HSA Employer News!

December 2012

Now Available! New HSA Employer Funding Portal

It's here! As we mentioned in our November issue of Employer News, we have developed a new Employer Funding Portal. The new portal is a secure, free, online service that makes it easy for employers to upload Health Savings Account (HSA) funding files directly to The Bancorp Bank. If you are not already using it, you may register for the new portal today!

All employers, regardless of which funding method they choose, will be asked to use the new Funding Portal to send their contribution spreadsheets to The Bancorp Bank, instead of emailing them.

The new Funding Portal enables you to:

- Upload funding files through a secure website instead of emailing a spreadsheet
- Upload your existing payroll file layout without making modifications
- Use an existing funding file as a template for your new funding file
- Download or view your last five funding files
- Upload contribution files for the prior tax year
- Receive funding confirmations once files are processed

A registration form for the Funding Portal is available on our website. The site has everything you need to get started, including instructions, FAQs and forms. Once you register for the Funding Portal, your company's contacts will receive user names and passwords for access to the portal.

If you want to fund your employees' HSAs by ACH "pull" initiated by The Bancorp Bank, please be sure to complete the ACH Authorization section (Section II) of the HSA Employer Funding Portal Company/Business Registration and ACH Authorization Agreement form.

Funding Portal Contribution Methods

Consider the frequency and types of contributions you will be making before selecting a funding method on the Funding Portal registration form. You may change your method of funding in the future, as needed.

The funding options when using the Funding Portal are:

- **Group Funding File and ACH "Pull" Contribution:** The Bancorp Bank "pulls" the HSA funds from your company's business account.
- **Group Funding File and ACH/Wire "Push" Contribution:** Your company "pushes" the HSA funds to The Bancorp Bank by initiating an ACH or wire transfer.
- **Group Funding File and Check Contribution:** You mail a lump-sum check to The Bancorp Bank.

As before, you may still make HSA contributions by direct deposit or by check accompanied by an Employer Contribution Form.

Guide to 2012 Tax Documents

The Bancorp Bank will send 2012 tax documents directly to your employees on the following schedule:

IRS Form 1099-SA will be sent by January 31, 2013. This form provides the total amount distributed from the HSA during 2012.

IRS Form 5498-SA will be sent by May 31, 2013. This form provides the total amount contributed to the HSA for 2012. (Your employees do not need this form to file their income tax returns.)

Your employees will need the following forms to file their 2012 income taxes with the IRS:

- **IRS Form 1040** or **IRS Form 1040NR**
- **IRS Form 8889** (available for download at www.irs.gov)

Employers are required to provide their employees with **IRS Form W-2** by January 31, 2013.

If you have questions regarding the 2012 HSA tax year, please call our Customer Service line, available to you 24 hours a day, 7 days a week. For specific questions about their taxes, your employees should consult their tax advisor or the IRS.

Is This a Year-End or New Year Contribution?

As we say goodbye to 2012 and ring in 2013, we ask you to be mindful of whether the HSA contributions you are submitting are intended for the 2012 or 2013 tax year. To ensure that contributions are allocated to the correct tax year, please follow these guidelines:

2012 Contributions: Contributions to be allocated to the **2012** tax year that are sent to The Bancorp Bank between January 1, 2013 and April 15, 2013, must include the word **"PRIOR"** in the file name. Or, if you are using our new Employer Funding Portal, select "Prior Year" under "Contribution Type" on the file upload options page. This will ensure that the contribution is coded as a 2012 contribution and included on the 2012 Form 5498-SA that your employees will receive.

2013 Contributions: Contributions for **2013** cannot be processed until the first business day of 2013. If you submit contributions prior to January 1, 2013 and intend to allocate the funds to the 2013 tax year, please include the word **"FUTURE"** in the file name. These contribution files will be processed on the first business day of the new year, which is Wednesday, January 2, 2013. If you are using the new Employer Funding Portal, you must to wait until January 1, 2013 to submit your funding file.

We wish you and your family a joyous holiday season and happy New Year!