

## Participant Election/Changes

Employee Name: (Last Name, First, Middle Initial)	Social Security Number	Date of Birth (MM/DD/YYYY)
Street Address	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Hire (MM/DD/YYYY)
City, State, Zip Code	Primary Telephone #	Benefit Start (MM/DD/YYYY)

### Capital University Contribution Amounts

As a participant in a High Deductible Health Plan (HDP1 or HDP2), Capital University will make contributions into your PNC Health Savings Account (HSA). The annual contributions are outlined below:

Plan:	2019 Annual Employer Fixed Funding *		2019 Annual Employer Additional Matching **	
	Individual Coverage	Family Coverage	Individual Coverage	Family Coverage
<b>HDP1</b>	\$500	\$1,000	up to \$250	up to \$500
<b>HDP2</b>	\$350	\$700	N/A	N/A

*\*Fixed Funding does not require a contribution from the employee in order to receive the employer contribution above.*

*\*\*Additional Matching are employer contributions in additional to the fixed funding based on a 1:1 match with the employee's own contribution as elected below.*

**Note: Employer contributions are deposited at the end of each month, January through December.**

### Employee Contribution Election

**Do you wish to have Capital University withdrawal contributions from your paycheck pre-tax and deposit the dollars into your Health Savings Account?**

- Yes**   Continue with election.
  **No**   Skip to "Signature and Authorization".

This Salary Reduction Agreement authorizes Capital University to reduce your salary by the indicated amount shown below for the exclusive purpose of facilitating a contribution to your Health Savings Account. By completing this agreement you are authorizing Capital University to facilitate your monthly contributions to your HSA on your behalf.

I elect a **per paycheck** deduction of \$\_\_\_\_\_ to be placed into my Health Savings Account

effective with respect to amounts paid on or after \_\_\_\_\_.

### Signature and Authorization

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** The information indicated on this form will supersede any other contribution information we currently have on file, unless otherwise noted.

<b>For Office Use Only:</b>	Employee Benefit Plan: _____	<b>Employee Contribution:</b>	Fixed Amt \$ _____	Per Pay Amt \$ _____	Enter in Colleague: _____
	Employee Payroll Cycle: _____				Sent to Finance: _____
	New H.S.A. User? _____	<b>Employer Contribution:</b>	Fixed Amt \$ _____	Per Pay Amt \$ _____	New Only, Enter in PNC: _____

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## Important Information about Health Savings Accounts

For additional information regarding the administration of Health Savings Accounts please see IRS Publication 969 which can be found at: [www.irs.gov/publications/969](http://www.irs.gov/publications/969).

### Proper Use of HSA Accounts

“You” are the HSA owner and are responsible for using the account in a compliant fashion. Capital University is not responsible for tax liabilities related to improper distributions from or contributions to the account. Tax-free distributions from your HSA can be made for qualified medical expenses you incur after you establish the HSA.

- Avoid tax penalties by using health savings account monies to pay for qualified medical expenses only.
- Retain records of all HSA account transactions for possible IRS auditing purposes.
- Ensure salary reduction elections are taken correctly from your pay and contributed to your account by monitoring HSA account activity on [participant.pncbenefitplus.com](http://participant.pncbenefitplus.com).

### Qualified Medical Expenses (See IRS Publication 969)

Qualified medical expenses are expenses for medical care as defined in IRC section 213(d) but only to the extent the expenses are not covered by insurance. Generally the eligible medical, dental, and vision expenses are those that are listed in Publication 502 which can be found at: <https://www.irs.gov/pub/irs-pdf/p502.pdf>.

- Qualified medical expenses are those incurred by yourself, your spouse, and other eligible dependents.
- Expenses you take as an itemized deduction on Schedule A (Form 1040) are not eligible tax-free distributions from your HSA.
- Insurance premiums (other than long-term care premiums), even though listed in IRS Publication 502, are not eligible to be reimbursed through an HSA. There are some important and notable exceptions, please read Publication 969 for additional information.
- If the money is used for any purpose other than qualified medical expenses, the expenditure is taxed as regular income and in most cases also subject to an additional 10% tax penalty. There are some exceptions to the 10% penalty such as for individuals who are disabled or over age 65. Please consult IRS Publication 969.

### Annual Contribution Maximums

Federal guidelines limit the amount of contributions. Please see the Human Resources Benefits Guide for the most up-to-date limits. Capital University will not monitor whether or not contributions exceed the legal maximums. You, the participant, are responsible for ensuring that your contributions stay within allowed limits and, if they exceed those limits, you must take the appropriate actions.

### Tax Filing

You must report your Health Savings Account (HSA) contributions and distributions on your annual tax filing by submitting Form 8889 with your Form 1040. Each year, you will need to file this form if you have any activity (contributions and /or distributions) in your HSA during the year. The information you need for Form 8889 will be on tax documents you receive from PNC Bank and from your Capital University W-2. You may want to seek tax counsel in completing Form 8889.

**Important:** The University does not provide tax advice and the above information should not be construed as tax advice. You are responsible for the correct filing of your tax return and not the University. Therefore, please consult your tax advisor and carefully review the applicable tax instructions in completing your tax filing.

### Records You Should Retain on File

- Receipts of all qualified medical expenses that substantiate the distributions made from your HSA.
- If you also participated in a Limited Purpose FSA (LP FSA), you should also retain copies of receipts for expenses submitted to the FSA carrier for reimbursement.

### Questions?

If you have any questions or concerns regarding your high deductible health plan or your health savings account, please feel free to contact the Office of Human Resources at 236-6168 or e-mail at [hr@capital.edu](mailto:hr@capital.edu).