed payrolls.
- Your deduction amount can be revised and/or cancelled at any time: limit of twice per school year, please.
- Employee contributions are deducted from employee paychecks 20 times per year. In the event that there are more than two payroll cycles in a given month, deductions will only be taken from the first two paychecks.
- **NEW EMPLOYEES:** Must provide the "Health Savings Account" number and routing number information from Charter Oak Credit Union to the benefits office, in order to begin the payroll deduction. Deductions will not start until account information is received.

SIGNATURE

DATE