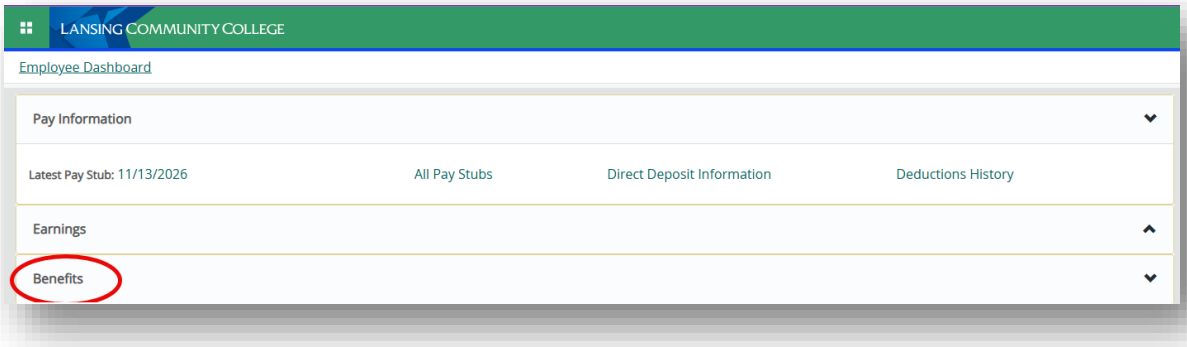
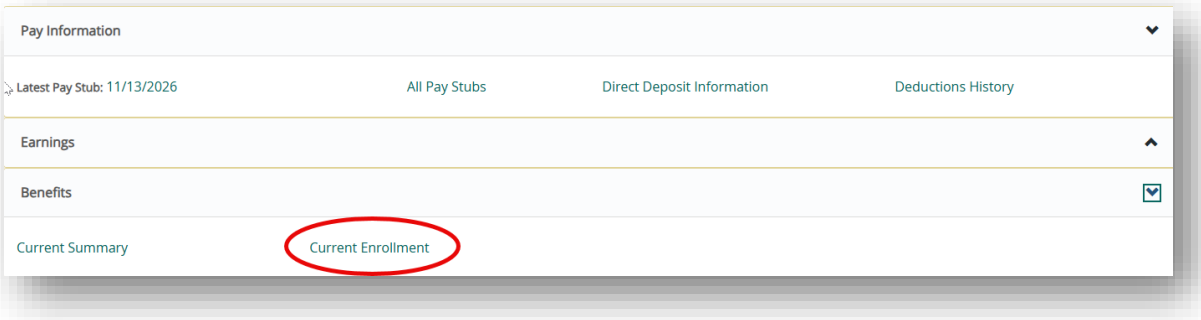
Lansing Community College
Health Savings Account (HSA) Instructions

Health Savings Account (HSA) contributions may be initiated, stopped, increased or decreased by follow these instructions.

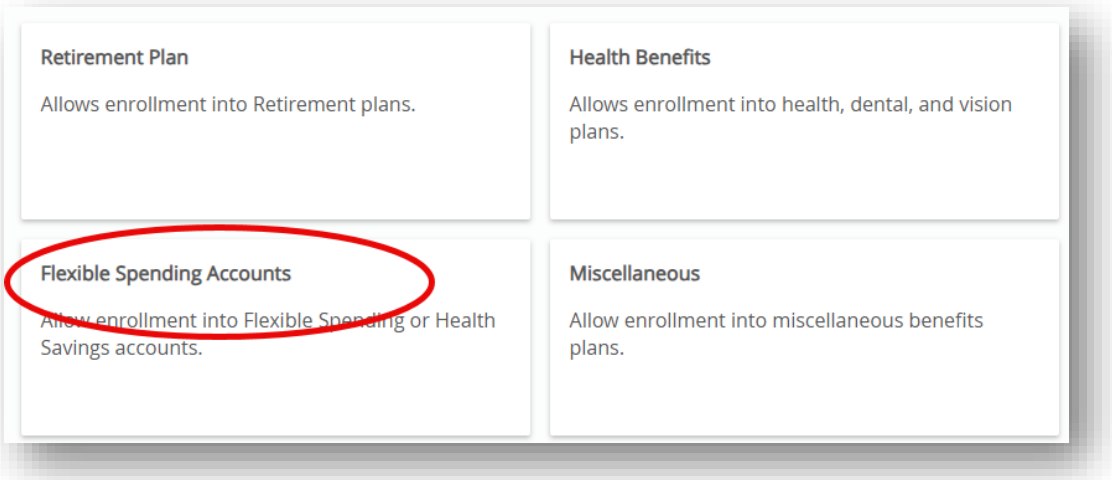
1. Log in to your LCC Employee Dashboard.
2. Click on Benefits.



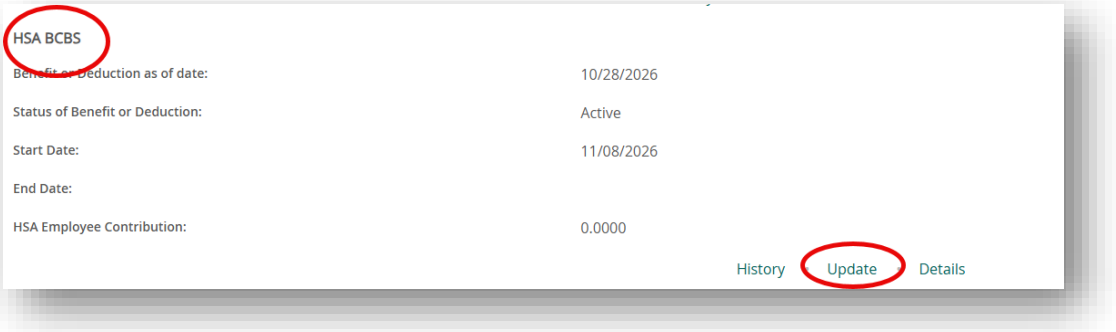
3. Click on Current Enrollment.



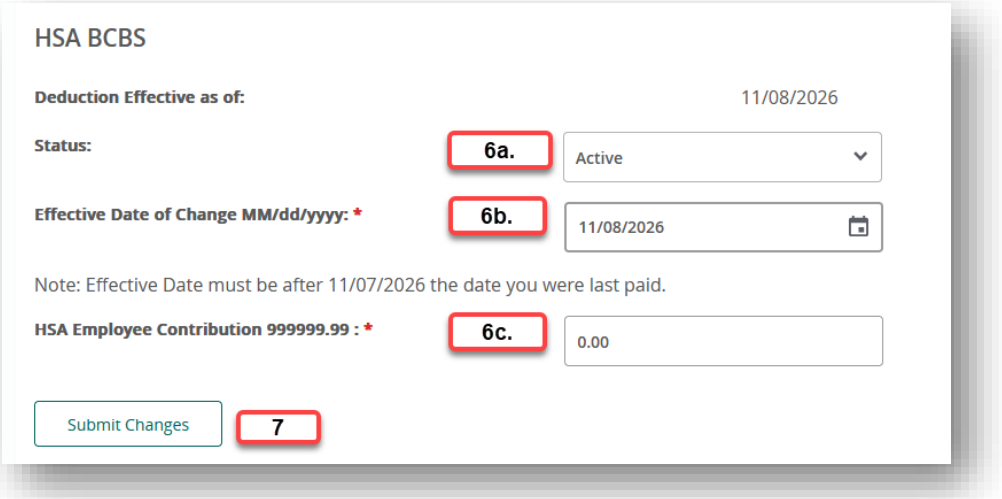
4. Click on Flexible Spending Accounts option.



5. Locate the Health Savings Account option, HSA BCBS or HSA Priority Health, and click on update located in the bottom row under option. The account will be setup with a default of $0.00. Select update to start, cancel, increase or decrease the employee contribution.



6. Enter the required information requested on the update screen.
    a. Status: Active
        i. Do not change the status of the deduction for any contribution change including $0.00.
    b. Effective Date of Change MM/DD/YYYY:
        i. The effective date for any update must always be the start date of a pay period and after the last paydate, as noted on the update screen.
            1. Check out the Payroll Calendars on the Payroll Operations webpage to locate the start date of the pay period.
    c. HSA Employee Contribution 999999.99:
        i. Enter the bi-weekly contribution amount that should remain in effect until notified differently.
            1. To stop contributions, enter $0.00 in the HSA Employee Contribution field.
            2. The system will automatically track the IRS designated annual maximum contribution amount for each tax year. Contribution limits are noted below.
7. Click on Submit Changes for the updates to be applied to the payroll deduction.



The 2027 IRS limitations are as follows:

- Individual Plan Annual Maximum: $4,500
- Two-Person/Family Plan Annual Maximum: $9,000
- Employees 55+ can contribute an extra $1,000

More information on Health Savings Accounts can be found on the LCC Health Savings Account (HSA) webpage.

Please note that some special situations may disqualify employees from contributing to an HSA.

- Age 65, Medicare, and HSA
  - Social Security Administration Medicare Enrollment
  - Publication 969, Heath Savings Accounts and Other Tax-Favored Health Plans

Questions about your eligibility to receive the tax savings associated with an HSA contribution should be directed to your tax advisor.