



Health Savings Account (HSA) Annual Reminders

As the hiring season begins, we would like to remind those that have employees with **Health Savings Accounts (HSAs)**, of the associated annual tasks.

IRS Rules re: HAS

If an employer has an employee who is enrolled in an HSA compatible health plan, who has access to employer HSA funding, and/or may be considering contributing to an HSA, the employer should refer the employee(s) to the IRS rules on HSAs. Employees are responsible for complying with all IRS rules, which are subject to change over time. Click [here](#) for the current IRS rules.

HSA Establishment Notices

When an employer sets up an HSA for an employee, employers should provide employees an initial notice of the establishment of an HSA in the name of the employee by the employer. Click [here](#) for the 2025 model establishment letter.

Model Certification Documents for HAS

The employer should keep a copy (updated annually) of a certification form on file, signed by the employee, on their annual eligibility to contribute to an HSA. This should be done before any employer HSA contributions are made or any employee payroll deductions to an HSA are set up, as only the employee can determine eligibility. Eligibility may change annually. Click [here](#) for the 2025 model certification documents.

Model Notices to Medicare Eligible Employees re:HSAs

When an employer and/or an employee is contributing to an HSA, the employer should consider providing notice to those employees getting close to Medicare eligibility that their eligibility to contribute to an HSA may change. Click [here](#) for a model notice to Medicare Eligible Employees on how Medicare and Social Security can impact the ability to contribute to an HSA.

As always, if you have any questions or concerns, please reach out to Bobby-Jo Salls at bobbyjo@vsbit.org, or contact your HSA vendor.

This notification has been sent to School Business Officials, Human Resources Professionals and other Health Plan Employers.

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