



Health Savings Account  
Payroll Reconciliation Guide



# Table of Contents

Welcome.....	3
Reporting.....	4
Payroll Reconciliation Report.....	5
Contributions.....	7
BenefitWallet Service Center.....	8

# Welcome

BenefitWallet®, A Xerox Solution, welcomes you and your employees. The Bank of New York Mellon (BNY Mellon) is the custodian of the FDIC-insured HSA checking account. We are one of the leading administrators for Health Savings Accounts (HSAs) providing administrative services and support to employers and members.

This guide is prepared for you to summarize the payroll reconciliation process. Our Employer Support Team is available to you and our website provides information and tools to assist you.

## Getting Started

This document provides additional information about the Payroll Reconciliation Compare Report and use of the online application.

The Payroll Reconciliation Compare is available through the Reports menu online at [mybenefitwallet.com](http://mybenefitwallet.com). It is viewable to the primary business contact and all additional users with Report access.

**To get started, you will need your User ID and password to log in to mybenefitwallet.com.** If you are the Primary Business Contact, this is your sub-account number or the User ID you created. If you are a Sub-User, your User ID was designated by the Primary Business Contact for your organization.

# Reporting

## Training

Training sessions are regularly scheduled every Thursday 1 – 2:30 PM Eastern. Send requests to [HSAWebTraining@xerox.com](mailto:HSAWebTraining@xerox.com) and include the following for **each** attendee:

- Full name
- Company name (as listed in **our** system)
- Phone #
- Email address

Include two (2) availability dates (both primary **and** secondary choice are **required** in case there is no availability on the primary date)

BenefitWallet offers several reports to assist in HSA administration. These reports are designed to show payroll file statuses, detailed member information and aggregate account information at the group level. The reports available are:

---

**File Status Report** – provides summary information for all files processed by the employer for the selected date range. Any individual file can be selected to view processing details

---

**Payroll Report Report** – provides details regarding daily reposting attempts into frozen accounts.

---

**Account Profile Report** – provides details at the member level regarding the receipt and processing of payroll files and account status (open, frozen, closed)

---

**Monthly Summary Report** – (available for groups with more than 25 HSAs) - provides a summarized report of monthly transactions including contributions, withdrawals, fees, rollovers and investment activity of the accounts affiliated with the employer code

---

**Payroll Reconciliation Compare** – provides online support to verify consistency of payroll records to year to date posted payroll contributions for the current or prior year. In addition, the payroll reconciliation compare will identify discrepancies for further review.

---

**Pending Close Report** – provides a listing of accounts pending account closure as request for additional documentation to verify the individual's identity has been requested in accordance with the USA Patriot Act.

# Payroll Reconciliation Report

To use the application you will need the current or prior year payroll HSA contributions and SSN/payroll id for each employee.

1. To get started, log in to your employer account and select "Payroll Reconciliation Compare" from the Reports menu.
2. From the "Payroll Reconciliation Compare" page, download the Employer Reconciliation Spreadsheet.
3. Use a payroll report from your system to populate the Social Security Numbers and HSA contributions. If you use Employee ID when funding your payroll, use that ID instead of SSN on the file. Save the spreadsheet.

The application accepts payroll contribution records combined or separated by source (employee/employer).

BenefitWallet

Welcome Demo Employer HSA HRA FSA 1 | Last login was on 07/18/2016 at 09:59 AM. Logout

Home

Payroll Processing

Reporting

HSA

Funding

File Status

Sub-Account Transactions

Pending Transactions

Payroll Reconciliation Compare

Administration

Payroll Reconciliation Compare

1 Download

2 Upload

3 Comparison Result

Download the Employer Reconciliation Spreadsheet and populate the template with your transactions.

Download Employer Reconciliation Spreadsheet

Next

	A	B	C
1	SSN	YTD Employee	YTD Employer
2	999001105	\$250.00	\$100.00
3	999001106	\$375.00	\$100.00
4	999001107	\$125.00	\$200.00
5	999001108	\$93.00	\$100.00
6	999001109	\$450.00	\$200.00

Sheet1 Sheet2 Sheet3

# Payroll Reconciliation Report

4. A. Upload the saved file using the "Browse" button.  
B. Select the year with which to compare.  
C. Click "Upload" to obtain results.
5. Review results. You may export results as an excel file.

The following statuses may appear:

- **Open** - HSA account is open.
- **Frozen** - Member needs to open account by signing the Master Signature Card or providing an electronic signature through the First Time User link on [mybenefitwallet.com](http://mybenefitwallet.com).
- **Invalid** - We do not show this SSN on our system.
- **Missing** - We have a record listed for a member not listed on your uploaded spreadsheet.

Payroll Reconciliation Compare

1 Download

2 Upload

3 Comparison Result

Upload your spreadsheet file to compare with or submit.

Reconciliation Spreadsheet

Browse

Compare with

Current year

Back

Upload

1 Download

2 Upload

3 Comparison Result

Export

After comparing the data with the Account Profile Report, we find no discrepancies in the contribution amounts.

Please note: This compare represents funds that have posted to the members account. If you attempted to fund a "frozen" account in the last 60 days, those funds may still be pending. Please check the Pending Transactions Report to see if any funds for those accounts still frozen are still pending.

Employer ID

DE5

Customer Code

202

Employer Name

DEMO EMPLOYER  
HSA HRA FSA 1

Customer Name

DEMO CLIENT

Reconciliation Year

2016

Display Count:

10

Click on the for more details, if available.

SSN	BenefitWallet Total Contributions	Total Employer	Difference	Status
999001105	\$0.00	\$350.00	(\$350.00)	Open
999001106	\$0.00	\$475.00	(\$475.00)	Closed
999001107	\$0.00	\$325.00	(\$325.00)	Frozen
999001108	\$0.00	\$193.00	(\$193.00)	Closed

BenefitWallet Payroll Reconciliation Guide

6

# Contributions

## Contribution Reminders

- HSA owners are responsible for ensuring that they do not contribute more than they are allowed under IRS rules.
- As the HSA custodian, it is our responsibility to ensure that contributions do not exceed the statutory maximum contribution (\$7,750 in 2016 and 2017). This includes funding from all sources (employee payroll, employer payroll contributions as well as individual member contributions).
- Prior year contributions can be submitted by employers or employees between January 1 and April 15 each year.

The 2016 and 2017 limits with respect to maximum contribution, catch-up contribution, minimum deductible, and maximum out of pocket are listed below:

IRS HSA Limits	2016	2017	Change from 2016
HSA Contribution Limits:			
Individual Coverage	\$3,350*	\$3,400*	+ \$50
Family Coverage	\$6,750*	\$6,750*	0
HDHP Minimum Required Deductibles:			
Individual Coverage	\$1,300	\$1,300	0
Family Coverage	\$2,600	\$2,600	0
HDHP Out-of-Pocket Maximum:			
Individual Coverage	\$6,550	\$6,550	0
Family Coverage	\$13,100	\$13,100	0

\* Persons age 55 or older may make additional "catch-up" contributions of up to \$1,000.

# BenefitWallet Service Center

The following are Bank and/or Market Holidays for 2016. For a bank holiday, no payroll will post on these days. For a market holiday, no investment transaction (investment, redemption) will post on these days. For a day that is both a bank and market holiday, neither payroll nor investment transactions will post.

## Employer Support Team

**Phone:** 866-712-4551

### Hours of Operation (Eastern Time)

8:00 am – 8:00 pm

Monday – Friday

9:00 am – 6:00 pm

Saturday & Sunday

## BenefitWallet Member Services

**Phone:** 1-877-472-4200

**TDD:** 1-800-833-8334

### Hours of Operation (Eastern Time)

8:00 am – 11:00 pm

Monday – Friday

9:00 am – 6:00 pm

Saturday & Sunday

Day	Date	Holiday	BenefitWallet Holiday	Bank Holiday	Market Holiday
Monday	10/10/2016	Columbus Day		x	
Friday	11/11/2016	Veteran's Day		x	
Thursday	11/24/2016	Thanksgiving Day	x	x	x
Friday	11/25/2016	Day After Thanksgiving			Market Closes 1pm EST
Sunday	12/25/2016	Christmas Day	x	x	x
Monday	12/26/2016	Christmas Day Observed	x	x	x
Sunday	1/1/2017	New Year's Day	Open 9am-6pm EST	x	x
Monday	1/2/2017	New Year's Day Observed	Open 9am-6pm EST	x	x
Monday	1/16/2017	Martin Luther King Day		x	x
Monday	2/20/2017	President's Day		x	x
Friday	4/15/2017	Good Friday			x
Monday	5/29/2017	Memorial Day	x	x	x
Monday	7/3/2017	Day Before Independence Day			Market Closes 1pm EST
Tuesday	7/4/2017	Independence Day	x	x	x
Monday	9/4/2017	Labor Day	x	x	x
Monday	10/9/2017	Columbus Day		x	
Friday	11/10/2017	Veteran's Day Observed		x	
Thursday	11/23/2017	Thanksgiving Day	x	x	x
Friday	11/24/2017	Day After Thanksgiving			Market Closes 1pm EST
Monday	12/25/2017	Christmas Day	x	x	x
Monday	1/1/2018	New Year's Day	Open 9am-6pm EST	x	x