



# Employer Start-Up Kit

**Paying for healthcare just became easier.**

Thank you for choosing the First Horizon Health Savings Account (HSA) for your employees who enroll in an HSA-qualified health plan. We have developed this program to meet the needs of both employees and employers like you who are involved in plan administration and funding. This start-up kit will walk you through the steps necessary to get your HSA program up and running smoothly.

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## Step 1—Employer Registration

Before employees can enroll in a First Horizon HSA, the employer must establish its group in the First Horizon Msaver system. The first step is to complete the employer registration form (visit [www.firsthorizonmsaver.com](http://www.firsthorizonmsaver.com) or contact First Horizon Msaver to obtain a copy of this form).

### **Employer Registration Form**

The employer registration form serves as the basis for establishing your group in the First Horizon Msaver system. The form is quick and easy to complete.

To ensure that your group is properly staged before the individual account applications are received, this form should be completed and submitted to First Horizon Msaver prior to the expected date of your employee enrollment (mailing address and fax number provided on Page 7 of this kit).

### **What will happen next?**

Once First Horizon Msaver receives your completed employer registration form, you will receive an email containing basic information about HSAs, current interest rates and fees, funding information, and a partially pre-filled PDF of the account application to be used by employees. The email will also contain a link to your group's exclusive online enrollment form.

Be sure to save both the link and the account application PDF: your employees will use one of these two options to open their HSAs.

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## Step 2—Employee Enrollment

Once an employer is set up in the First Horizon Msaver system, employees can begin opening their HSAs. There are two different ways for employees to enroll: online or with the paper application.

### Online Enrollment

For those with Internet access, online enrollment is the quickest and easiest way to enroll. After First Horizon Msaver processes your employer registration form, we will email you a special Web link that your employees can use to open their HSAs online.

Simply distribute the link via email to eligible employees. When they click on the link they will be taken to an online enrollment form already pre-filled with information specific to your group. There, employees provide the personal information required to open the account and submit the form electronically. Within 24 hours the account will be established, after which debit card(s) will be issued, and an HSA Welcome Kit will be mailed to the employee.

In the event that First Horizon Msaver is unable to process the online application with the information submitted, we will attempt to contact the employer and employee by phone, letter or email to resolve the issue.

Please note that employees who enroll online through the special Web link are automatically associated with the correct employer group for purposes of funding the account.

### Paper Enrollment

Some employer groups prefer to use paper applications for HSA enrollment. After First Horizon Msaver processes your employer registration form, we will email you a PDF of the account application form that your employees can use to open their HSAs. Simply distribute the file via email or printed copy to eligible employees. Employees should complete the form and return it to First Horizon Msaver (contact information provided on Page 7 of this kit).

**NOTE:** When enrolling with a paper application it is recommended that employees include a copy of a valid photo ID (such as driver's license) with their application.

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## Step 3—HSA Funding

Both employees and employers can contribute to an HSA. There are four different methods available to employers for funding employee accounts through payroll deductions and/or employer contributions. (**HINT:** Methods 1 and 2 are the fastest and easiest ways to deposit funds into your employees' First Horizon HSAs.)

### **Method 1: Employer Funding Portal (EFP)** (Recommended for groups of less than 300 employees)

The EFP lets you fund your employees' HSAs online through a paperless, ACH process. This free service also allows employers to verify open accounts, track contributions, and download reports for record-keeping purposes. Contributions can be set up to run automatically, or can be created manually.

- In order to use the EFP, it is necessary to complete and sign the Employer Funding Portal Agreement that authorizes ACH transfers from your company's bank account. This form is available online at [www.firsthorizonmsaver.com](http://www.firsthorizonmsaver.com). Complete and sign the form and send it back to First Horizon Msaver per the instructions on the Employer Funding Portal Agreement.
- Once First Horizon Msaver receives the signed Employer Funding Portal Agreement, an email containing the information you will need to use the EFP will be sent to the email address provided on the agreement you submitted. This email will arrive in approximately two business days. (**NOTE:** Please do not mail in checks for HSA deposits once you have registered to use the EFP).

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## Step 3—HSA Funding (cont.)

### Method 2: Automated Clearing House Electronic Funding (Groups of any size)

To set up Automated Clearing House (ACH) electronic funding, you will need to contact the bank where your business account is held. First Horizon Msaver will provide you with a file containing the details needed to set up the ACH file with your bank.

After the ACH is set up, we will provide you with updates when new employees are added or removed from your employer group so that your ACH file can be updated accordingly.

### Method 3: Flat File (Groups of any size)

This method allows employers to fund accounts electronically. First Horizon Msaver will provide you with the file format to be used and instructions for funding the file. Employers send funds to First Horizon Msaver via ACH or wire transfer, and then First Horizon Msaver converts the flat file into an ACH file in order to fund the accounts.

### Method 4: Check (Only groups with less than 50 participants can use this method)

Employers can mail First Horizon Msaver a single business check along with a spreadsheet listing the individual contribution amounts for each employee account. The spreadsheet that accompanies each check must include each employee's name, Social Security Number and contribution amount (see example below).

Name	SSN	Employer Contribution	Employee Contribution	Total
Kelly Jones	050-72-5842	30.00	30.00	60.00
Luke Spencer	998-91-7959	30.00	50.00	80.00
			Check Total	140.00

Checks must be made payable to **First Horizon Bank** and mailed to First Horizon Msaver (mailing address provided on Page 7 of this kit).

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## Transfers and Rollovers

### **HSA-to HSA Transfers from another Financial Institution to First Horizon Msaver**

If members of your group will be transferring HSAs from another institution to First Horizon Msaver, we will work with you to facilitate the process. The first step is to have employees complete the necessary transfer form, which should be returned by fax or mail to First Horizon Msaver. This form is available online at [www.firsthorizonmsaver.com](http://www.firsthorizonmsaver.com).

Once First Horizon Msaver receives the completed transfer form, we will work directly with the transferring institution to have funds sent to First Horizon Msaver and deposited into the customer's First Horizon HSA. From a tax standpoint, such a transfer is a non-reportable event.

### **HSA-to-HSA Rollovers from another Financial Institution to First Horizon Msaver**

Members of your group who wish to move HSA funds from another financial institution to First Horizon Msaver can also do so by completing an HSA-to-HSA rollover. An HSA-to-HSA rollover is different from an HSA-to-HSA transfer in that the employee takes receipt of the funds before sending them to the new HSA custodian.

To initiate an HSA-to-HSA rollover, employees should request funds or write a check from their current HSA custodian. They should mail the funds/check to First Horizon Msaver along with a completed rollover form (available online at [www.firsthorizonmsaver.com](http://www.firsthorizonmsaver.com)). Funds will then be deposited into their First Horizon HSA and reported as a rollover. If employees wish to close their old HSA account, they must contact their current HSA custodian.

Please note that unlike HSA-to-HSA transfers, HSA-to-HSA rollovers are tax reportable events, and only one rollover is allowed per 12-month period. First Horizon Msaver will report the rollover on the tax forms submitted to the IRS.

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## First Horizon Msaver Contact Information

If you have any questions or concerns, please feel free to contact us.

### **Toll-Free Phone Number:**

866-889-8583

### **Fax:**

913-451-2079

### **Customer Service Email Address:**

Msaver@ftb.com

### **Mailing Address:**

First Horizon Msaver  
P.O. Box 26106  
Shawnee Mission, KS 66225

### **Overnight Delivery Address:**

First Horizon Msaver  
7400 West 110th Street, Suite 520  
Overland Park, KS 66210

You can also find more information online at [www.firsthorizonmsaver.com](http://www.firsthorizonmsaver.com).

