



**HSA Proposal
for
Employer Group Plan**

Enclosed is a proposal to offer Health Savings Accounts for your business. We appreciate the opportunity to assist you with HSAs.

Our slogan is "HSAs Made Easy" and we do everything we can to make the process as simple as possible for the employer and its employees. From our employee HSA Guide to our one-page HSA application (with second optional page); we strive to provide information in a simple and straightforward manner.

We take care of the administration of your employees HSAs and perform the required government reporting. We also work with the employer to help it achieves its goals. That may mean that the employer desires to make contributions to the employees' HSA, the employer desires to allow payroll deferrals or that the employer wants us to make it easy for employees to make contributions on their own.

Upon opening an account, your employees will receive a welcome package that specifically identifies their new account as an HSA. The welcome package also includes information about HSAs along with a list of qualified HSA expenses. The money is held at Stearns Bank, a 90+ year financial institution with over \$1 billion in assets that still prides itself on answering every phone call and providing the exceptional service you expect from a community bank.

Our dedicated HSA Representatives have received specific training in HSAs and are available to answer employee calls and e-mails regarding their accounts. Our attorneys are also available to help resolve the more difficult employee questions and employer related issues.

Please let us know a convenient time to contact you and we will begin designing your HSA.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Hansen", is written over a light blue horizontal line.

Steve Hansen, Founder
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Below are some details on our HSA solution for small employers. To view more about HSA Resources [click here](#).

1. Enrollment. We provide assistance with account set-up including:

- **Employer Consult.** At the employer or agent's request, **HSA Resources will provide a consultation with the employer** to discuss the HSA plan and related issues.
- **Enrollment Meeting.** At the enrollment meeting, HSA Resources can provide a presentation for the employer or Agent to deliver or will walk through the presentation via teleconference. HSA Resources will also provide an HSA expert to answer questions at an enrollment meeting via telephone.
- **Enrollment Assistance.** HSA Resources provides an enrollment package that simplifies establishing HSAs. We use a simple one page Application (with second optional page) that asks basic information. Although it generally works best for the employer to distribute and collect these forms, HSA Resources will e-mail and collect the forms for the employer if easier.
- **Employee Applications.** Each employee completes and signs an Application. The employer collects the Applications and sends them to HSA Resources along with the Employer Contribution Form (see below).
- **Telephone Support.** HSA Resources provides a toll free number for the employer to call and a separate one for employees to answer any questions during the enrollment process and afterwards.

2. Employer Contributions (optional).

- **Employer Contribution Information (optional).** If the employer will be making contributions to the employees' HSAs or allowing employees to make contributions through payroll deferral the employer needs to submit a Contribution Form listing employee names and detailing contribution amounts.
- **Section 125 Cafeteria Plan (optional).** For employers seeking to make pre-tax contributions to employee's HSAs, HSA Resources can provide Section 125 plans. Consultation on Section 125 plans is included in this proposal; however, an actual plan document and administration is additional.

- **Comparability Testing.** If the employer makes contributions to employees HSAs without using a Section 125, then special “comparability” rules apply to make sure the employer is not discriminating against some employees and favoring others. HSA Resources provides an Employer Comparability Worksheet that walks through the IRS requirements for employers making contributions to an employees’ HSA.

3. Fees

- **Enrollment Fee.** We provide these enrollment services and account set-up for \$25 per employee.
- **Annual Fee.** We charge each HSA an annual fee of \$25 that is directly debited from the individual’s HSA. There is no annual fee to the employer in this case. Employers that want to pay that fee for their employees may do so by simply paying the amount annually. No monthly or annual fees are charged to employees if the employer pays the fee.

4. Administration

- **Government Reporting.** HSA Resources will do required government reporting for the HSA: Contribution, Distribution and Fair Market Value Reporting.
- **Medical Expenses.** The employer does not have to collect, review, audit or otherwise have any responsibility over the employees medical expenses paid for through the HSA.
- **Payroll.** HSA Resources accepts ACH contributions directly from the employer. There is no charge for this service and can be done on a periodic basis that matches the employer’s payroll. HSA Resources can provide a List Bill that serves as an employer’s monthly statement if the employer wants to pay by check.

5. HSA Accounts.

HSA Resources provides a convenient, cost-effective solution that includes:

- FDIC Insured accounts with no transaction fees
- Free Debit Card with free usage
- Free ACH transactions (both in and out)
- Free online banking
- Free monthly statements (if activity)
- Interest paid on all deposits
- Superior service
- Brokerage account available (\$14.95 trades with 4.00% interest)