

Fairfax County Government Health Savings Account Change Form

Employee Name _____
Employee ID (EIN) _____
Contact Phone No. _____
Email Address _____

Please adjust my Health Savings Account Contributions/Payroll Deductions to the following:

- \$10 per pay period
- \$25 per pay period
- \$50 per pay period
- \$100 per pay period
- \$150 per pay period
- Other: \$ _____ per pay period
- STOP my contributions.** I elect to stop contributions to my HSA. I understand I may restart contributions by completing a new HSA Change Form and submitting it to the Benefits Division.

***2020 Max Annual Contributions: \$3,550 individual/\$7,100 two-party or family.** \$1,000 additional catch-up for participants 55 years of age or older. Maximum includes County Contribution and MotivateMe Rewards.

The FOCUS System is designed to stop taking contributions to your Health Savings Account when you reach the IRS annual maximum. The FOCUS system can only monitor contributions made through the Fairfax County Government payroll system. If you make any direct contribution to your account, you will need to adjust your payroll deductions accordingly.

Note that most changes will go into effect the first payroll of the month following submission. Requests for changes received late in the month may delay adjustments.

Always remember to keep a copy of your fax machine's transmission report as documentation that we received the form by the deadline. **Forms that are received after applicable deadlines will not be accepted.**

Acceptance: I understand that, I am making a binding election with regard to my benefits and that I am authorizing my employer to make deductions on my behalf. I also authorize subsequent payroll deductions in future plan years unless I notify my employer of a change in my election. See the FairfaxNet Benefits web page for more information.

Employee Signature: _____ Date: _____

Please send the completed and signed form to the Department of Human Resources at 12000 Government Center Parkway, Suite 270, Fairfax, VA 22035 or fax to 703-802-8795.