

HPHC – Best Buy HSA PPO/Mellon HSA Enrollment Checklist For Employers

Important Reference Documents:

- Mellon Employer Guide for Intermediaries

Employer Funding:

- ACH Direct Deposit (see below for explanation)

This method allows employers to provide pre-tax payroll deposits to an employee's HSA by the employee or the employer or both. Employers will need to work with their Bank bank to set up the ACH Direct Deposits to ACS/Mellon.

Steps for direct deposits set-up:

If currently using direct deposit for payroll, complete the following steps:

- Contact whoever handles your payroll direct deposit
- Request they prepare and submit a NACHA file to initiate the ACH deposit into HSA accounts
- Obtain the HSA account numbers for each participant and provide them to the company or internal department handling the payroll direct deposit
- Submit a "pre-note" transaction for each account
- Receive and review the traces regarding each submission

** If not currently using direct deposit, (see ACS/Mellon Intermediary Employer Guide)*

Specifics for routing ACH direct deposits:

- Receiving Bank: Mellon Trust of New England, NA
- Receiving Bank Address: One Boston Place, Boston, MA, 02108
- Bank Transit Routing number: 011001234
- Receiving Health Savings Account: (Employee Name)
- Receiving Health Savings Account Numbers: (see column to the right)

- The three-digit number that designates whether the monies are employee or employer should be added as a prefix to the 14-digit employee's HSA account number, found on Welcome kit letter and signature card.
- The prefix "951" should be used for employee contributions as a prefix to the participant's account number (951XXXXXXXXXXXXXXXXX).
- The prefix "952" should be used for employer contributions as a prefix to the participant's account number (952XXXXXXXXXXXXXXXXX).
- The prefix plus the participant's account number then becomes the 17-byte field for the ACH file account number. ACH can be set up to run on a regular schedule, e.g. monthly, with payroll, etc.

Employer Group Collects Enrollment/Contribution information from employees:

- HPHC provides group with standard enrollment form
- Employer collects contribution allocations from employees and uses information during funding process

Employer Initiates HSA Direct Deposits

- Employers should initiate the items as two-day credits with your originating bank and these credits should be directed to a checking (not savings) account.

Direct Deposit Set-up Timeframe

ACH Direct Deposit e-Signature - approx. 1 week /
paper signature – approx. 3 weeks

HPHC – Best Buy HSA/Mellon Common Funding Options Details For Employees

Employee Steps for HSA Set-up:

1. Employee enrolls in HPHC Best Buy HSA PPO and selects ACS/Mellon Bank HSA through employer.
2. Employee determines monthly pre-tax contribution level (if pre-tax payroll funding will be used).
3. Employee receives “Welcome Kit” including a Master Signature Card from ACS/Mellon.
4. To Activate the HSA, employee must:
 - A. **Review** the information contained in your Welcome Kit.
 - B. **Immediately log on to** <https://hsamember.mellon.com/HSA/> to get started with E-Signature. If a signature has not been processed for your account, electronic signature screens will appear. Follow the prompts to verify your Tax ID (Social Security Number); review and accept terms and conditions to process your electronic signature.

C. **Designate** a beneficiary on the Master Signature Card.

D. **Sign and return** your Master Signature Card using the enclosed envelope.

**Please note: The employee account is not considered “open” to receive or distribute funds until ACS/Mellon has the employee’s signature on file either via E-signature or by completing the Master Signature Card. If ACS/Mellon receives contributions before the signature is processed, they are unable to post them to the HSA account. If ACS/Mellon does not receive the employee’s signature within 60 days, they will return the contributions. No interest will be paid on such funds.*

5. Employee receives debit card and checkbook (optionally) from ACS/Mellon. Checkbook includes 8 checks. Checks may be purchased through ACS/Mellon or any other Check provider (e.g. in Sunday newspaper ads)
6. Employee pays out-of-pocket medical expenses via ACS/Mellon HSA debit card/check or using personal funds to preserve the HSA for the future.

Mellon HSA Support

Employer/Broker Support

- ACS/Mellon Employer Support
- Phone: 1-201-553-6305
Email: HSAEmployerSetup@acs-inc.com

Employee Support

- ACS/Mellon Employee Support
- Phone: 1-877-870-2423

Pre-member Site:

<http://www.mellon.com/hris/hsa/index.htm>

Participant Site: <http://hsamember.mellon.com/HSA/>

Mellon Standard Account Fees for Employees

Fees deducted directly from HSA

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| ▪ HSA Account set-up fee (one time) | \$10 |
| ▪ Monthly Service Charge for average monthly balances of \$1,000 or less | \$3.50 |
| ▪ Stop payment order fee (per request) | \$25 |
| ▪ Returned check fee (per returned check) | \$25 |
| ▪ Copy of statement or check | \$5 |
| ▪ HSA Account rollover fee (from another HSA custodian) | \$25 |
| ▪ Replacement/Additional debit card fee | \$5 |