

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 the 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 2024:

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

Limits Jan – Dec 2025:

- o Employee Only: \$4,300
- o Family: \$8,550
- 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

- 📄 The form is located on CSD509J Insurance and Benefit website.
- 📄 Return form to Payroll/Benefits Office, Attn: Radhika Sriram

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- 📄 Keep Explanation of Benefits (EOB’s), bills, and bank statements showing any money withdrawn from your H.S.A.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