



**STERLING HSA®**  
HEALTH SERVICES ADMINISTRATION

475 14<sup>th</sup> Street,  
Suite 650  
Oakland, CA 94612

P.O. Box  
71107  
Oakland, CA 94612

T: 1.800.617.4729  
F: 1.877.517.4729  
[www.sterlinghsa.com](http://www.sterlinghsa.com)

# Health Savings Account Employer “How-To” Checklist

- Complete Employer Application
- Collect all employee Individual Sterling HSA Enrollment 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 Federally tax free in all states. State taxes apply to HSA contributions and interest earned in AL, CA, and NJ. Consult your tax advisor for additional information and inform your payroll department 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, and NJ (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, please contact your Sterling HSA sales representative.

Please contact your Sterling HSA Sales Representative for pick up of your enrollment materials. You can also mail them to the address below. It's also easy, convenient, and secure to enroll online by going to [www.sterlinghsa.com](http://www.sterlinghsa.com).

**Mail the enrollment materials to:**

Attn: New Accounts Dept.  
Sterling HSA  
P.O. Box 71107  
Oakland, CA 94612

**For Customer Services:**

**Toll-free:** 800-617-4729

**Email:** [customer.service@sterlinghsa.com](mailto:customer.service@sterlinghsa.com)