OFFICE OF HUMAN RESOURCES

HEALTH SAVINGS ACCOUNT

Requesting Funds in Advance

Understanding that employees may be faced with large medical bills prior to sufficient funds being placed into their Health Savings Account, the College has designed a program to advance the College’s funds to employees on an as-needed basis, and following the procedure below:

1. Obtain “Health Savings Account Request for Funds in Advance” form found online or in the Human Resources Office and complete.

2. Attached supporting documentation. Documentation may be in the form of copies Explanation of Benefits (EOBs) from BCBS, pharmacy receipts or bills from healthcare providers. HSA Bank Statements will not be accepted. Employees are highly encouraged to redact any health related information. Black out, white out, cut out, or cover up any prescription names or medical information. All requests are kept strictly confidential. Advances will not be made for services which have not yet occurred; for example requesting an advance in February for a procedure you will have in April.

3. The supporting documentation should show that you have exceeded the amount which has been put into your account by the College to date.

4. If requests are received and approved by Wednesdays at 4pm, the deposit can be made by the following Monday. Bank Holidays may at times require adjustments to this schedule. No advance deposits will be made during the same week as a scheduled quarterly deposit by the College.

Forward all information to Human Resources, attention Linda Madore. Please call 315.792.3024 if you have any questions.