



STERLING HSA®

NEW GROUP CHECKLIST

- Complete Employer Application**
- Collect all Employee Applications and Beneficiary Designation forms and attach to Employer Application (if applicable). Note: The Patriot Act requires an original application with “wet signature”. We cannot accept fax applications.**
- Complete list bill for initial deposit.**
- Attach a check for the initial deposit. Check amount must match total on list bill. Check should be made payable to Sterling HSA.**
- HSA contributions are Federal tax free in all states. State taxes apply to HSA contributions and interest earned in AL, CA, NJ and WI. Consult your tax advisor for additional information and inform your payroll dept. so that contributions can be set up in accordance with your state HSA tax rules. (All HSA contributions must be reported on employee W2 forms (box 12 code W))**
- An HSA compatible Section 125 Plan, or POP document is required in order for HSA contributions to be made pre tax via payroll. State taxes apply to HSA contributions and interest earned in AL, CA, NJ and WI (even with a Section 125 or POP document). Please note special HSA contributions rules apply to 2%+ owners of S Corps, Sole Proprietorships, LLP, LLC or Partnerships.**
- If you require an HSA compatible Section 125/POP plan document you can download an application on the forms page of the Sterling website at www.sterlinghsa.com**
- Mail the enrollment materials to:**
Attn: New Accounts Dept.
Sterling HSA
475 14th Street, Ste. 120
Oakland, CA 94612