

## BROWNSBURG COMMUNITY SCHOOL CORPORATION Health Savings Accounts

*Per IRS guidelines, Health Savings Accounts (HSAs) may be used with High Deductible Health Plans (HDHP). BCSC has two HDHPs (the HDHP4 and HDHP5). Employees may opt to open a HSA with any banking institution and make deposits to the account thru a payroll deduction. To do so, please complete the information below and return to HR. You are NOT required to open a HSA if on a HDHP. Please see additional information included in the packet on HSAs.*

### HSA AUTHORIZATION

\_\_\_\_\_ NEW AUTHORIZATION

\_\_\_\_\_ CHANGE PRIOR AUTHORIZATION AS NOTED BELOW

Please choose one of the following:

\_\_\_\_\_ I elect bi-weekly payroll deductions of \$\_\_\_\_\_ beginning on pay date \_\_\_\_\_. (24 maximum deductions/year).

\_\_\_\_\_ I elect a lump sum deduction of \$\_\_\_\_\_ on pay date \_\_\_\_\_. (Unless otherwise indicated the bi-weekly payroll deduction will resume on the next scheduled pay date)

\_\_\_\_\_ I elect to cancel my Health Savings Account deductions on pay date \_\_\_\_\_.

#### BANK INFORMATION:

\_\_\_\_\_ Bank Name

\_\_\_\_\_ Bank Routing Number (9 digits)

\_\_\_\_\_ HSA Account Number

**When electing to enroll in a Health Savings Account, you must be enrolled in a High Deductible Health Plan (for BCSC that is HDHP4 or HDHP5) and that you do not currently have a Flex Spending Account (FSA) that has a balance.**

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
EMPLOYEE NAME PRINTED

\_\_\_\_\_  
DATE

**RETURN THIS FORM TO BCSC HUMAN RESOURCES**