

**1. EMPLOYEE INFORMATION**
**Employee Name** (Last, First, MI): \_\_\_\_\_ **Employee 10-Digit ID:** \_\_\_\_\_

**Campus:** \_\_\_\_\_ **Campus Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Department:** \_\_\_\_\_

**Medical Coverage** (Select One):     Employee     Family\*    **Pay Cycle:**     Bi-Weekly     Monthly

**CONTRIBUTION INFORMATION**

The contribution deducted from each 2017 pay period will be automatically computed by the payroll system. The computation will take into account your ANNUAL contribution request, subtract what you've already contributed (if applicable), then divide by the number of remaining pay periods (assuming twelve months of pay periods). The number of remaining pay periods is determined by when this form is received and processing is completed. (Pay calculations close approximately one week before pay is issued; forms received after a pay period closing are not processed until the following pay period.) You may not reduce your annual amount below what you have contributed to date as refunds are not an option. The annual contribution must be an amount between the minimum and maximum as described below.

The **Minimum Annual Contribution** is the greater of: The plan minimum of \$300 annual contribution; OR your accumulated year-to-date contribution as of your last pay check.

**When enrolled in the IU Health HDHP:**

**The Maximum** annual contribution (Limits shown below are less the university's \$1,600 Employee-only or \$3,200 Family contribution.)

Under age 55:

- Employee-only IU Health HDHP.....\$1,800
- Family IU Health HDHP\*.....\$3,550

Age 55 or older (includes \$1,000 catch-up):

- Employee-only IU Health HDHP .....\$2,800
- Family IU Health HDHP\*.....\$4,550

**When enrolled in the Anthem PPO HDHP:**

**The Maximum** annual contribution (Limits shown below are less the university's \$1,300 Employee-only or \$2,600 Family contribution.)

Under age 55:

- Employee-only Anthem PPO HDHP.....\$2,100
- Family Anthem PPO HDHP\*.....\$4,150

Age 55 or older (includes \$1,000 catch-up):

- Employee-only Anthem PPO HDHP.....\$3,100
- Family Anthem PPO HDHP\*.....\$5,150

\*Family coverage includes Employee w/Spouse, Employee w/Child(ren), and Family HDHP coverage levels

**2. ACTION REQUEST**
 **START Health Savings Account Contributions**

Open an HSA in my name and set my 2017 ANNUAL contribution pledge at \$\_\_\_\_\_. I understand this amount will be divided equally over the remaining number of paychecks in the year. I certify that I meet the eligibility requirements for an HSA and have reviewed and agree with the Custodial Agreement, Designation of Representative, and the Nyhart banking fees.

 **CHANGE Health Savings Account Contributions**

Enter your updated 2017 ANNUAL contribution pledge \$\_\_\_\_\_. I understand this amount (minus any prior YTD contributions) will be divided equally over the remaining number of paychecks in the year.

 **STOP Health Savings Account Contributions (Please select one of the following)**

- Suspend my contributions. I certify that I have contributed at least the minimum annual contribution of \$300 or more.
- Stop my contributions. I am no longer an eligible individual to make contributions to a Health Savings Account. I understand this will transition my account to be an individual account that is no longer associated with IU. I further understand that I will now be responsible for the monthly account maintenance fees associated with the account.

**3. EMPLOYEE AUTHORIZATION**

I authorize IU to withhold my contributions for this plan from my pay on a pre-tax basis. The per-pay period contribution will be determined by subtracting my year-to-date payroll deductions from the new elected annual amount and dividing over the remaining pay periods for the year.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return completed form to [recben@iu.edu](mailto:recben@iu.edu), or  
Mail to IU Human Resources - ATTN: Customer Care, Poplars E165, 400 E. 7th Street, Bloomington, IN 47405-3085**

<b>FOR UHRS USE ONLY:</b>		
Date Received: _____	Entered By: _____	Date Entered: _____