

HOW TO CHANGE YOUR HSA CONTRIBUTIONS

DECIDE

Decide how much you want to contribute each paycheck, beginning with the next check.

EMAIL

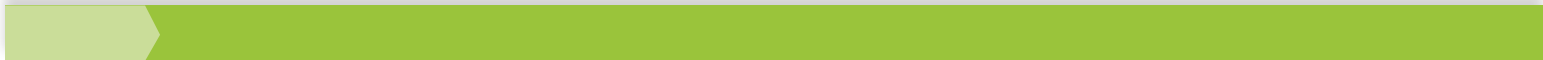
Send an email to benefits@slco.org with the amount you have decided to deduct from each paycheck.

CHECK

Check your paystub to see if the amount you requested is being deducted.

MONITOR

Continue to monitor your HSA contribution limit through Optum.



MARRIAGE

REQUIRED:
Copy of marriage certificate.

BIRTH OF A CHILD

REQUIRED:
Copy of birth certificate.
Copy of social security card.

REQUIRED:
Documentation indicating loss of insurance. Must include the last day of coverage date.

LOSS OF COVERAGE

DIVORCE

REQUIRED:
Copy of divorce decree first page.

