



## 2025 Health Savings Account Information Sheet

Use this form to authorize the City of Wisconsin Rapids to calculate your payroll deductions for contributions to your health savings account (HSA). You must already be enrolled in the City's High-Deductible Health Plan and have an established HSA account. Money you elect to be withheld on a pre-tax basis from your paycheck will be forwarded to the designated bank for deposit into your account.

Use to calculate your per pay period deduction:	Single	Two-Person or Family
(a) Internal Revenue Service 2025 Limits:	\$4,300	\$8,550
(b) City of Wisconsin Rapids 2025 HSA Contribution (subtract)	(\$375)	(\$750)
(c) Remaining Maximum 2025 Employee HSA Contribution	\$3,925	\$7,800
(d) Additional "Catch Up" contribution (maximum: \$1,000). You are eligible to make additional catch-up contributions of \$1,000 if you have attained age 55 by the end of your taxable year. If you are 65 and older and have not enrolled in Medicare, you can contribute to your HSA and continue to make "catch-up" contributions.		
(e) Total Annual Employee Contribution		
(f) Divide by number of pay periods (26 in a year)		
(g) Deduction Amount Per <b>Pay Period</b>		

\*If you elect a one-time contribution in January 2025, you will need to adjust your amount in "Line E" above\*

### Disclaimer:

**Full-Contribution Rule or Last-Month Rule** – IRS rules state that contribution limits must generally be pro-rated by the number of months you are eligible to participate in an HSA. If your eligibility does change, you will need to calculate your personal contribution limit. To do so, take the total allowed maximum employee annual contribution based on your coverage level, divide the amount by 12 and then multiply it by the number of months in the year you qualify.

If you are an eligible individual on December 1, it is possible to contribute up to the maximum annual limit for that year – even if you did not have eligibility for the full calendar year. However, if you elect to contribute more than the calculated pro-rated amount, the IRS requires that you maintain HSA eligibility through December 31 of the following year (referred to as the "testing period"). If you do not remain HSA-eligible through the testing period, income taxes plus a penalty will likely apply.

For the convenience of its employees, the City of Wisconsin Rapids permits employees to voluntarily deduct funds on a pre-tax basis from their paychecks to fund their Health Savings Account (HSA). Although the City handles the deduction and transmits the funds to the designated bank, all respects of managing and maintaining the HSA are the responsibility of the employee. Enrolling in HSA Benefit Enrollment indicates your agreement with the following:

- \*Employee is enrolled in the City's HSA High-Deductible Health Plan
- \*Employee is responsible for adhering to Federally-established HSA contribution limits.
- \*Employee is responsible for filing an IRS Form 8889 with annual tax return and maintaining all account records necessary for IRS audit purposes.
- \*Employee authorizes the City to deduct the amount specified in ESS Benefit Enrollment from paychecks for transmission to the HSA account at the designated bank.
- \*I understand this deduction will continue for the duration of my employment or until I submit a Health Savings Account Payroll Deduction Form to have deductions stopped. You are required to take action to stop deductions when you cease to participate in the City's HSA High-Deductible Health Plan.
- \*In the event that the City deposits funds erroneously into my HSA account, I authorize the City to debit my account for an amount not to exceed the original amount of the erroneous credit.

**Enter your amount per pay period in ESS Benefit Enrollment**