Birmingham Public Schools

Human Resources Department - Attention Benefits

Employee Health Savings Account (HSA) Contribution Authorization Change Form

Your MESSA ABC Plan allows for you to add, change or stop your health savings account (HSA) contribution on a per pay basis each calendar year. If you are interested in making a change to your health savings account (HSA) in the next allowable pay period, please complete this form and forward it to the Payroll & Benefits Department or email the form to uacoff@birmingham.k12.mi.us

Please indicate your HSA contributions on a per pay basis for the pay period listed below:

Amount _____ ◯ New ◯ Change ◯ Cancellation _____ Effective Pay Date

I authorize Birmingham Public Schools to deposit my contribution amount automatically to my designated HSA account each pay period beginning with the pay date indicated above. This authorization will also allow Birmingham Public Schools to make adjustments to correct errors. I understand that this HSA contribution change is irrevocable and cannot be stopped or adjusted until I request another change in the next scheduled pay period.

_____ _____

Employee Signature *Date*

_____ _____

Print Employee Name *Daytime phone number*

Please note:
Maximum Contribution for HSA for 2025 calendar year is $4,150/Single or $8,300/Couple/Family
*Catch-up Contribution (age 55+) is $1,000

All questions regarding HSA Contribution Changes should be directed to the Human Resources Office.