Making A Non-Payroll Contribution - HSA

Contributions to your Health Savings Account (HSA) is a great way to set funds aside for current medical expenses while also saving for expenses in the future. An HSA allows you to make contributions to help grow your savings, and if used for eligible health care expenses, do so tax-free.

If your employer sponsors your HSA plan, you may be able to set up payroll deferrals to contribute to your HSA plan automatically. If not, or you want to submit additional contributions outside of payroll.

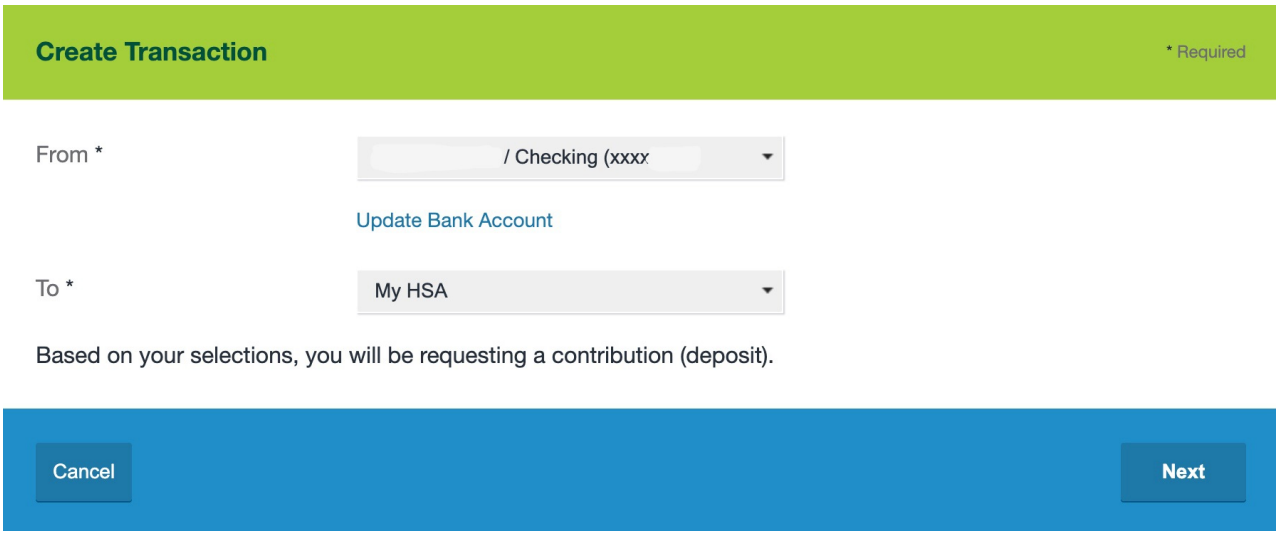
Make contributions in just a few easy steps through your online account.

1. Log into your online account and go the Home page.

2. Select **Contribute to HSA** from the I Want To menu.



3. Create Transaction: In the **From** section select your bank that you would like the funds to come from. **Please Note in order to update your bank account you must choose **Update Bank Account** on this screen and then select your preferred bank account in the From section.



4. You can do a one-time deposit or set up scheduled deposits from your bank. If choosing schedule, you must select the frequency and click Next.

5. Enter amount of transaction (either one-time or scheduled) and click Next. Confirm the changes and click **Submit**.

*Note- There are contribution limits to your HSA. For 2026 the limits are:

Plan Type	Plan Limit
HSA Individual Contribution	$4,400
HSA Family Contribution	$8,750

You may also submit contributions by check. To send a check you will need to also complete the HSA Contribution Request Form

When we receive funds outside of payroll deductions over $1,000 there is a 4 to 5 day system hold before the funds can be spent.

Completing the Contribution Form

Complete all sections of the form including:

- All personal Information
- Tax Year Contribution should be applied to (contributions will be credited to current tax year unless noted on the form. Prior year contributions must be postmarked by the Federal tax return deadline).
- Amount of contribution
- Signature

Make check payable to Sentinel Group and mail to:

Sentinel Group
100 Quannapowitt Parkway
P.O. Box 4010
Wakefield, MA 01880

Email signed form to: HSA@sentinelgroup.com

Be sure you have Set Up Investments to be sure any funds above your cash threshold are invested according to your selections.