



Health Savings Account (HSA)

Annual Reminders

As open enrollment approaches for most districts, we would like to remind those that offer Health Savings Accounts, of the associated annual tasks.

Employers should refer an employee who is enrolled in an HSA compatible health plan, and who has access to employer HSA funding or may be considering contributing to an HSA, 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**.

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 a **model establishment notice**.

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 a **model certification document**.

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** 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 802-223-5040 x233.

This notification has been sent to School Business Officials, Human Resources and Health Members.

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