HSA Bank Implementation Checklist

This checklist will guide you through your Health Savings Account (HSA) implementation. From program design, to announcing the program, to providing educational resources, HSA Bank is dedicated to helping you achieve your HSA program goals.

Action	Timeline	Considerations & Tasks	✔
Establish HSA program design	Prior to program announcement	1. Consider ideas to make your program attractive and improve enrollment potential.	
		2. Complete Program Design Worksheet.	
		3. Consider initial funding to improve employee confidence in ability to pay for expenses.	
		4. Establish pre-tax payroll deductions. - Employees contribute an affordable amount and maximize net pay. - Payroll taxes are reduced. - Business Relations can assist.	
		5. Consider a matching contribution incentive if you have a Section 125 Cafeteria Plan.	
Educate employees and improve enrollment potential	Pre-enrollment	1. Refer to the Communication Calendar for a list of employee materials and a timeline for distribution.	
		2. Schedule meetings for employees to view the pre-enrollment PowerPoint.	
		3. Direct employees to the decision and savings tools available at www.hsabank.com. - *Is an HSA Right for Me?* - *Everyday HSA Tool* - *Future Value Calculator*	
Establish enrollment method	Open enrollment	1. Set up Group Online Enrollment (GOE) in the Employer Administration Area.	
		2. Forward custom GOE link (found within the Employer Administration Area) and instructions to employees.	
Establish contribution method	Prior to end of open enrollment	1. Review Employer Manual to determine contribution method.	
		2. Sign up for Group Online Contributions (GOC) or work with Business Relations to establish electronic contributions.	
Provide continuing education resources	Post-enrollment	1. Email, post or otherwise provide materials indicated in the Communication Calendar.	
Review your program annually	Prior to next open enrollment	1. Review HSA Bank materials to determine if changes could enhance your HSA program.	
		2. Repeat employee education for new enrollees as well as those continuing in the program.	

For assistance, please contact Business Relations

(866) 357-5232 Monday – Friday, 7 a.m. – 7 p.m., CT

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