Your Bank Logo
Street Address
City State Zip

Employee Contribution Worksheet

Employee Name	Account No (Bank Completed)	Set-up Fee[1]	Initial Contribution[2]	Initial Funding Total[3]	Monthly Contribution[4] Employee	Monthly Contribution[4] Employer
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
		-		-		
Total Initial Funding Amount				$0		

To open accounts please submit a new Application for each employee.

Notes:

[1] Set-up Fee, if applicable

[2] Initial Contribution = Amount to start employee's HSA.

[3] Initial Funding = Set-Up Fee + Intial Funding (totals at bottom - please write check for this amount)

[4.] Monthly Contribution = contributions that are going to be made monthly via payroll deferral. This is optional. This amount can be sent via check each month, or automatically via the ACH system. The sheet has two columns. If allowed by the employer, the employee may make contributions via payroll deferral (requires a Section 125 plan to be done on a pre-tax basis). If the employer chooses, the employer may make monthly contributions to its employees' HSAs (this could be instead of allowing payroll deferral or in addition to it). You need to inform us of new employees, terminated employees, and changes in amounts each month.

*Subsequent contributions. If you plan to make annual or other subsequent contributions by check, please include this spreadsheet with each check to provide the allocation - no set up fee.