

# Wayland Union Schools

## WUEA Full Funding of Health Savings Account And Withholding Approval

I understand that my health insurance plan includes a Health Savings Account (HSA). I understand that my HSA will be established and maintained at Health Equity.

According to Schedule D of the WUEA Agreement the following terms apply to my HSA funding:

- Eligible Employees electing such coverage shall reimburse the District for 20% of the HSA via 24 equal payroll deductions, January through December.
- Individuals who provide notice of resignation or retirement shall receive contribution allocations through the date of such resignation or retirement. (Proration for time covered by insurance plan)
- The Superintendent shall grant employee requests for additional advance contributions in the event that the Employee has a maintenance prescription or other extenuating circumstances that would cause the employee to exceed the HSA funding for that time period, provided that contribution does not exceed the PA 152 annual limitations, pro-rated for actual dates of employment. If the statutory limit is exceeded, the District shall deduct the amounts needed to assure PA 152 compliance by reimbursing the Board for any excess contributions.

**Due to medical circumstances I will need my HSA fully funded, and hereby request the additional funding above the scheduled contributions to occur upon approval and processing of this form. I understand this may take up to 15 business days.**

I understand that it is my responsibility to:

- Avoid tax penalties by using health savings account monies to pay for qualified medical expenses only
- Retain records of all HSA transactions for possible IRS auditing purposes
- Know and abide by the IRS limits for pre-tax contributions to a HSA

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Instructions: Employee complete request and send ORIGINAL to Payroll.

Date / Initials:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
APPROVED by Superintendent  
Received / recorded by Payroll