

HSA Bank Set Up Reference List

Employee forms to be distributed:

- HSA Application & Eligibility Form

Employee forms to be collected:

- *HSA Application & Eligibility Form*

Employer forms to be distributed:

- Employer Guide
- Employer Contribution Worksheet
- HSA Bank Employer Ad

Employer items for discussion:

- **Enrollment:**
 - Initial account set up fee - \$10 per account, made payable to Ben-e-lect.
- **Contributions:**
 - Ongoing funds (contributions) are to be sent to HSA Bank from the employer directly using the Contribution Worksheet.
 - Contributions may be sent by check or electronically.
 - If electronic, will need a clearing account number (to be provided by HSA Bank).
- **Contact information:**
 - Please contact Ben-e-lect for all questions, 888-886-7973.

