



## GREEN MOUNTAIN FINANCIAL SERVICES INC.

Health Care Spending Accounts | Employer checklist

# Could an HCSA Fit Your Business?

Use this checklist to review the purpose, funding, eligibility and administration of a Health Care Spending Account before deciding whether it fits your team.

Business: \_\_\_\_\_

Review date: \_\_\_\_\_

- ☐ **Define the purpose.**  
Identify the healthcare costs or gaps you want to address. Consider how the account would work alongside existing coverage.
- ☐ **Set the full employer funding budget.**  
Review allocations, eligible employee counts, administration fees, applicable taxes and the funding method. Confirm total costs with the administrator.
- ☐ **Confirm who is eligible.**  
Document employee classes, waiting periods, dependant eligibility and the rules for new hires or employees leaving the plan.
- ☐ **Understand eligible expenses and claims.**  
Ask which expenses qualify under the plan and applicable tax rules. Confirm required receipts, documents and who adjudicates claims.
- ☐ **Review deadlines and unused balances.**  
Confirm the plan year, submission deadlines, carry-forward provisions, forfeiture rules and treatment when employment ends.
- ☐ **Confirm tax treatment and plan requirements.**  
Ask your accountant and administrator about private health services plan requirements, federal and provincial treatment, owner eligibility and deductibility.
- ☐ **Explain the plan to employees.**  
Provide clear instructions on allocations, claims, deadlines and coordination with other coverage. Identify a confidential claims-support contact.

**Check the exact arrangement:** Ask whether the proposal is an HCSA or a wellness/personal spending account. Confirm eligible expenses and tax treatment for the actual plan.

### Proposed allocation / questions for administrator / next action

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**Bring:** Current benefits summary, employee counts by eligibility class, proposed budget, general employee feedback and any administrator proposal.

**Read the guide**

**Watch the video**

**Request Benefits Review**

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General education. Eligibility, reimbursement, funding and tax treatment depend on the arrangement and applicable rules. An HCSA allocation does not provide unlimited coverage or replace every insured benefit.

Prepared from the GMFSI HCSA employer review guide. Reviewed October 2026.