



# The University of Tennessee

## Employee Authorization for Payroll Deduction to Health Savings Account

Use this form to have money withheld from your paychecks and deposited into your health savings account (HSA) on a pre-tax basis. **You must be enrolled in a consumer-driven health plan (CDHP) with a HSA before you can start a payroll deduction.**

I wish to: <input type="checkbox"/> Begin a deduction <input type="checkbox"/> Change my deduction <input type="checkbox"/> Stop my deduction            Effective date _____		
Section 1: Employee Information		
Name _____ <i>(Last, First, Middle initial)</i>	Personnel Number _____  Work phone number _____	
Section 2: Calculate Your Maximum HSA Contribution		
Use the worksheet below to determine how much you can contribute to your HSA in 2020.		
	Select your enrollment status	
	<b>Individual HSA</b>	<b>Family HSA</b>
A. Maximum amount that can be put in your HSA for 2020	\$3,550	\$7,100
B. Are you age 55 or older? No, write \$0. Yes, write \$1,000	+	+
C. How much your employer will contribute in 2020	-	-
D. $A + B - C =$ <i>The <b>most</b> you can contribute in 2020</i>	=	=
If your contributions exceed the amount in D, you risk paying IRS tax penalties. If you are submitting a mid-year change, be sure to include any amounts you have already contributed in 2018.		
Section 3: Calculate Your Per-Paycheck HSA Contribution		
Continue the worksheet to determine how much you will contribute to your HSA per paycheck.		
<b>Individual HSA</b>	<b>Family HSA</b>	
Total from D.        \$ _____	Total from D.        \$ _____	
E. Number of paychecks remaining in 2020 _____ (if paid biweekly max is 24)	E. Number of paychecks remaining in 2020 _____ (if paid biweekly max is 24)	
F. $D \div E =$ \$ _____ <i>This is the <b>most</b> you can contribute per paycheck (You can preload and use more but you must complete a second form shutting down the larger contribution)</i>	F. $D \div E =$ \$ _____ <i>This is the <b>most</b> you can contribute per paycheck (You can preload and put more, but you must complete a second form shutting down the larger contribution)</i>	
Amount you elect to contribute to your HSA per paycheck \$ _____ <i>Can be any amount up to or less than F</i>	Amount you elect to contribute to your HSA per paycheck \$ _____ <i>Can be any amount up to or less than F</i>	
<i>Instead of a year long payroll deduction you also have the option to "front load" your HSA account and then stop deductions after you reach the IRS max. (ex: elect four (4), \$800 deductions during the beginning of the year and then stop the deduction.)</i>		
By signing this form, I am requesting that payroll deductions be started or changed as shown in Section 3 above and agree to the preceding terms. I understand there are maximum limits I can contribute to my HSA per IRS rules and I may be liable for tax penalties if I exceed this amount. <b>This request replaces any previous payroll deduction requests for my HSA.</b>		
Employee's signature	Date	

**Return this form to P115 Andy Holt Tower • Knoxville, Tennessee 37996 • (865) 974-5251 • Fax: (865) 974-3530**  
**Keep a copy for your records.**