

### Updating Your Health Savings Account (HSA) Contribution

Employees can update (increase or decrease) their HSA contribution throughout the year.

- Download the HSA Payroll Deduction Form. The form is located under the Medical Plans section.
- Send the completed and signed form to [payrollbenefits@columbuslibrary.org](mailto:payrollbenefits@columbuslibrary.org)

Important Information to Keep in Mind:

- Please review the IRS contribution limits to ensure your contribution does not go over the allowable amount for the plan year. (Make sure to include in your calculations, CML's Employer Contribution.)