

One-Time Lump Sum HSA Authorization Form

This form authorizes CU to deduct a one-time Lump Sum HSA contribution from a designated pay period.

1. Submissions must be received by Employee Services (ES) by the 10th of the month to ensure timely processing for the monthly contribution to be changed.
2. Forms not signed and dated will not be accepted for processing.
3. For monthly HSA contribution changes, please call Benefits Services for assistance; 303.860.4200 opt. 3.
4. For current calendar year limits, please refer to our HSA webpage (www.cu.edu/node/153425).

Employee Information

Employee ID#: _____ First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Effective Month: _____

Illustrate the current month for the one-time contribution.

Election

One-time lump sum amount \$ _____.

I understand that the lump sum deduction will replace my regular monthly deduction amount for the elected month only.

My annual pledge including the elected one-time lump sum contribution will now be \$ _____.

Contribution limits/elected amounts are based on a calendar year (January – December).

Authorization and Signature

I agree to the one-time lump sum contribution requested and the continued monthly contribution that will be recalculated to total my annual elected pledge. I certify that I have previously enrolled in the HSA and am eligible to contribute to the HSA. I have reviewed, understand and agree to the provisions set forth within this agreement.

Employee Signature: _____ Date: _____

How to Upload This Form

Upload your Health Savings Account (HSA) Authorization Form electronically for a fast and secure method to complete your enrollment:

1. **Save** the completed form to your device.
2. **Upload** your saved form; by selecting *Upload* you will be directed to sign into your employee portal if you are not already signed in.

If you **do not** have access to the employee portal, securely [upload your form](#).

Alternate Ways to Complete Form

In the event you are unable to complete your enrollment electronically, you may do so in the ways described below. Note that these methods take longer to process.

Make a copy and mail the original to:

Employee Services
University of Colorado
1800 Grant Street, Suite 400
Denver, CO 80203

By fax

Fax to 303-860-4299 (retain a copy of the fax transmission)

By email

Documents with personal information should never be emailed for security reasons