Electronic Contribution Instructions

Use the instructions listed below to create your Contribution File. If you have any questions along the way or if you would like to submit a test file to ensure the file format is accepted, please contact our Group Leader Line at 877.293.7041, Monday – Friday, 9:00 AM – 6:00 PM EST.

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 5 = HSA 6 = HRA	Numeric	002-002	1
C	EE Deduction = 0 ER Funding = 1	0 or 1	003-003	1
D	Spending Account 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		046-050	5
K	Product Type (Leave blank unless designated product type is utilized)		051-060	10

Frequently Asked Questions

Q:	What if I have questions on creating my file or the formatting instructions?
A:	Please call our Group Leader Line at 877.293.7041.
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 877.293.7041.
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 account and you are billed when claims are paid. HSA 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 Capital Blue Cross.
Q:	How do I send my payroll or contribution files to Capital Blue Cross?
A:	Please call our group leader line for instructions on using our Secure Site