



## 2022 Health Savings Account (HSA) Form

### Employee Information

Worksite Employer	Employee Last Name	First Name	Social Security Number
Email Address			Date of Birth

### Health Savings Account Elections

I elect to defer \$\_\_\_\_\_ this year.

This annual amount will be divided by all remaining paychecks in the calendar year. If your worksite employer contributes to your HSA, deductions will be taken over 12 paychecks per year for monthly payrolls, 24 paychecks per year for bi-weekly or semi-monthly payrolls, and 48 paychecks per year for weekly payrolls.

### Health Savings Account Rules and Requirements

- Annual election amounts cannot exceed IRS limits of **\$3,650** for Single Coverage and **\$7,300** for Two-Party or Family Coverage. For those 55 and older, an additional \$1,000 catch up contribution is allowed.
- An account must be established at Optum Bank and associated with Helpside **before** any deductions will be taken. HSA Enrollment Instructions can be found here: <https://www.helpside.com/gen-ben-info/>
- HSA enrollees must sign up for the **Medsave 1** or **Medsave 2** medical plan option.
- HSA elections must be made each year. Elections **do not** roll over from year to year.
- If you are covered under a non-high-deductible health plan elsewhere, you are not eligible to participate in a Health Savings Account.
- If you make a change to your annual HSA contribution mid-year, your election amount cannot be less than what has been contributed to your plan YTD. Your YTD contribution amount can be found under Benefits in the Helpside Employee Portal.
- Deposits are made once a week for deductions taken from paychecks the previous week.

### Employee signature and certification of information accuracy

I certify that I am eligible to establish an HSA and that the information I have provided in this form, including my social security number, is true and correct. I hereby authorize Helpside deduct the above-specified deferral amount from my paycheck each pay period. I understand there is a \$3.00 monthly fee deducted from accounts with balances of less than \$5,000. I understand that HSA plans are subject to contribution and eligible expense rules that may require advice from a tax professional.

Employee signature: \_\_\_\_\_

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

Submit completed forms to: [bfts@helpside.com](mailto:bfts@helpside.com)

Office Use Only	
<input type="checkbox"/> Optum	Medical Plan Option   Coverage Level   Effective Date   ER Contribution: