

Civic HSA

HR Independence Guide

How do I best support my employees' HSA transition to Civic?



First-time HSA

- Open account online at civicfcu.org
- Call the Experience Center at 844-772-4842
- Visit a Civic branch
- Employee will need beneficiary first and last name, relationship, DOB and contribution amount.
- Civic will cover the \$25 select savings requirement for membership eligibility.
- For specific HSA account details see: civicfcu.org/hsa



Existing HSA (Non-payroll deduction)

- Follow existing process for HSA contributions.
- **DO NOT** close account, it will automatically transfer to Civic in June 2025.
- If HSA account does not currently have a LGFCU savings account, no action needed by employee. Civic will reach out to them individually to explain Civic funded share account needed at independence.



Existing HSA (Payroll deduction)

- Payroll deduction is discontinued on 04/30.
- Civic can provide employee with direct deposit form with routing + HSA account number.
- **DO NOT** close account, it will automatically transfer to Civic in June 2025.
- If HSA account does not currently have a LGFCU savings account, no action needed by employee. Civic will reach out to them individually to explain Civic funded share account needed at independence.



Civic will provide **HSA contribution forms** for both employer and employee to HR Units.



For support with the setup of payroll processing HSA contributions, **contact your payroll vendor.**



For more information visit civicfcu.org/hsa

