



OFFICE OF HUMAN
RESOURCES
AND COMPLIANCE

Health Savings Account Contribution and Direct Deposit Authorization Form

Instructions: Use this form to elect your contributions to your HSA. This may be a one-time contribution or to set up automatic contributions to be withheld each pay.

PERSONAL INFORMATION

Employee Name: _____
Employee ID #: _____ Phone Number: _____

HSA ACCOUNT INFORMATION

Bank Name: _____
Bank Routing #: _____
HSA Account # (if available): _____
Name on Account: _____
Account Type: ☐ Checking ☐ Savings

CONTRIBUTION INFORMATION

☐ I would like to contribute:
Frequency: ☐ Per Pay Amount: \$ _____
☐ One-Time Contribution Amount: \$ _____ Pay Date _____
☐ I would like to stop contributions effective _____ (pay date)

SIGNATURE

I hereby authorize Messiah University and the financial institution listed above to initiate direct deposit (credit) entries and to initiate, if necessary, retraction (debit) entries for any credit entry error to my account. I understand that it is my responsibility to provide accurate and current banking information. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, Messiah University cannot re-issue any funds to me prior to receiving confirmation of a failed deposit by the financial institution. This authorization will remain in effect until the Human Resources Office receives written authorization, via this form, from the employee of its termination or modification. The employee shall give notification in such time and manner, typically one full pay period, in advance, as to afford the benefit administrator and the bank/institution a reasonable opportunity to act upon the change or termination request.

I authorize the above specified contribution amount to be deducted from my pay and deposited in my Health Savings account specified above.

Employee Signature: _____ Date: _____

Employee Contribution Limit (2024 Tax Year)
This is the maximum contribution allowed **including** the Messiah contribution.
If you are 55+, you can contribute an additional \$1,000

	Employee Only	Employee+Child(ren)	Employee+Spouse	Family
Employee Contribution (under age 55)	\$4,150	\$8,300	\$8,300	\$8,300
Employee Contribution (age 55 and older)	\$5,150	\$9,300	\$9,300	\$9,300