

# How can an HSA account be funded?

January 2016

## Payroll

### DIRECT ACH INTO HSA ACCOUNTS

- The employer creates an ACH file through their financial institution for the payroll contributions that have been withheld from their employees payroll
- Standard ACH timing rules apply, with transactions typically posting one to two days after ACH is initiated

### CONTRIBUTION FILE TRANSMITTED VIA FTP TO ALEGEUS

- Detailed documentation on the IH record can be found in Online Resources (navigation: *WealthCare Admin > data exchange documentation > enrollment & eligibility > employee deposit import*)

### CONTRIBUTION MANAGER

- For more information, see existing documentation in Online Resources (navigation: *WealthCare Admin > employers > contribution manager*).
  - WealthCare HSA Payroll Funding guide
  - Contribution Manager guide

### AUTOMATIC CONTRIBUTIONS THROUGH WCA AT EACH PAY PERIOD

- For more information, see existing documentation on setting up payroll calendars in Online Resources (navigation: *WealthCare Admin > plans > calendars*)

### ENTER PAYROLL CONTRIBUTIONS ONE BY ONE

- Administrator enters payroll contributions via the *new deposits* page in WCA (navigation: *main menu > processing > transactions > submit deposits*)

### CHECK AND LIST

- The employer or administrator sends one check to the financial institution and a list of each contribution. The financial institution will provide the layout that would be required.

## Checks

Accountholders can submit contributions directly to the bank via personal check. Typically a bank-provided form must be submitted along with each check.

## External account transfers

For more information, see *participant external account funding* document in Online Resources (navigation: *WealthCare HSA > WCHSA for administrators > funding*)