



## Comprehensive HSA Service Package

DBS provides a comprehensive HSA service package for clients and participants.

Driven by leading technology, clear communication and exceptional customer service, DBS helps ease the transition from traditional health plans to consumer driven health plans with HSAs.

DBS works with clients and brokers to design, communicate, implement and manage a successful HSA program. DBS can also integrate the client HSA with other account-based plans such as Limited Purpose FSAs and Post-deductible HRAs.

**DBSbenefits.com**

Diversified Benefit Services, Inc.  
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(800) 234-1229

## DBS HSA Administration Services

### Plan Design & Documents

- HSA review and plan design meeting with employer
- Set up HSA in DBS proprietary software system (A.S.A.P.® Advanced Strategic Administrative Program)
- Legal document preparation
- Provide for pre-tax HSA contributions within the Flexible Benefit Plan document
- Limited Purpose FSA (if applicable)
- Post-deductible HRA (if applicable)

### Communication

- Employee group meetings/webinars
- HSA welcome kits
- HSA communication pieces
- Enrollment forms
- Online HSA calculator

### HSA Trustee

- Assist employees with establishing HSA account
- Preferred bank trustee available
- Debit cards and checks to access funds
- Investment options for balances exceeding certain levels
- Ability to work with any trustee

### Administration

- Process enrollments and roll unused balances forward
- Process new hires / terminations / prorate mid-year hires and contributions
- Transfer payroll deductions and employer contributions to individual accounts via ACH files

- Online payroll file download and comparison feature for employer
- Audit and post employee and employer contributions to A.S.A.P.®
- Integrate and administer Limited Purpose FSA and Post-deductible HRA (if applicable)
- View and track debit card transactions via A.S.A.P.®

### Online Services

- Online access to the DBS proprietary software A.S.A.P.®
- View and track employee and/or employer contributions
- View and track debit card and check transactions (if DBS HSA debit cards used)
- Reimbursement maintenance utility for qualified expense tracking
- Automatic expense qualification notation feature
- Year-end expense report to use in completing individual income tax return
- Access to archived plan data for all years
- ASCII/Excel data format for certain reports
- Viewing of FSA and/or HRA plan information from same login screen

### Customer Service

- Customer Service Representatives to answer HSA questions as well as FSA/HRA (if applicable)
- Debit card assistance
- Integration service questions

For assistance, please call DBS at **(800) 234-1229**  
or visit **DBSbenefits.com**