



MILPITAS UNIFIED SCHOOL DISTRICT
 Payroll/Benefits Dept
 1331 E. Calaveras Blvd, Milpitas, CA 95035
 Email: payroll@Musd.org

Bank Institution/Credit Unions (Commonwealth/ Santa Clara County Federal / Provident):

Bank Name (choose one from the top): _____

Payment Remittance: _____

Telephone: _____

Account Number: _____

New Account / Change Account / Stop

Effective Date: _____

\$ _____

Employee comments:

This is a voluntary deduction and a direct deposit entry processed by the Santa Clara County Office of Ed. It is separate and is not the same set up as your regular Net Pay check direct deposit. Payroll/Benefits must receive your voluntary deduction change request on or before the 10th of the current month to reflect changes at the end of the same month of normal pay schedule.

Health Savings Account (H S A) - REVIEW IMPORTANT INFORMATION BEFORE SIGNING:

- > Employee must be enrolled under the current PPO medical plan with Optional HSA.
- > HSA is optional; It is not an automatic enrollment. It is your responsibility to open the approved HSA bank.
- > HSA is an employee own account and contribution. Employer does not contribution towards HSA account.
- > It is your full responsibility to track your account and pay the institutions' maintenance fees.
- > It is your responsibility to maintain your HSA bank account upon termination of employment.
- > If you do not wish to keep this account active, it is your responsibility to notify the bank directly.

Payroll will only process your deduction request for tax calendar. You must fill out this form every January and/or once the account.

*****Payroll Voluntary deductions will not be automatically carried over every January unless this form has been filled out and submitted to Payroll by Jan 10th.*****

HSA deduction funds are sent monthly to OPTUM bank the same month in which they are deducted from your paycheck.

Health Savings Account (H S A) for Employees who are enrolled under the PPO Plan:

 (Write current PPO HSA approved bank)

New Account / Change Account / Stop

Effective Date of change: _____

\$ _____

(deduction amount per calendar year may not exceed the IRS limit per current tax calendar year)

Employee comments:

> The IRS limit per tax calendar year changes every January 1st (based on tax calendar year January - December). For correct and current limit, please go to www.irs.gov.

>> The catch-up contribution limit for those over age 55 will remain at \$1,000.

Deduction Frequency: All deduction frequency will be based on employees' number of actual normal paychecks (does not include summer months and/or half pay in August or June for Classified Employees).

The payroll deduction from paycheck are based on January-May and Aug - December **

Deduction Schedules based on number of work months:

- ** 9.5 / 10 / 10.5 month employees (Certificated and Classified)
- 11 month employees (Classified Principal Secretaries, Ayer Adult Ed, and District Office)
- 12 month employees (ALL)

By signing this form, I acknowledge that I understand all information that are described on this form.

 Employee Legal Name (Please print)

 XXX-XX-SSN

 Employee Signature

 Date

 Cell

 Email