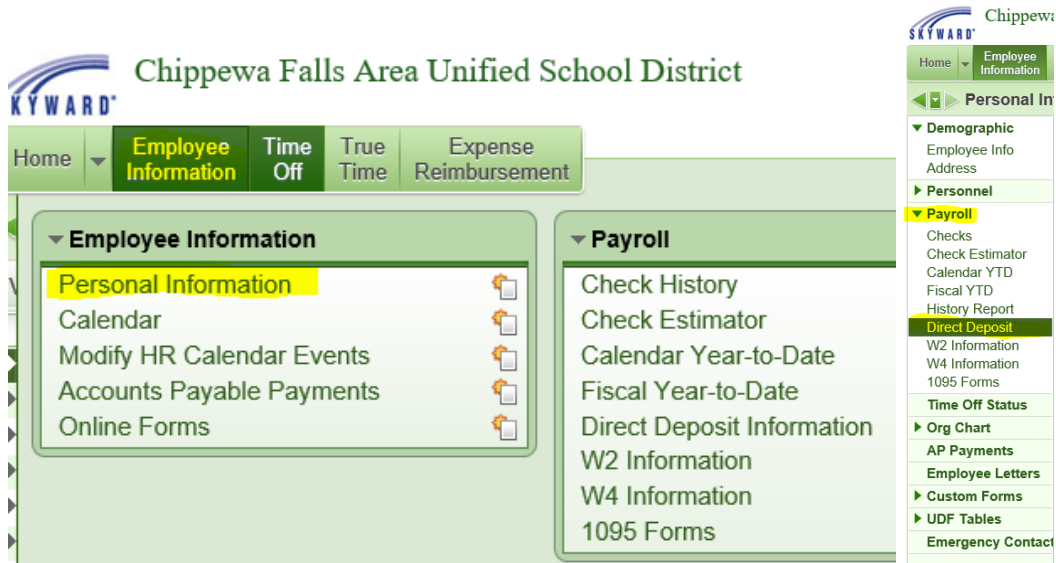
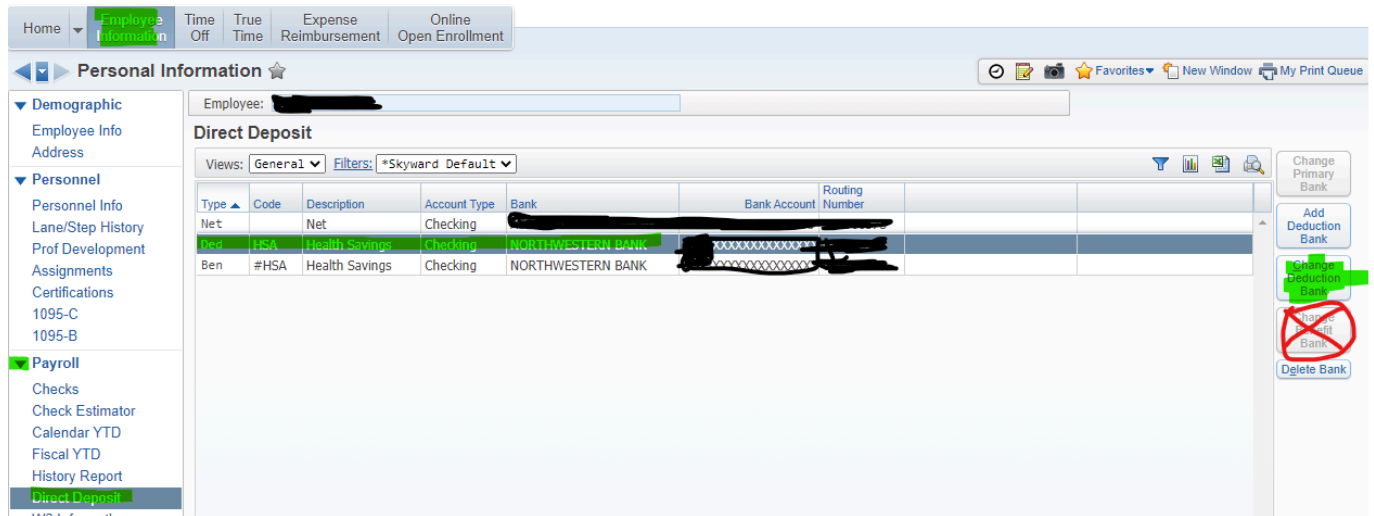


Changing Your Health Savings Account Contributions

To change your health savings account contribution information, you must log in to your [Skyward account](#). Once logged in Click on the Employee Information tab at the top of the screen, from the drop-down menu, click on Personal Information. On the left side of the screen, click on the Direct Deposit Tab under the Payroll Section.



Click on the line that states **Ded HSA Health Savings Checking Northwestern Bank** then Click the button that states Change **Deduction** Bank located on the right side of the screen. **DO NOT** Click the Link that Says Change Benefit Bank; this request will result in your request not being fulfilled.



Changing Your Health Savings Account Contributions

Next, the below screen will pop up with your health savings account information already entered along with the amount you are currently or last contributed to your health savings account, you may only contribute a fixed amount to the health savings account, next enter in the total amount you wish to contribute to your health savings account. You must also check the box at the bottom of the page and then hit the save button. From here your request will be pending approval, once approved you will receive an email stating there has been a change made to your direct deposit information in skyward. Please keep in mind that payroll is processed the Monday prior to a payday and any changes will need to be made in advance of the Monday before a payday. If you are completing a one time deduction you will need to complete this process again to change your amount back to zero or whatever amount you wish to have it be going forward. **Please see below for further HSA information.**

Edit Direct Deposit

Bank Account (Deduction)

When adding/updating direct deposit information use the 'Select My Bank' option to select from the Bank list in Skyward. If your Bank is not already set up in Skyward use the 'Request New Bank' option and complete the required fields.

☒ Select My Bank ☐ Request New Bank

* Routing Number: [REDACTED]

* Bank Name: NORTHWESTERN BANK

Bank Address: [REDACTED]

* Bank Account: [REDACTED]

* Account Type: ☒ Checking ☐ Savings

* Amount Type: ☒ Fixed ☐ Percent 50.00

Approval Attachment: Choose File No file chosen ?

I hereby authorize the Chippewa Falls Area Unified School District to initiate automatic deposits to my account at the financial institution named here.
I also authorize the District to make withdrawals from this account in the event that a credit entry is made in error.
Further, I agree not to hold the District responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.
This agreement will remain in effect until the District receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit request to the Payroll Department.

☒ I acknowledge I have read and agree to the terms and conditions above.

Save Back

Your health savings account has an annual maximum contribution limit, this includes the amount the district contributes to your account. Please [click here](#) for the HSA maximums for this year. Please note that any deposits, even refunds will count towards your annual HSA maximum for the year, you are responsible for ensuring that you do not exceed the IRS maximums. The IRS maximums include contributions made to any Health Savings Account in your or your spouse's name, not just the one through CFSD.

Changing Your Health Savings Account Contributions

The health savings account allows you to lower your taxable income, in turn lowering the amount you pay in taxes each year. To maximize the tax savings utilize the health savings account to pay all dental, medical and vision expenses throughout the year.

[Click here](#) for more information on Health Savings Accounts and what they can be used for.

[Click here](#) for the IRS maximums.