

- A new format will need to be used for contribution files submitted using our new portal. Please refer to our [Platform Transition Guide](#) / **Resources & Downloads** for a copy of your new Contribution File template.
 - The **Account Type** to list for HSA contributions is "PNC".
 - The **Employee ID** to provide is the employee's **9-digit SSN**, without hyphens.
 - A value must be listed in both the Employer and Employee contribution fields. If only one contribution type needs to be funded, list a "0" in the column of the contribution type not requiring funding.
 - The contribution file template requires your HSA plan dates as they appear in our system.
 - The Payroll Date listed will be used to determine the tax year to apply contributions towards.
- If your HSA contribution files are transmitted by a secure file transfer protocol, we will continue to process the file upon receipt. Note that the date your file is received will be used to determine the tax year to apply contributions towards.

Reminder: New Bank Draft Information

- **HSA Contributions will be processed from a new FloresHR bank account upon your gaining access to our new platform.**
- Please ensure the new **ACH Originator ID has been** authorized with your banking institution, which will prevent any disruptions in plan funding. Drafts for activity that occurs on the FloresHR platform or after January 1, 2026 will be drafted by this account.
- Please refer to the email sent to you in December or reach out to funding@floreshr.com to confirm the new Originator ID information.

Reminder: Notification Process

- You will continue to receive a funding notification email summarizing the total amount due for plan funding.
- Invoice notifications will no longer be sent from your Account Manager's personal email.
- For any questions specific to your FloresHR funding notifications or current processes, please contact our **Funding Operations team** at **funding@floreshr.com**. This email address will also appear in the invoice message for reference.