GDI's HSA Solution

A Quick Review of Plan Implementation for Employers

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Employee Education
Great tools available!

- GDI HSA Educational Brochure

- Covered Expense List

- How to Access your HSA on the Web

- Online Enrollment tutorial

- Educational meeting slides or recorded webinar

- Section 125 pre-tax enrollment form

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Enrollment & Eligibility Management

Step 1: Employer provides GDI with a Demographic File

Plan Type	Social Security No.	Last Name	First Name	Date of Hire	Date of Birth	Address	Address # 2	City/Town	State	Zip Code	Location	Effective Date	Email Address
HSA	111-11-1111	Sample	Sam	01/01/1980	02/01/1965	1 Sample Lane		Falmouth	ME	04105		05/01/2010	

This data is imported at GDI and acts as a placeholder until the employee enters the site to establish their bank account.

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Step 2: Employees Proceed to Online Enrollment

Participant Profile

steps: **1** 2 3 4 5 6

First Name: *	Sam
Middle Initial:	
Last Name: *	Sample
Social Security Number:	xxx-xx-5411
Country:*	United States
Address Line 1: *	1 Main St
Address Line 2:	
City: *	Anytown
State: *	Maine
Zip Code: *	04103
Home Phone: *	( )
Birth Date: * (mm/dd/yyyy)	1/1/1955
Gender: *	○ Female ⊙ Male
Marital Status: *	○ Married ⊙ Single
Email Address: *	

By providing an email address, you will receive communications electronically about your benefits in lieu of paper documents. Your email address will not be shared or used for any other purpose.

Do you have any dependents? ○ Yes ⊙ No

A tutorial is available on our website to assist employees

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Step 3: Employer Creates a Recurring Contributions File on or after the effective date of the plan

A "Quick Start" guide is sent to all employers with step-by-step instructions

Step 4: Recurring Contributions File is a basic Excel template

The base document is a simple Excel spreadsheet – saved as CSV file & uploaded to the portal

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Account	Schedule	Actions
Health Savings Account	Every 2 weeks on Thursday Next Posting Date: 8/9/2012	Set Up Recurring Contributions Update Recurring Contributions

Employee Identifier	ContributionDate	ContributionDescription	ContributionAmount	PlanName
111111111	03012013	Payroll Deduction	10.00	Health Savings Account
222222222	03012013	Payroll Deduction	10.00	Health Savings Account
333333333	03012013	Payroll Deduction	20.00	Health Savings Account
111111111	03012013	Employer Contribution	29.23	Health Savings Account
222222222	03012013	Employer Contribution	29.23	Health Savings Account
333333333	03012013	Employer Contribution	38.46	Health Savings Account

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Step 5: Employer updates GDI on eligibility changes throughout the year via the employer portal.

- Easy to enter changes.
- Training provided by your GDI Client Accounting team member.

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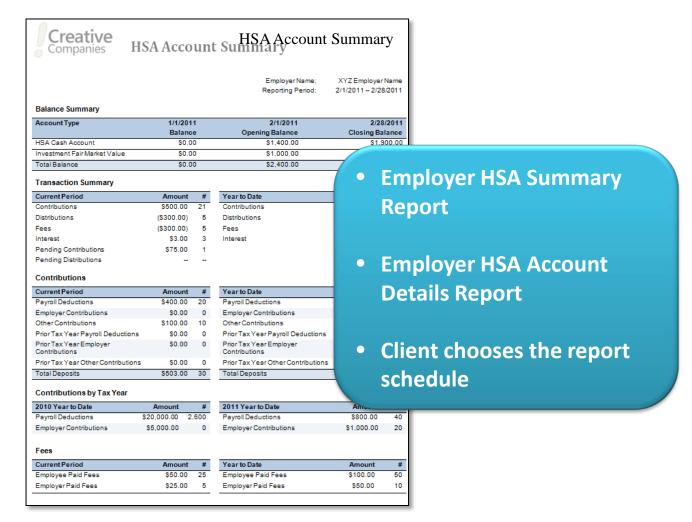THIRD PARTY ADMINISTRATION

HSA Flow of Funds

Recurring Contributions File sets the schedule for HSA funding (usually payroll dates)

GDI platform is automated to trigger an ACH draw from the client bank account of total contribution.

Funds go directly to HealthCare Bank and into the consumer account.

HSA Reporting for Employers

Creative Companies

HSA Account Summary

Employer Name: XYZ Employer Name
Reporting Period: 2/1/2011 – 2/28/2011

Balance Summary

Account Type	1/1/2011 Balance	2/1/2011 Opening Balance	2/28/2011 Closing Balance
HSA Cash Account	$0.00	$1,400.00	$1,900.00
Investment Fair Market Value	$0.00	$1,000.00	
Total Balance	$0.00	$2,400.00	

Transaction Summary

Current Period	Amount	#	Year to Date
Contributions	$500.00	21	Contributions
Distributions	($300.00)	5	Distributions
Fees	($300.00)	5	Fees
Interest	$3.00	3	Interest
Pending Contributions	$75.00	1	
Pending Distributions	--	--	

Contributions

Current Period	Amount	#	Year to Date
Payroll Deductions	$400.00	20	Payroll Deductions
Employer Contributions	$0.00	0	Employer Contributions
Other Contributions	$100.00	10	Other Contributions
Prior Tax Year Payroll Deductions	$0.00	0	Prior Tax Year Payroll Deductions
Prior Tax Year Employer Contributions	$0.00	0	Prior Tax Year Employer Contributions
Prior Tax Year Other Contributions	$0.00	0	Prior Tax Year Other Contributions
Total Deposits	$503.00	30	Total Deposits

Contributions by Tax Year

2010 Year to Date	Amount	#	2011 Year to Date	Amount	#
Payroll Deductions	$20,000.00	2,600	Payroll Deductions	$800.00	40
Employer Contributions	$5,000.00	0	Employer Contributions	$1,000.00	20

Fees

Current Period	Amount	#	Year to Date	Amount	#
Employee Paid Fees	$50.00	25	Employee Paid Fees	$100.00	50
Employer Paid Fees	$25.00	5	Employer Paid Fees	$50.00	10

- **Employer HSA Summary Report**

- **Employer HSA Account Details Report**

- **Client chooses the report schedule**

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Review