

# 2016 Payroll Deduction Authorization for Health Savings Account (HSA)

**High Deductible Health Plan Participants:** Please complete this form to make employee contributions to your Health Savings Account through payroll deduction.

## Step 1: Review the 2016 annual contribution limits

<b>Individual</b>	<b>\$3,350</b>
<b>Family</b>	<b>\$6,750</b>
<b>Catch-up (Age 55+)</b>	<b>\$1,000</b>

Please note that the WPS employer contribution is **included** in the above limits. Example: An employee enrolled in single coverage has an annual limit of \$3,350. After the \$1,000 employer contribution, the employee may contribute a maximum of \$2,350 through payroll deductions.

If you are not covered by a high deductible health plan (HDHP) for the full calendar year (January 1 through December 31), prorate your annual limit based on the number of **full** months you will be covered by the HDHP.

## Step 2: Review the HSA eligibility requirements

If you do not meet all of the following eligibility requirements, federal regulations prohibit you from opening an HSA:

- Covered under a qualified high deductible health plan on the first day of the month.
- Not covered by any other health plan, including your spouse's health insurance.
- Not covered by your own or spouse's medical Flexible Spending Account (FSA).
- Not enrolled in any part of Medicare or Tricare.
- Have not received Veteran's health benefits in the past 90 days for a non-service connected disability.
- Not claimed as a dependent on another person's tax return.

## Step 3: Complete payroll deduction authorization

I authorize Winchester Public Schools to deduct \$ \_\_\_\_\_ (amount) per month from my paycheck.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_