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Serving Locations in: Pennsylvania, Ohio and Georgia  
Mailing Address: PO Box 446, Irwin, PA 15642

## HEALTH SAVINGS ACCOUNT NOTICE:

HSA's can be requested during open enrollment, new hire enrollment, or special enrollment within Paylocity during the enrollment window.

*Please note: HSA's are only offered on the Bronze Plans.*

Benefits are approved no later than the last day of the enrollment window.

**Paperwork must be returned within 15 days of the request for HSA.**

Please return the paperwork via one of the following options:

- Must be emailed to [hr@jimshorkey.com](mailto:hr@jimshorkey.com)
- Original Paperwork must be sent to:
  - HR Department  
PO Box 446  
Irwin, PA 15642
  - OR, sent in the black box, if applicable, to KIA North Huntingdon, Attn: HR Department
- Copy of Valid Drivers License must be included.
  - If address is different than driver's license, the following must be included:
    - Change of Address Card; or
    - Copy of current utility bill

***If paperwork is not returned within the 15 day requested time, the HSA will be cancelled and any deducted monies will be returned the following payroll, if applicable.***

If there are any additional questions on the HSA, please reach out to the HR Department directly at:

724-382-3127

[hr@jimshorkey.com](mailto:hr@jimshorkey.com)