

**DePaul University Health Savings Account (HSA)**  
**One-Time Contribution Election Change Form**

<b>Last Name:</b>	<b>First Name:</b>	<b>Employee Identification Number:</b>
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**Requested Effective Date for the Deduction Change:** \_\_\_\_\_  
(Form must be submitted prior to the Friday before the desired pay period deduction is to take effect.)

**Is this a One-time Deduction:**  Yes  No  
(If No, create a Life Event in BlueSky and do not complete this form see directions below)

**Life Event in BlueSky-Only needed if this is NOT a One-time Deduction**  
To change your annual election or stop deduction, follow this [link](#) for a walk-through.

**Requested One-time Pre-tax Deduction Amount:** \$ \_\_\_\_\_  
(Deductions can only be taken in the first or second pay period of each month.)

**Wells Fargo Bank HSA Account Established:**  Yes  No  
**IMPORTANT:** If you are a new participant and do not establish a bank account, DePaul University will not be able to make the employer contribution to your Health Savings Account and you will not be able to elect pre-tax HSA salary reductions from your pay. Additionally, you may forfeit your right to receive an employer contribution for the year.

**It is the responsibility of you, the employee, to monitor and maintain your HSA:**

- Avoid tax penalties by using HSA funds to pay for qualified medical expenses only
- Retain records of all HSA account transactions for possible IRS auditing purposes

**Your Signature Confirms Your Agreement to the Following:**

The HSA pre-tax salary deduction election will be effective the first of the month following: 1) submission of this form to the Benefits Department, and 2) establishment of an HSA Bank Account. DePaul University maintains no liability regarding the HSA outside of direct depositing designated funds as requested by the employee. Funds are only available as deposited.

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**Signature**

**Date**

Ensure contribution elections are taken correctly from your pay and contributed to your account by monitoring HSA account activity by logging into BlueSky and click on link to review your account on the HealthEquity Tile.

\*Can not exceed annual maximums found on the HR website under the CDHP section. This amount includes both the regular salary contribution amount as well as catch-up contributions amounts allowed for employees who will attain the age of 55 during the calendar year.

**Actual Effective Date for the Deduction Change:** \_\_\_\_\_ **(Human Resources)**