

# Employer Sign-Up Form

**For HSA Bank Use Only**

Affiliation Code	<input type="text"/>	AIN	<input type="text"/>
Marketing Code	<input type="text"/>	BP ID	<input type="text"/>

**Instructions:** All fields are required unless otherwise noted. Please complete this form using your computer, or print clearly, then fax the completed hard copy to Business Relations: (920) 803-4184.  
**Be sure to keep a copy of this form for your records. You will need your username to login to the Employer Site.**

By completing the Employer Sign-Up Form, you will gain access to HSA Bank's Employer Site, which is designed to help you manage your HSA program. You can also make online contributions to employee accounts through this site. A summary of your enrollment and contribution options will be emailed to you along with your temporary password, in approximately 3 business days. If you have questions, please contact us by calling the toll-free Business Relations number, (866) 357-5232, M - F, 7 a.m. - 7 p.m. CST.

**Company Information**

Company Name

Federal Tax ID #  # of Benefits Eligible Employees  # of HSA Eligible Employees  # of Employees in the Group

Address

City  State  Zip

Phone  -  -  Fax  -  -

Business Type

<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust
<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Association/Cooperative	<input type="checkbox"/> Other _____

**Main Administrator Information**

First Name  Last Name

Email

Phone  -  -  Fax  -  -

Extension  Select User Name   
*min. 8 characters, letters & numbers only*

The first 8 letters or numbers are required. (Your username will be case sensitive.)

You will need your temporary password, which will be emailed to you, and your username to log in to the Employer Site for the first time. You will then be prompted to change your password.

**Important note: The Main Administrator is the only individual that will have full administrative rights to add other administrative users and assign rights for accessing or updating your account. If you wish to change your Main Administrator in the future, you must complete a Company/Main Administrator Update Form, which can be requested by calling Business Relations at (866) 357-5232.**

Privacy, the USA PATRIOT Act, and the Employer Site

At HSA Bank we respect and protect the confidentiality of customer information. Some of the information we request is required by a Federal law called the USA PATRIOT Act and regulations adopted by governmental agencies to implement it. This law requires HSA Bank to obtain, verify and record information that identifies each person or entity that opens an account. This information helps the government fight the funding of terrorism and money laundering activities. When you sign up for the Employer Site, we will ask you for your company's name and address. We will also ask you for an identification number such as your Social Security, EIN or Tax Identification number. This information will allow us to identify you. In some instances we may also ask to see identifying documents. Please rest assured that all customer information is kept in the strictest confidence, unless required by law to be disclosed.

