Electronic Contribution Instructions

Use the instructions listed below to create your Contribution File

Instructions: Files may be submitted as Excel or flat ASCII files.

Excel file ASCII or Flat File

Column	Field Data	Format	Length	Width
A	Default as 1	1	001-001	1
B	2 = Medical FSA 3 = Dep Care FSA 4 = PRA 5 = HSA, VEBA 6 = HRA Leave Blank = Adoption Assistance	Numeric	002-002	1
C	EE Deduction = 0 ER Funding = 1	0 or 1	003-003	1
D	Further Group Number (Numeric)	XXXXXX	004-009	6
E	Employee’s Social Security # (include dashes)	XXX-XX-XXXX	010-020	11
F	Deduction or contribution date	YYYYMMDD	021-028	8
G	Contribution Amount (include decimal)	0.00	029-040	12
H	Filler	leave blank	041-041	1
I	Designated Tax Year (HSA)	YYYY	042-045	4
J	Account Code (Leave blank unless an account code is provided by Further)		046-050	5
K	Product Type (Leave blank unless designated product type is utilized)	AAP = Adoption Assistance	051-060	10

Frequently Asked Questions

Q:	Do I need to add an extra row for an employee with multiple accounts?
A:	Yes, include line item for each type of account.
Q:	I don't know our group number yet. How do I retrieve that information?
A:	Please call our group leader line at 888-460-4013
Q:	Will I need to enter an account code for my employee's?
A:	Only if you offer both an HSA and VEBA. Separate HSA and VEBA files would also be required. Flexible Spending Accounts would not have a code listed.
Q:	When do I send a file?
A:	Files should be sent at least two business days prior to check date or 3 business days prior to the date you would like account funds available to employees.
Q:	Does money need to be sent with file or does the total get pulled from our bank account?
A:	FSA deductions are only recorded to the accounts and you are billed when claims are paid. HSA or Veba funds are initiated from designated company bank account after file is posted. Please note location on spreadsheet if your group has multiple bank accounts set up with CareFirst BlueFund.
Q:	How do I send my payroll or contribution files to CareFirst BlueFund?
A:	Please call our group leader line for instructions on using our Secure Site