

HSA General Information

Under IRS regulations HSA eligibility is determined on a monthly basis, if someone becomes eligible mid month then their HSA would become effective the first of the following month. For example, if Jane Doe became eligible on May 5th, her HSA can be set up and effective no earlier than June 1st.

Please be sure to check your monthly invoice for HSA participants and ensure only active employees are listed. If you find a terminated employee, please let your Reimbursement Account Specialist know right away so the account can be updated with the termination before the next invoice is generated. No credit is given for late terminations received after the 22nd of the month following the termination.

As HSA's are personal, private bank accounts once they are set up they remain open and active until the employee terminates employment. There is not an election each year such as there is with an FSA account.

Your employee's are able to make personal contributions outside of the payroll process. This can mean they reach the IRS max outside of the payroll process. They are responsible for monitoring how much has been contributed both outside of and through the payroll process and ensuring that they do not exceed the IRS maximum and communicating this to you to stop any payroll and/or employer contributions accordingly.

IDV Process

In compliance with the USA PATRIOT Act, Allegiance must verify the identity of all participants seeking to open an HSA. As part of this identity verification process, the participant may be asked to provide additional information and/or documentation before the HSA account can be established.

Verifying the identity of a new HSA consumer is based on the FDIC Customer Identification Program (CIP).

Overview of the process if someone has failed the IDV process:

- 1 The 1st notice will be sent to the participant and HR within a day or two of the initial enrollment. Notice will go by email if email address is on file.
- 2 The 2nd notice will go out 30 days from the initial enrollment and will go by email (if available) and mail to the participant and copying the HR on the email.
- 3 The 3rd and final notice will go out 50 days from the initial enrollment and will go by email (if available) and mail to the participant and copying the HR on the email.

Each notice will indicate the reason for the IDV failure and the documentation required to clear the failure as well as instructions on how to submit the documentation.

Valid Identification Documentation – only the documents listed below can be accepted and all documentation must have full legal name shown

Name

- Driver's License (no temporary)
- Social Security Card
- Passport
- Birth Certificate
- Marriage Certificate
- Divorce Decree
- Legal Name Change Certificate
- State Identification (no temporary)
- Military Identification

Address

- Driver's License (no temporary)
- State Identification (no temporary)
- Current Phone Bill (full invoice showing service address)
- Current Utility Bill (full invoice showing service address)
- Lease Agreement (full document with signatures)
- Homeowner's or Renter's Insurance
- Mortgage or Bank Loan
- USPS Change of Address
- Home Title

Date of Birth

- Driver's License (no temporary)
- Passport
- Birth Certificate
- State Identification (no temporary)

Social Security Number

- Social Security Card

Nonresident Aliens - Need one of these with SSN Card

- ITIN Card
- Passport
- US Visa
- Green Card
- Employment Authorization Card
- Certificate of Naturalization