## ACS/Mellon Payroll Deduction Form 2012 Calendar Year

A new HSA Payroll Deduction Form must be submitted for each Calendar Year

Employee Name	Ball State ID #
□New Account □Deduction Change □Stop Deduct	
Email	Phone
IRS Maximum Contribution for 2012:	Level of Medical Coverage:
• Single Coverage = \$3,100	☐ Single ☐ Employee + Children ☐ Family
<ul><li>Family Coverage = \$6,250</li></ul>	
<ul><li>Catch-up Contribution = \$1,000</li></ul>	
Contribution Details:	
In calculating your annual contribution, be aware of the amount that the University may be contributing	
on your behalf. These funds are applied towards the limit. Be sure that both contributions (Employee	
and Employer) do not exceed the annual IRS limit. The 2012 University contribution will be <b>\$574.50</b> for	
Single coverage and <b>\$1440.00</b> for Employee + Children or Family coverage.	
ACS/Mellon HSA Solution Account#	Date to Begin Deduction**:
Employee Contribution Amount Per Pay:	2012 Calendar Year Employee Contribution Goal:
\$	\$
**Please note that if your HSA Qualified coverage is effective on the 1 <sup>st</sup> day of the month, you can establish	
HSA and/or begin contributions as early as the first day of the same month; however, if your HSA Qualified	

\*\*Please note that if your HSA Qualified coverage is effective on the 1<sup>st</sup> day of the month, you can establish your HSA and/or begin contributions as early as the first day of the same month; however, if your HSA Qualified coverage is effective any day other than the 1<sup>st</sup> day of the month, you cannot establish your HSA and/or begin contributions until the 1<sup>st</sup> day of the following month. If you had a General Purpose Flexible Spending Account (FSA) during the preceding Plan Year, it must have a zero balance as of June 30<sup>th</sup> in order for you to establish your HSA and/or begin contributions on July 1<sup>st</sup>. If your General Purpose FSA has a balance, then you must wait until the 1<sup>st</sup> of the month following the end of the plan's grace period to establish your HSA and/or begin contributions. The grace period for the FSA plan ends on September 15<sup>th</sup>, so October 1<sup>st</sup> is the earliest date you could establish your HSA and/or begin contributions.

By signing below I am authorizing Ball State University to make payroll deductions in the amount specified above. This amount will be applied as a contribution to my HSA account under the University's medical insurance HSA plan. I will inform the University in writing when I wish to alter or terminate this authorization. I also agree that the University may stop this deduction if it determines that I am no longer eligible to make these contributions.

This form must be returned to the Payroll and Employee Benefits Office at least 10 business days prior to pay distribution date to process HSA deduction.

Employee Signature	Date

