

Voluntary Employee Health Savings Account (HSA) Contribution Change Request Form

Employee Name

Employee Social Security Number

Employee Address

Division Name within the City of Turlock

Note the following contributions related to the 2020 tax year. Contribution limits are very subjective; it is recommended you contact your tax advisor to verify any specific details about your tax situation.

2020 Annual Contribution Limits (IRS will update annually):

	Single Contribution 1 person enrolled	Family Contribution 2 or more persons enrolled
2020 IRS Maximum Contribution	\$3,550	\$7,100
City of Turlock Contribution	\$1,250	\$2,100
Effective Net Contribution Limit	\$2,300	\$5,000
Catch-up Contributions 55+	\$1,000	\$1,000

I hereby request that the following election(s) be changed to reflect the following:

Ongoing HSA Deduction: please deduct the following dollar amount per pay period: \$

Lump Sum HSA Deposit: please deduct the following dollar amount one time only: \$

Date of the election change for payroll:

Must coincide with payroll dates for the City of Turlock (payroll dates are the 5th or 20th of any given month)

Please provide any additional details that you feel necessary, for clarification purposes.

I certify the information to be true and correct to the best of my knowledge. I understand that this will change my payroll amounts and will be deposited into my respective Optum Bank HSA Account on the City of Turlock regular payroll calendar schedule.

Note the following timelines when requesting a change. The City of Turlock currently has the 5th and 20th of the month as established pay dates. Any contribution changes will need to be received by the following dates in order to process through payroll timely:

- **20th payroll date:** form must be complete and received by Payroll by the 10th of the month.
- **5th payroll date:** form must be complete and received by Payroll by the 25th of the prior month.

Employee Signature

Date

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HSA administrator use only:

<input type="checkbox"/> Approved—Effective date:	<input type="checkbox"/> Denied—Reason:
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