

**DePaul University Health Savings Account (HSA)  
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 affect.)

**Change HSA Annual Election Pledge? Create a Life Event in BlueSky**

Log in to BlueSky (mybluesky.depaul.edu) and go to Main Menu (Me) and click on the "Benefits" tile. Click on "Report a Life Event" tile and under Select a Life Event, select "Change HSA" and under "When did this event occur?" enter today's date, then click on "Continue." You will receive a confirmation message. Click "OK" and then click "Continue." Click on the "Health and Welfare Benefits Program" link and click "Accept" then the "Health Savings Account." Click on the "Edit" button and click on the pencil icon to enter your new annual amount in the "Coverage" section. Click on the OK button, Click on the "Continue" button, then the "Submit" button.

**Is this a One-time Deduction:**  Yes  No

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

**ACS Mellon 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 with ACS Mellon Bank. 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 on <https://www.mybenefitwallet.com/>.

\*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)**