

To: [Human Resources Department / Benefits Administrator]

From: [Employee Name]

Date: [Current Date]

# Letter of Intent: Employer-Sponsored Health Savings Account (HSA) Creation

Dear [Name of Contact Person],

I am writing to formally express my intent to open and contribute to an Employer-Sponsored Health Savings Account (HSA) through [Company Name].

I confirm that I am currently enrolled in a High Deductible Health Plan (HDHP) and that I meet the eligibility requirements as defined by the IRS to maintain an HSA.

Please accept this letter as authorization to perform the following actions:

- Establish an HSA in my name through the company's preferred financial institution.
- Initiate a recurring pre-tax payroll deduction in the amount of \$[Amount] per pay period.
- Deposit these funds directly into my designated HSA.

I understand that these contributions are subject to annual IRS limits and that I am responsible for ensuring my total contributions do not exceed these limits.

Please let me know if there are additional forms or digital portals I need to complete to finalize this setup. I would like these deductions to begin effective as of [Start Date].

Thank you for your assistance in providing this benefit.

Sincerely,

[Employee Signature]

[Employee Printed Name]

[Employee ID Number]