# All Account Report Guide

*Health Savings Accounts*

hsabank®
A Division of Webster Bank, N.A., Member FDIC

## Table of Contents

# 1 | Overview

The HSA All Account Report provides a convenient way to manage HSA administrative tasks, such as reviewing which accounts can be funded; assisting with employees' questions; and obtaining account numbers to set up direct deposit contributions (if applicable).

# 2 | Report Fields

Below you will find a list of all fields included in the report with a detailed description of what will display, depending on a number of factors. While the report will show you information about employees who are terminated, retired, or laid off, some information will be limited. More information on these limitations can be found in section 4.

| Field Name | Description |
|---|---|
| **First Name** | First name as listed on the account. |
| **MI** | Middle initial as listed on the account. If none is on the account, this field will be blank. |
| **Last Name** | Last name as listed on the account. |
| **Masked SSN** | Last four digits of the Social Security number (SSN) as listed on the account. |
| **Identifier** | Employee number (default) or SSN based on the Report ID. |
| **Account Number (if applicable)** | Account number (available only if your program is set up for direct deposit into your employees' accounts). |
| **Division** | Division name as listed on the account. If not assigned to a division or no divisions are set up, this field will show UNASSIGNED. |
| **Branch Code** | Branch code as listed on the account. If the account has no branch code, this field will be blank. |
| **Account Status** | This field will be blank or display Open, Closed, Moved, or Pending depending on HSA integration status, effective date, and employment status. See section 3 for more information. |

| | |
|---|---|
| **Employment Status** | The most recent employment status on the account, including future dated employment statuses. If statuses are Terminated, Retired, or Laid Off, most remaining fields on the report will be blank. See section 4 for more information. |
| **Employment Status Effective Date** | Effective date of the most recent employment status on the account. |
| **Current HDHP Coverage Level** | Current high-deductible health plan (HDHP) coverage level listed for the current tax year on the account. |
| **Account Effective Date** | The first effective date listed on the account. Moved accounts will have a new first effective date. For accounts that have closed and reopened, the original (first) effective date will display. |
| **CIP Start Date** | The first identity verification (IDV) created date as recorded in the system. |
| **Has Passed CIP** | "Yes" displays if the consumer has passed IDV.<br>"No" displays if the consumer has not passed.<br>This field will be blank if the account is closed. |
| **CIP Aged Days** | The number of days between the date the report is run and the CIP start date.<br>This field will be blank if IDV has passed or if the account is closed. |
| **Date CIP Passed** | The date that IDV was passed as recorded in the system.<br>This field will be blank if IDV has not passed or if the account is closed. |
| **Account Closed Date** | The HSA closed date as listed on the account.<br>This field will be blank if the account is not closed. |
| **Latest Debit Card Mail Date** | The most recent mail date for the primary (accountholder) debit card. |
| **Last Payroll Funding Date** | The processed date of the most recent employer or payroll deduction posted to the account. |

# 3 | Account Status

The Account Status that displays for each employee depends on a number of factors. See the following list to understand the scenario(s) that determine each Account Status.

- **Moved** – Any account moved to a different employer or retail program, regardless of the employment status.
- **Pending** – Any account where the consumer's status is active or LOA and has a future effective date.
- **Open** – Any account where the consumer's status is active or LOA and has an effective date equal to or before today's date.
- **Closed** – Any account where the consumer's status is active or LOA and the account is closed.
- **Blank** – Any account where the consumer's status is terminated, retired, or laid off, unless the status is due to the account being moved.

# 4 | Terminated, Retired, and Laid Off Employees

Employees with an employment status of Terminated, Retired, or Laid Off will still display in the HSA All Account Report, but the information for these accounts will be limited. The following fields will be blank for employees with these statuses:

- Account Status (unless moved; then Moved will display)
- Current HDHP Coverage Level
- Account Effective Date
- CIP Start Date
- Has Passed CIP
- CIP Aged Days
- Date CIP Passed
- Account Closed Date
- Latest Debit Card Mail Date

# 5 | Getting Help

If you need assistance with this report or with any day-to-day administration questions, contact:

**HSA Bank Business Relations Representatives**
**Email:** businessrelations@hsabank.com