

HSA Eligibility Certification – ADP Instructions

To stop all contributions to your HSA including Pima County's, you will want to change your HSA eligibility status to "HSA Not Eligible."

To do this, you will need to declare a life event in ADP.

Declare Life Event

Enrollment Opportunities

Welcome to Pima County Employee Benefits

You may make benefit changes during the year if you experience a qualifying life event such as marriage, birth/adoption, or loss of other coverage. Per IRS guidelines, the changes you are allowed to make must be consistent with your qualified life event. Supporting documentation will be required. Click the Declare Life Event button to get started.

Declare Life Event

From the dropdown, select "Change to HSA Eligibility Certification."

If the life event you need to report is not listed, please call Human Resources at 520-724-8464.

Select Life Event

- Dependent Loses CHIPRA/Medicaid/Medicare
- Dependent Loses Other Coverage
- Dependent Care Cost Change
- Pre-Tax Parking Reimbursement Enroll/Change/Drop
- Change to HSA Eligibility Certification**

Choose today's date and press Submit.

Step 1 of 1: Declare Life Event



This application allows you to declare a life event and make allowable changes within 31 day enter the date for the event, then select Submit.

If it has been more than 31 days from the date of your event, the next opportunity to make cl

If the life event you need to report is not listed, please call Human Resources at 520-724-8464.

Change to HSA Eligibility Certification

Event Date: 05/07/2019

Overview: Health Savings Account (HSA) is available to employees that enroll in the High Deductible Health Plan w/HSA and meet the requirements as defined by the Internal Revenue Service (IRS). Employees may contribute to their HSA on a pre-tax basis and utilize funds to help pay for qualified health expenses.

Documents: For additional information on eligibility, please refer to IRS requirements ([Publication 969](#)) or speak with a tax advisor before enrolling in the HSA.

Progress through the event using the bottom-right navigation until you can select "HSA Not Eligible."

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Step 2 of 3: Make Your Elections

Event Date: 05/07/2019

Health Savings Account Eligibility

Please answer the following in regard to your eligibility for a Health Savings Account.

* I have reviewed the IRS requirements ([Publication 969](#)) for Health Savings Accounts (HSA) and I certify that I am:

HSA Eligible

HSA Not Eligible

Keep progressing through the event until you select “Finish” and save a PDF of your changes.