

## **Health Savings Account (H.S.A.) Step-by-Step Guide**

### **Step 1: Enroll in qualified high deductible H.S.A. compatible health plan**

### **Step 2: Review H.S.A. rules and regulations and your eligibility**

- 📄 Review IRS.Gov
- 📄 Review H.S.A. FAQ (found on CSD509J Insurance/Benefit website)
- 📄 Assess Primary tax filer qualifies for H.S.A.

### **Step 3: If eligible for an employer contribution towards a H.S.A. or electing to contribute to an H.S.A., open a H.S.A. with bank of your choice prior to the end of open enrollment.**

- 📄 Provide H.S.A. account # to Payroll/Benefit office by completing the CSD509J Health Savings Account Authorization Agreement Form.

### **Step 4: Assess H.S.A. maximum IRS contribution limits for calendar year**

- 📄 Determine the IRS limit for your situation.

#### Limits Jan – Dec 2023:

- o Employee Only: \$3,850
- o Family: \$7,750
- o Age 55 +: \$1,000 (additional) [Employee must be 55+]

#### Limits Jan – Dec 2024:

- o Employee Only: \$4,150
- o Family: \$8,300
- o Age 55 +: \$1,000 (additional) [Employee must be 55+]

- 📄 Review “Employee Insurance Premium Contribution Schedule” for available employer (ER) contributions to deposit into an H.S.A.
  - o ER contribution \* 12 checks = annual ER contribution
- 📄 Review remaining IRS contribution limit available, if any, to determine if you want to make an employee contribution.
  - o Annual IRS limit - annual ER contribution / # of checks = pre-tax employee max contribution per month.

### **Step 5: Complete CSD509J Health Savings Account Authorization Agreement Form, for automatic deposits**

- 📄 Form is located on CSD509J Insurance and Benefit website (link below)
- 📄 Return form to Payroll/Benefits Office, Attn: Angela Cook

### **Step 7: Retain documentation for tax filing purposes**

- 📄 Keep Explanation of Benefits (EOB’s), bills, and bank statements showing any money withdrawn from your H.S.A.

Remember: an H.S.A. is your personal account. You are responsible to ensure rules and regulations are in compliance with IRS laws. Notify Payroll/Benefits Office of any qualified event changes which may impact your max contributions.