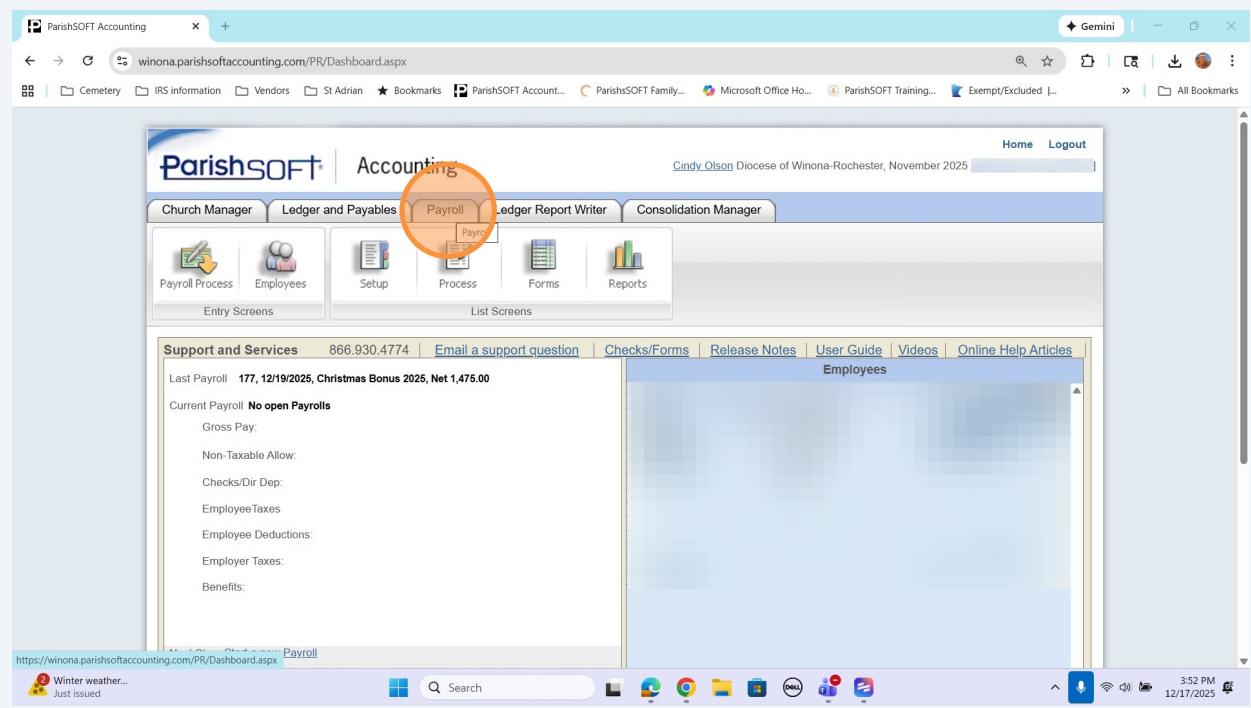


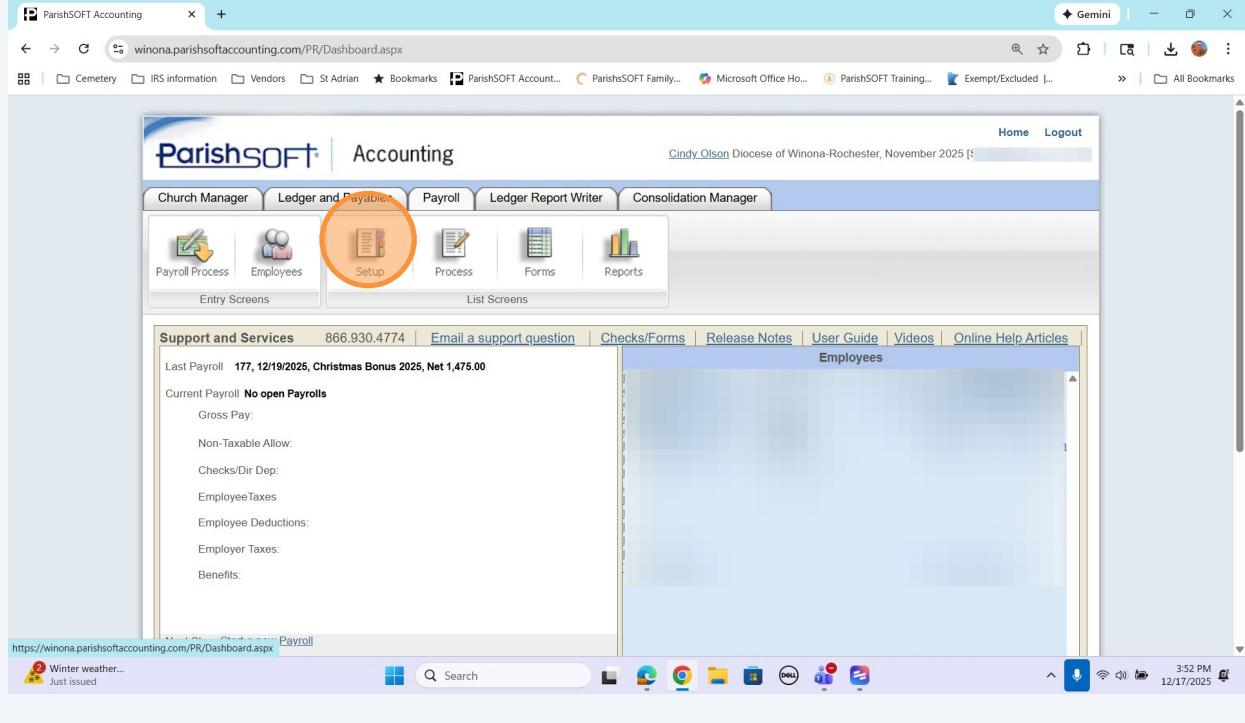
# Health Savings Account (HSA) Deduction Procedures

Detailed instructions for setting up the HSA deduction and entering the data into the bank account information for automatic transmittal to the employees HSA bank account.

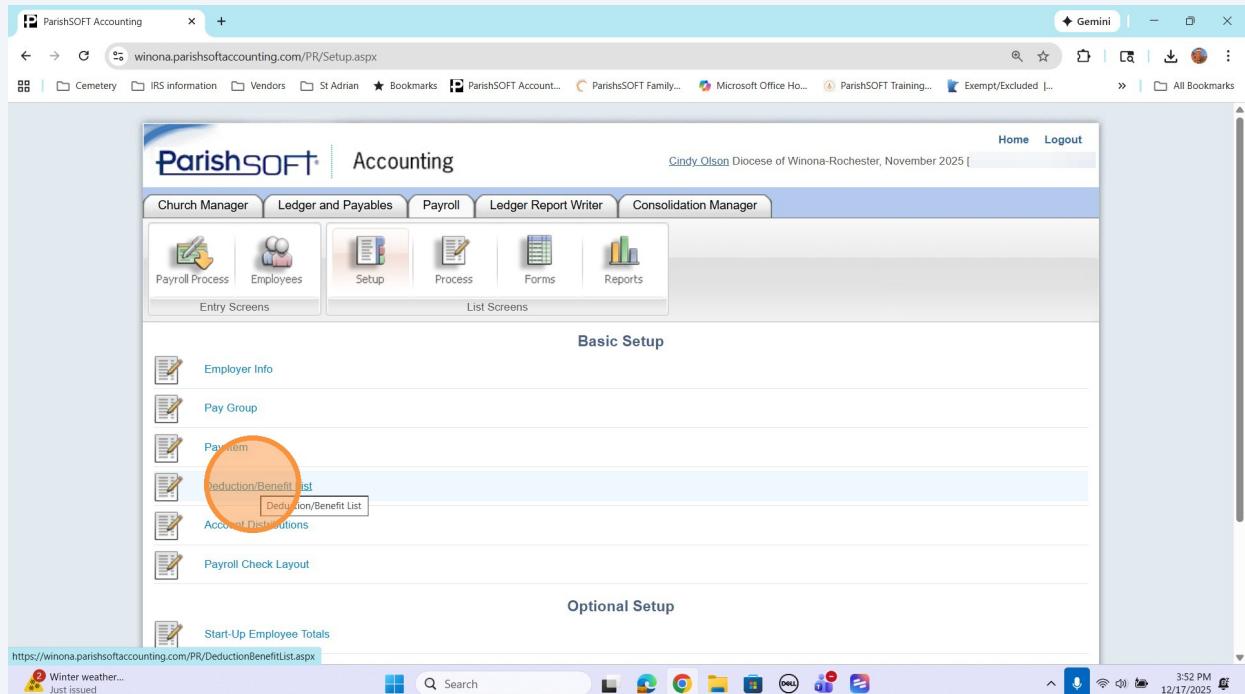
## 1 Click on Payroll



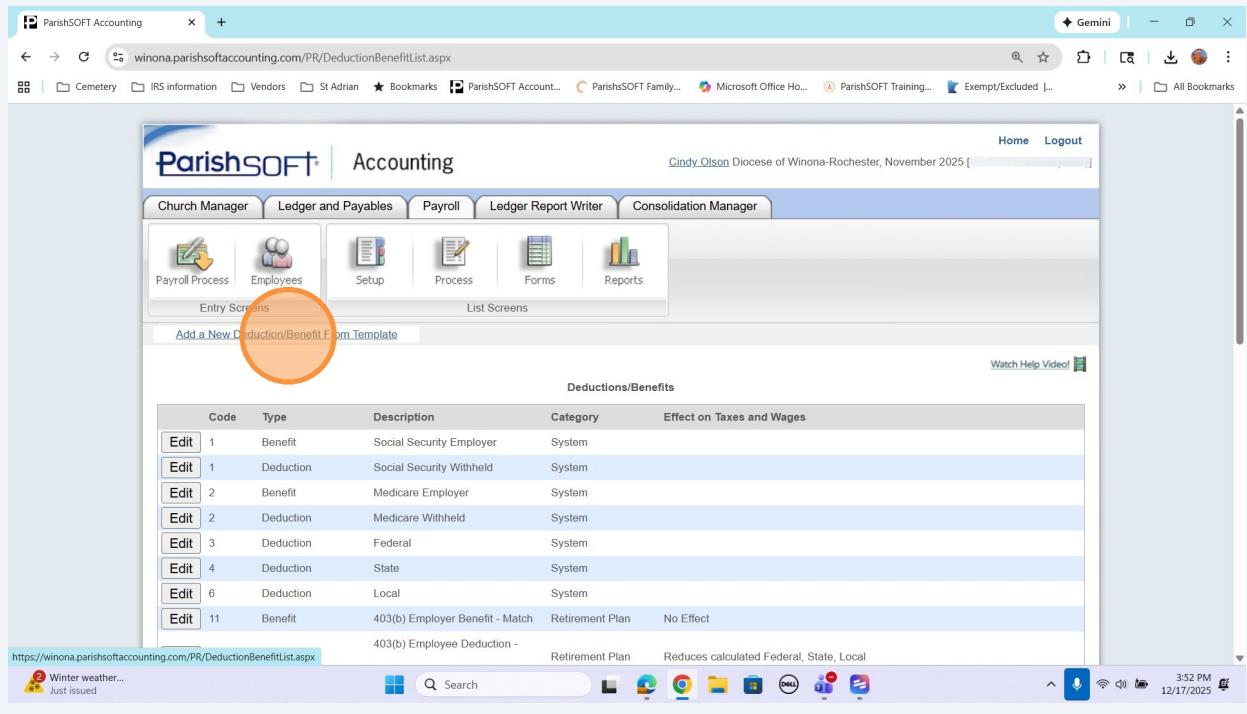
2 Click "Setup" In addition to the HSA deduction that was set up previously, you will need to set up an additional deduction to facilitate the direct deposit into the employee's HSA account.



3 Click "Deduction/Benefit List"

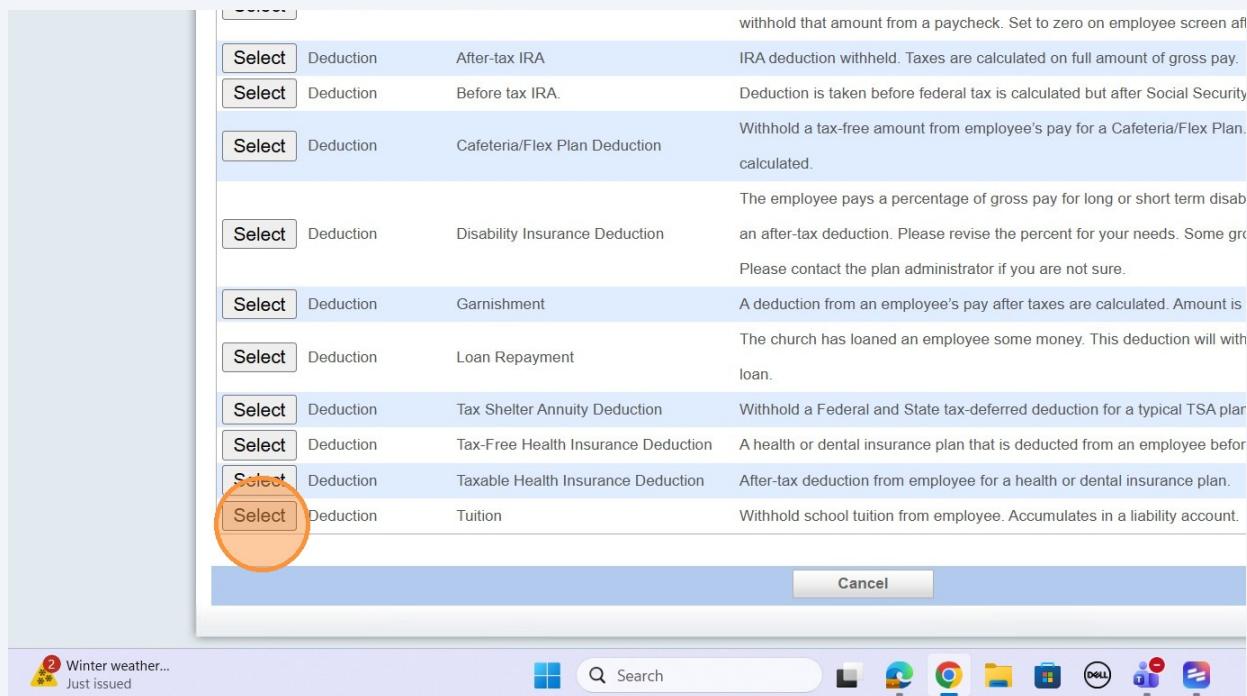


4 Click "Add a New Deduction/Benefit From Template"



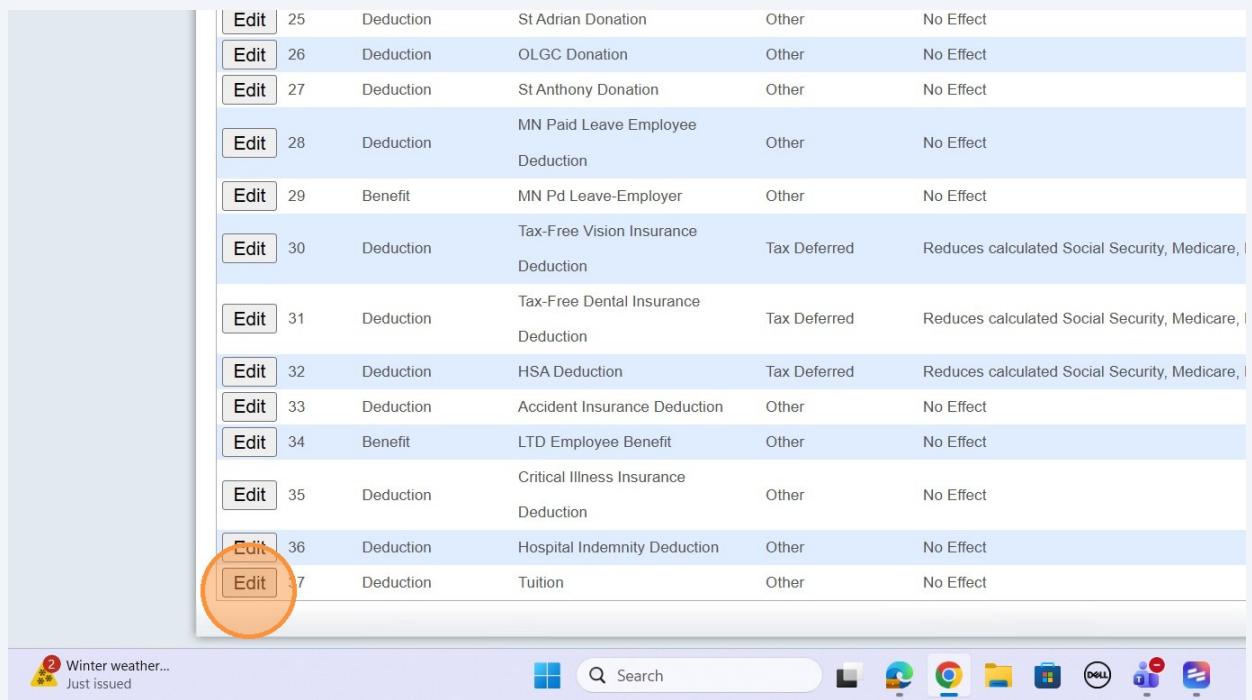
The screenshot shows the ParishSOFT Accounting software interface. At the top, there is a navigation bar with links for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below the navigation bar is a toolbar with icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. A sub-menu for 'Entry Screens' is open under the Payroll Process icon. In the center of the screen, there is a table titled 'Deductions/Benefits' with columns for Code, Type, Description, Category, and Effect on Taxes and Wages. The table lists various deduction and benefit types. At the bottom of the table, there is a note: '403(b) Employee Deduction - Retirement Plan Reduces calculated Federal, State, Local'. Below the table, there is a link: 'Add a New Deduction/Benefit From Template'. A large orange circle highlights this link. The status bar at the bottom shows the URL 'https://winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx', the date '12/17/2025', and the time '3:52 PM'.

5 Click "Select"



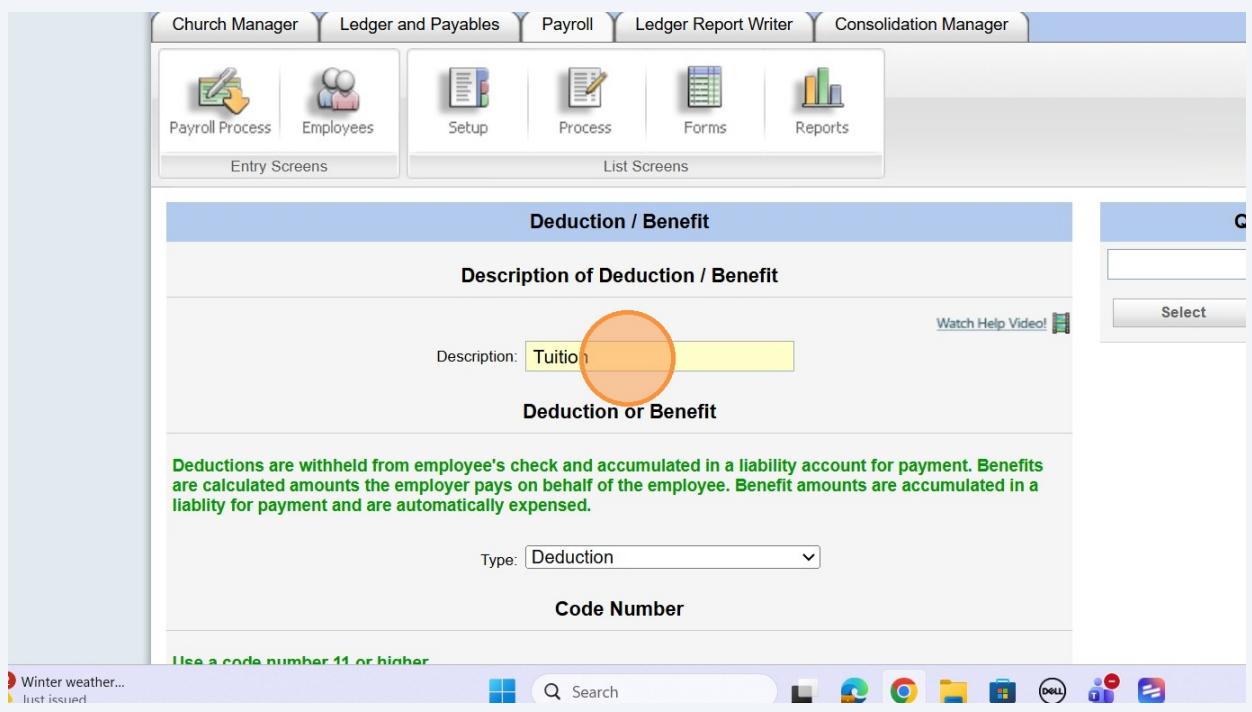
The screenshot shows a 'Select' dialog box with a list of deduction and benefit options. Each option has a 'Select' button, a Type, a Description, and a detailed description. The options are: After-tax IRA, Before tax IRA, Cafeteria/Flex Plan Deduction, Disability Insurance Deduction, Garnishment, Loan Repayment, Tax Shelter Annuity Deduction, Tax-Free Health Insurance Deduction, Taxable Health Insurance Deduction, and Tuition. The 'Tuition' option is highlighted with a large orange circle. At the bottom of the dialog box is a 'Cancel' button.

6 Click "Edit"



<a href="#">Edit</a>	25	Deduction	St Adrian Donation	Other	No Effect
<a href="#">Edit</a>	26	Deduction	OLGC Donation	Other	No Effect
<a href="#">Edit</a>	27	Deduction	St Anthony Donation	Other	No Effect
	28	Deduction	MN Paid Leave Employee Deduction	Other	No Effect
<a href="#">Edit</a>	29	Benefit	MN Pd Leave-Employer	Other	No Effect
<a href="#">Edit</a>	30	Deduction	Tax-Free Vision Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
<a href="#">Edit</a>	31	Deduction	Tax-Free Dental Insurance Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
<a href="#">Edit</a>	32	Deduction	HSA Deduction	Tax Deferred	Reduces calculated Social Security, Medicare, I
<a href="#">Edit</a>	33	Deduction	Accident Insurance Deduction	Other	No Effect
<a href="#">Edit</a>	34	Benefit	LTD Employee Benefit	Other	No Effect
	35	Deduction	Critical Illness Insurance Deduction	Other	No Effect
<a href="#">Edit</a>	36	Deduction	Hospital Indemnity Deduction	Other	No Effect
<a href="#">Edit</a>	37	Deduction	Tuition	Other	No Effect

7 Click and rename "HSA to be paid to account".



Church Manager   Ledger and Payables   Payroll   Ledger Report Writer   Consolidation Manager

Payroll Process   Employees   Setup   Process   Forms   Reports

Entry Screens   List Screens

**Deduction / Benefit**

**Description of Deduction / Benefit**

Description:  [Watch Help Video](#)

**Deduction or Benefit**

**Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.**

Type:  [Select](#)

**Code Number**

**Use a code number 11 or higher.**

Winter weather...  
Just issued

8 Click "Submit"

Code Number: 37

**W2 Category**

Used for checking applicable boxes for Form W-2 printing.

Category: Other

**Subject to Tax**

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

Social Security  
 Medicare  
 Federal  
 State  
 Local

Submit Cancel Delete

Wind advisory Just issued

Search

DLL

9 Click "Employee - General"

ParishSOFT Accounting

ParishSOFT Accounting

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Employees

Entry Screens List Screens

Add a New Deduction/Benefit From Template

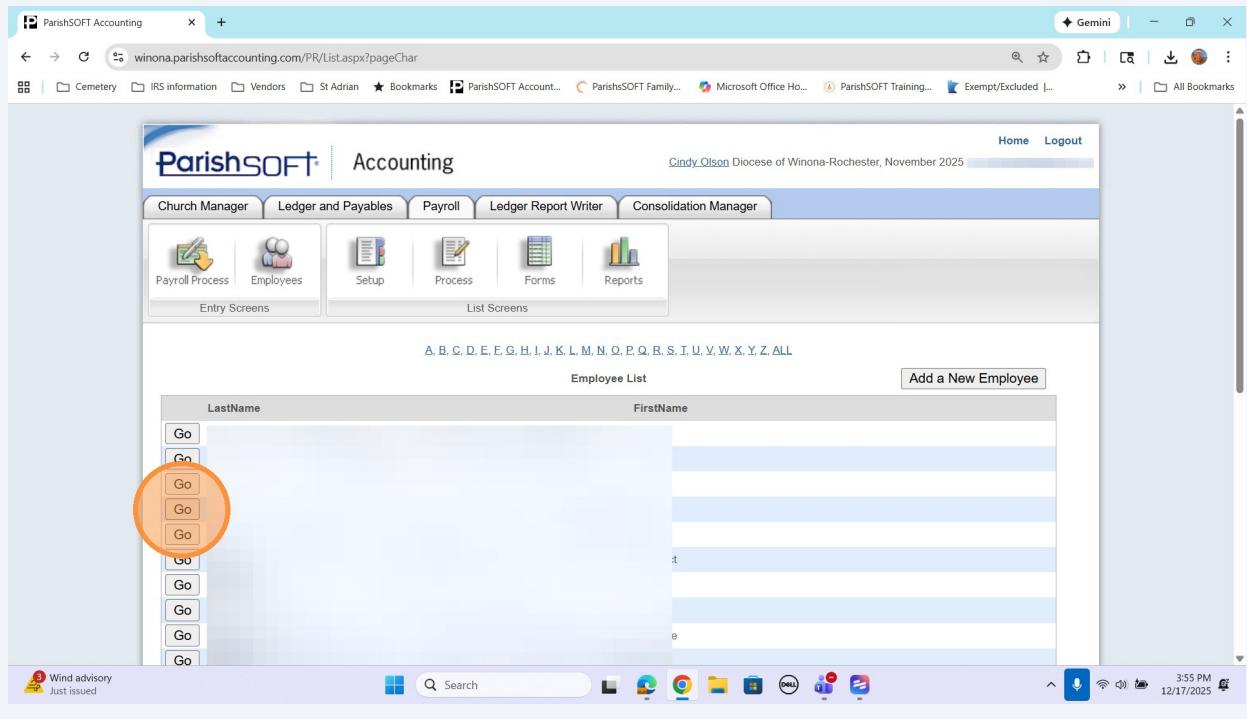
Deductions/Benefits

Code	Type	Description	Category	Effect on Taxes and Wages
1	Benefit	Social Security Employer	System	
1	Deduction	Social Security Withheld	System	
2	Benefit	Medicare Employer	System	
2	Deduction	Medicare Withheld	System	
3	Deduction	Federal	System	
4	Deduction	State	System	
6	Deduction	Local	System	
11	Benefit	403(b) Employer Benefit - Match	Retirement Plan	No Effect

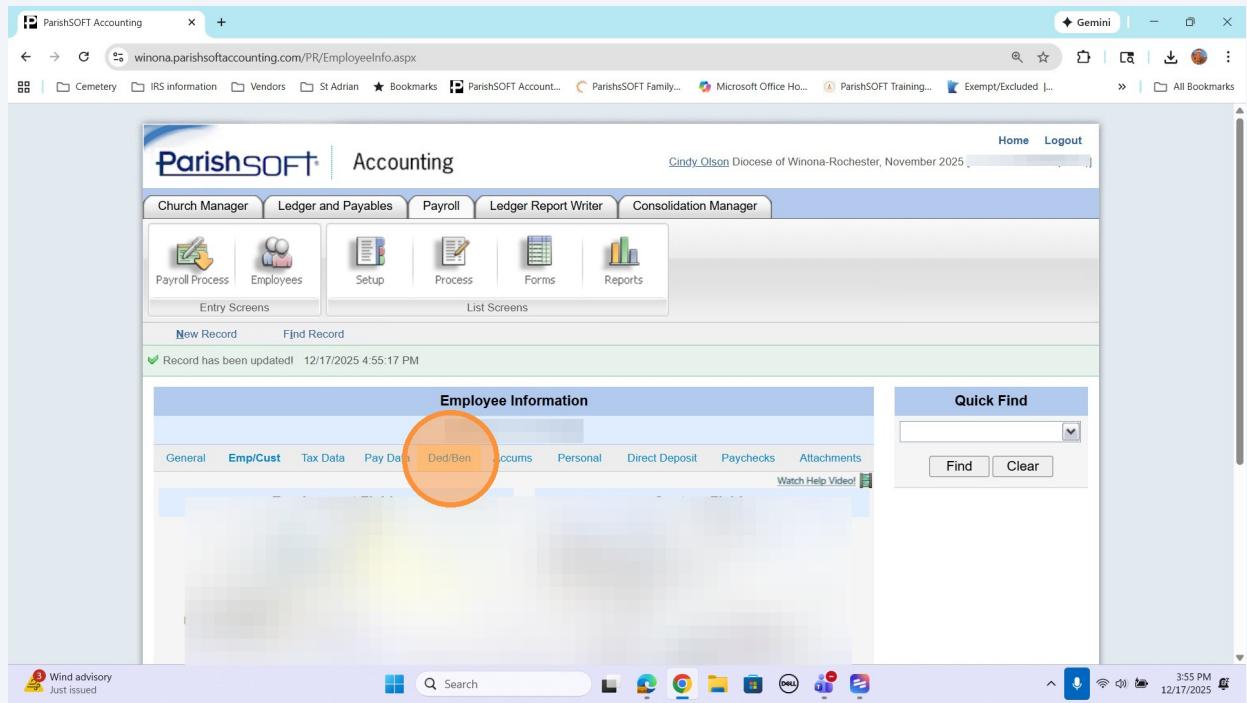
403(b) Employee Deduction - Retirement Plan Reduces calculated Federal, State, Local

Wind advisory Just issued

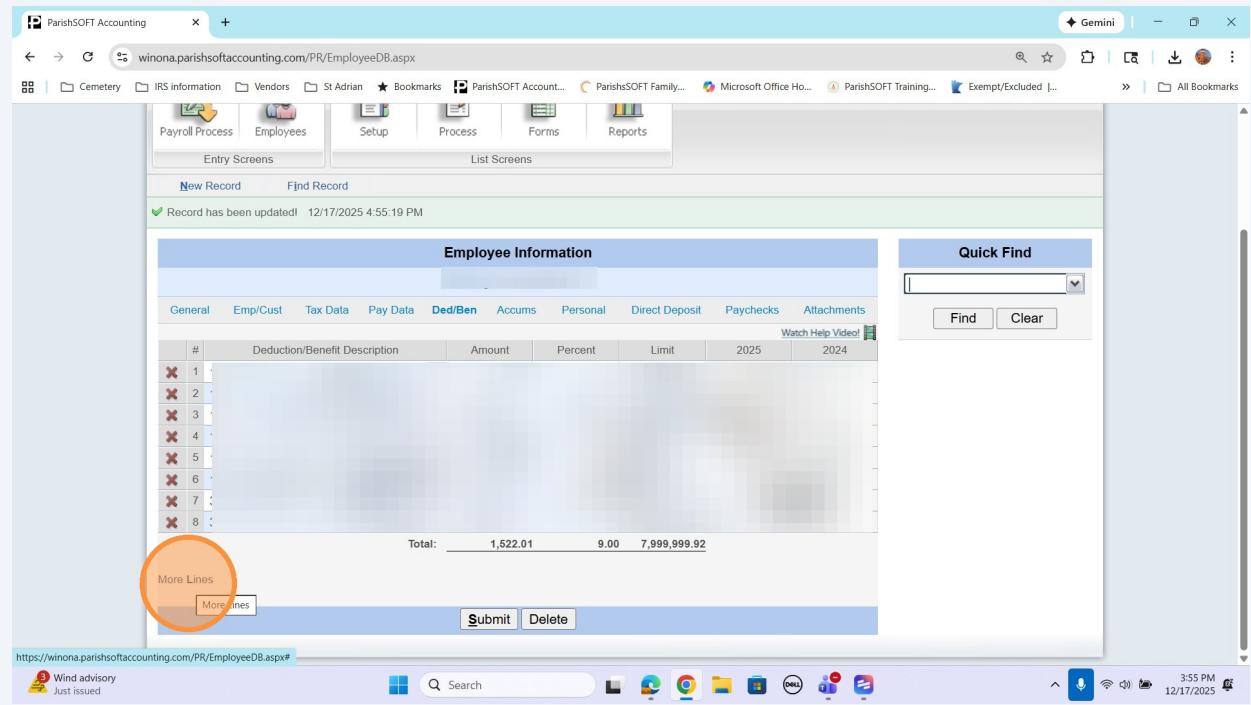
10 Find the employee that has an HSA deduction and click on Go



11 Click "Ded/Ben"

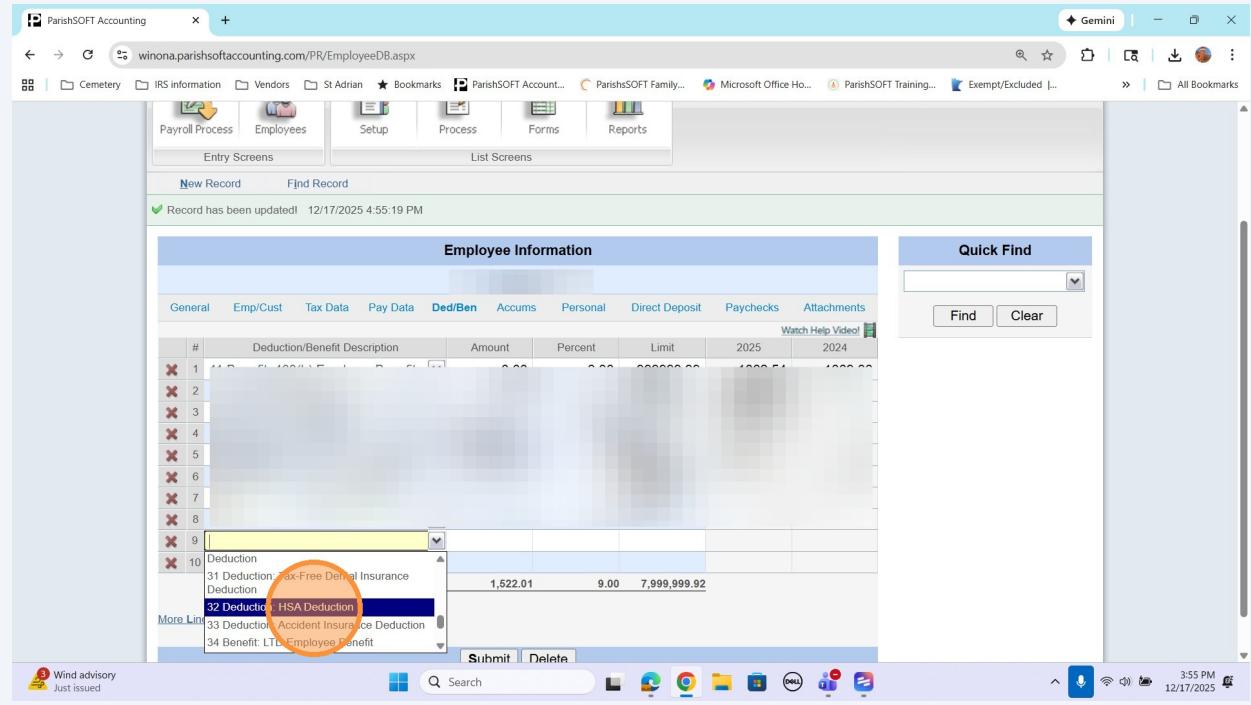


## 12 Click "More Lines"



The screenshot shows the ParishSOFT Accounting software interface. The main window is titled "Employee Information" and displays a table of deductions. A red circle highlights the "More Lines" button at the bottom left of the table. The table has columns for #, Deduction/Benefit Description, Amount, Percent, Limit, 2025, and 2024. The total for the table is 1,522.01. The software interface includes a top navigation bar with links like Payroll Process, Employees, Setup, Process, Forms, and Reports. A "Quick Find" search bar is also visible on the right.

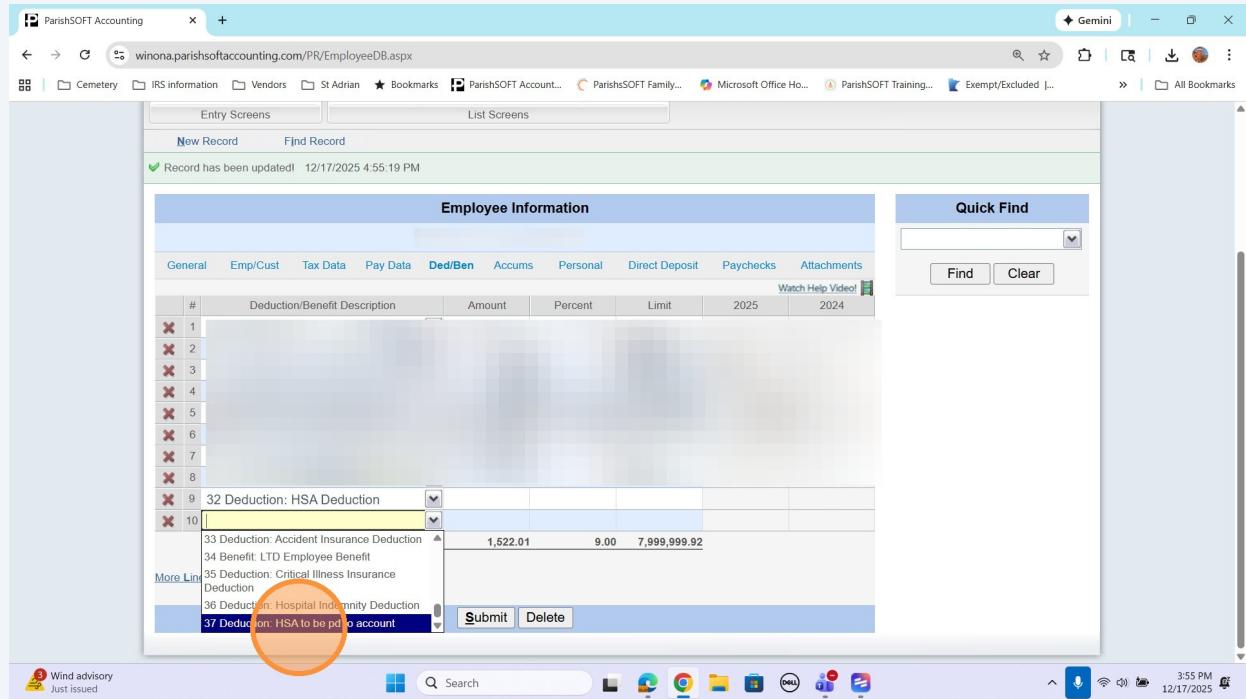
## 13 Click "32 Deduction: HSA Deduction" (your number might not be 32)



The screenshot shows the ParishSOFT Accounting software interface, similar to the previous one but with a different table content. A red circle highlights the "32 Deduction: HSA Deduction" row in the Deduction/Benefit table. The table has columns for #, Deduction/Benefit Description, Amount, Percent, Limit, 2025, and 2024. The total for the table is 1,522.01. The software interface includes a top navigation bar with links like Payroll Process, Employees, Setup, Process, Forms, and Reports. A "Quick Find" search bar is also visible on the right.

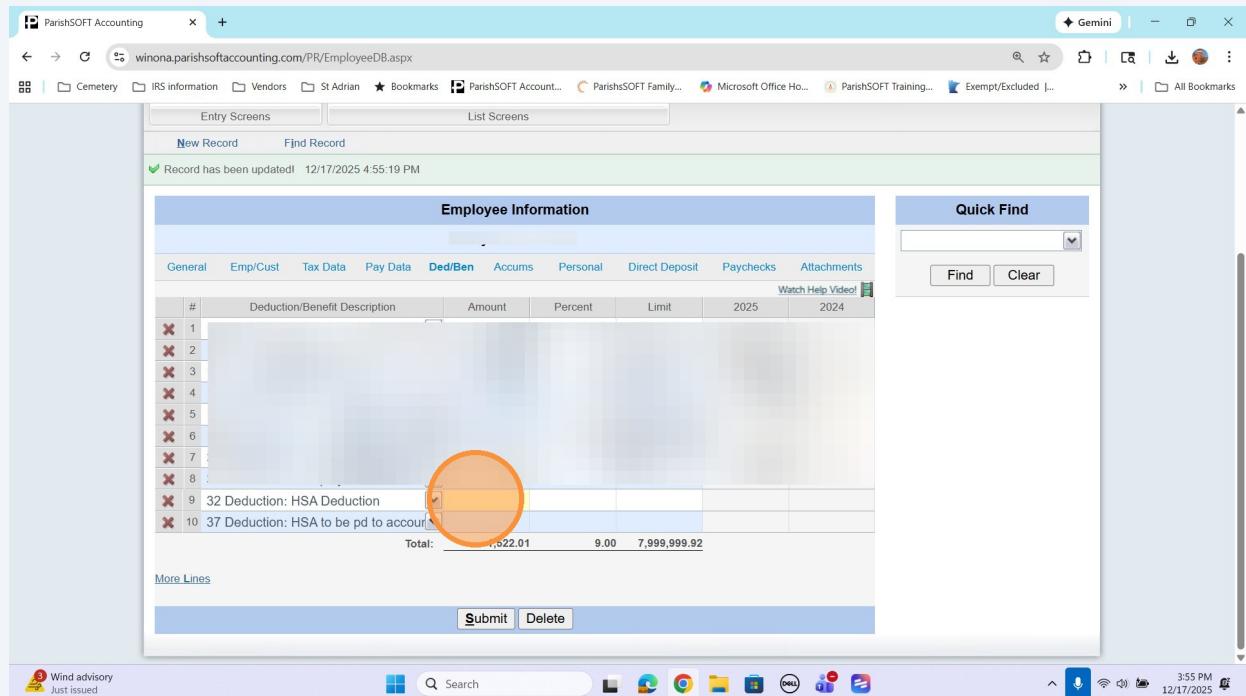
14

Click "37 Deduction: HSA to be pd to account" (your deduction number might not be 37)



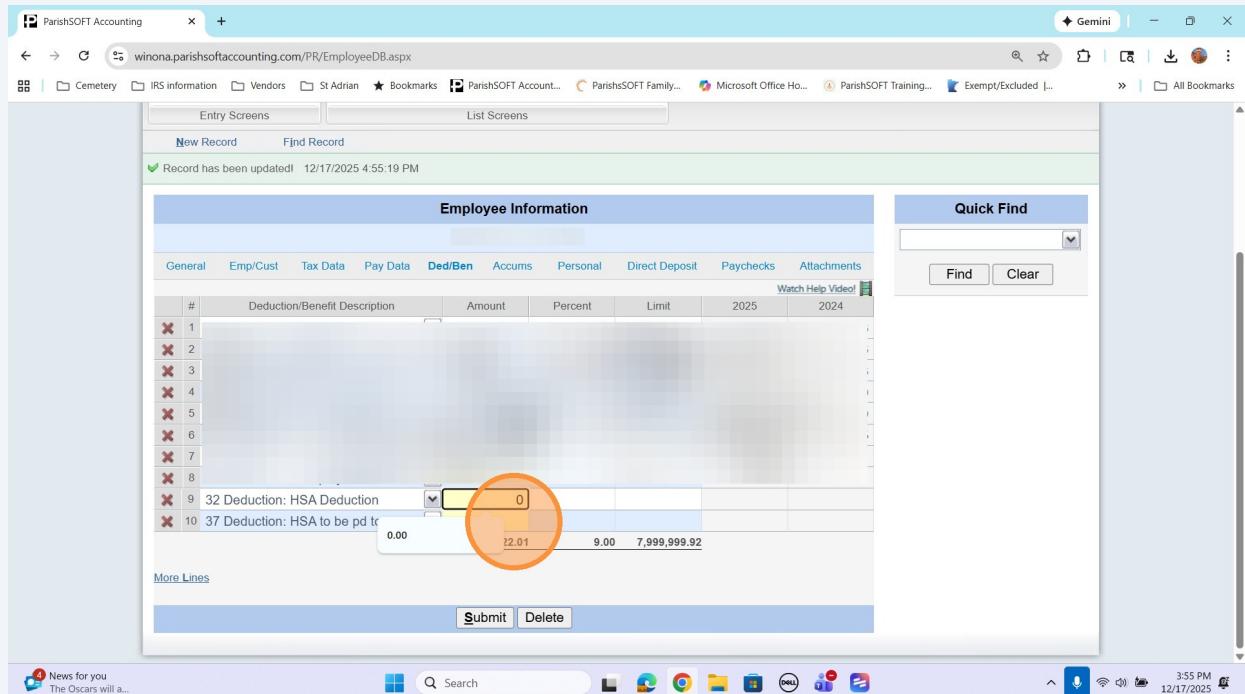
15

Click here and enter the per pay period amount of the HSA pretax deduction. (take the monthly amount from the Benxcel report)



16

Click on the HSA to be pd to account line and enter the same amount as a negative. This will add it back into the paycheck so that the money can be paid to the employee's HSA account through the direct deposit of the payroll.

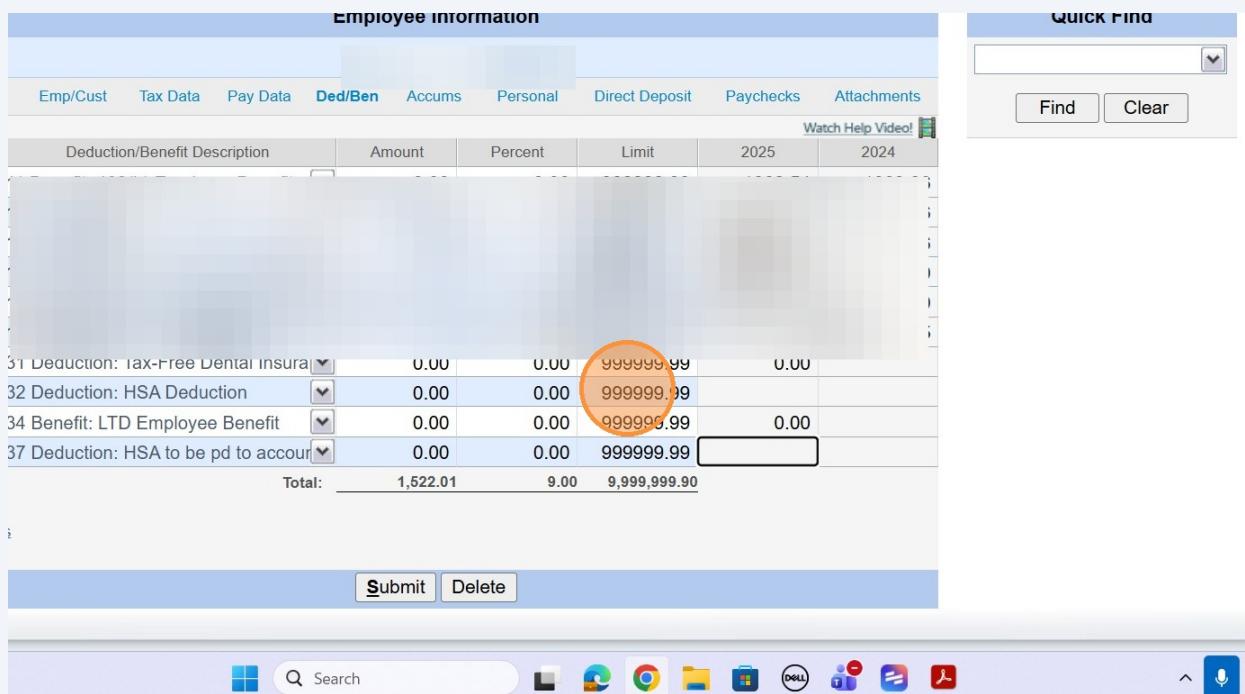


Employee Information

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1						
2						
3						
4						
5						
6						
7						
8						
9	32 Deduction: HSA Deduction	0				
10	37 Deduction: HSA to be pd to account	0.00	2.01		9.00	7,999,999.92

17

Click here and enter the maximum annual amount of the HSA contribution



Employee Information

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
31	Deduction: Tax-Free Dental Insurance	0.00	0.00	999999.99	0.00	
32	Deduction: HSA Deduction	0.00	0.00	999999.99		
34	Benefit: LTD Employee Benefit	0.00	0.00	999999.99	0.00	
37	Deduction: HSA to be pd to account	0.00	0.00	999999.99		

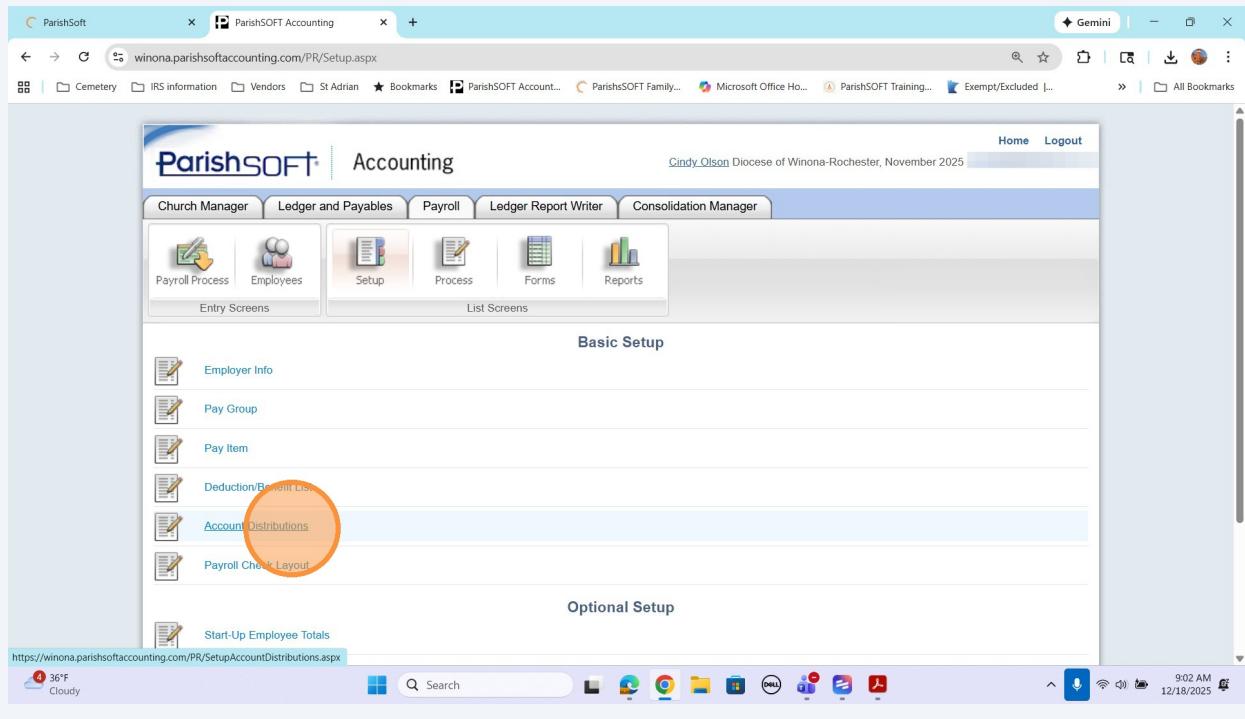
18 Click here and enter the maximum annual amount of the HSA contribution as a negative number. Click Submit.

Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
Benefit: LTD Employee Benefit	0.00	0.00	999999.99	0.00	
Deduction: HSA to be pd to accrue	0.00	0.00	999999.99		
Total:	1,522.01	9.00	9,999,999.90		

19 Click "Setup"

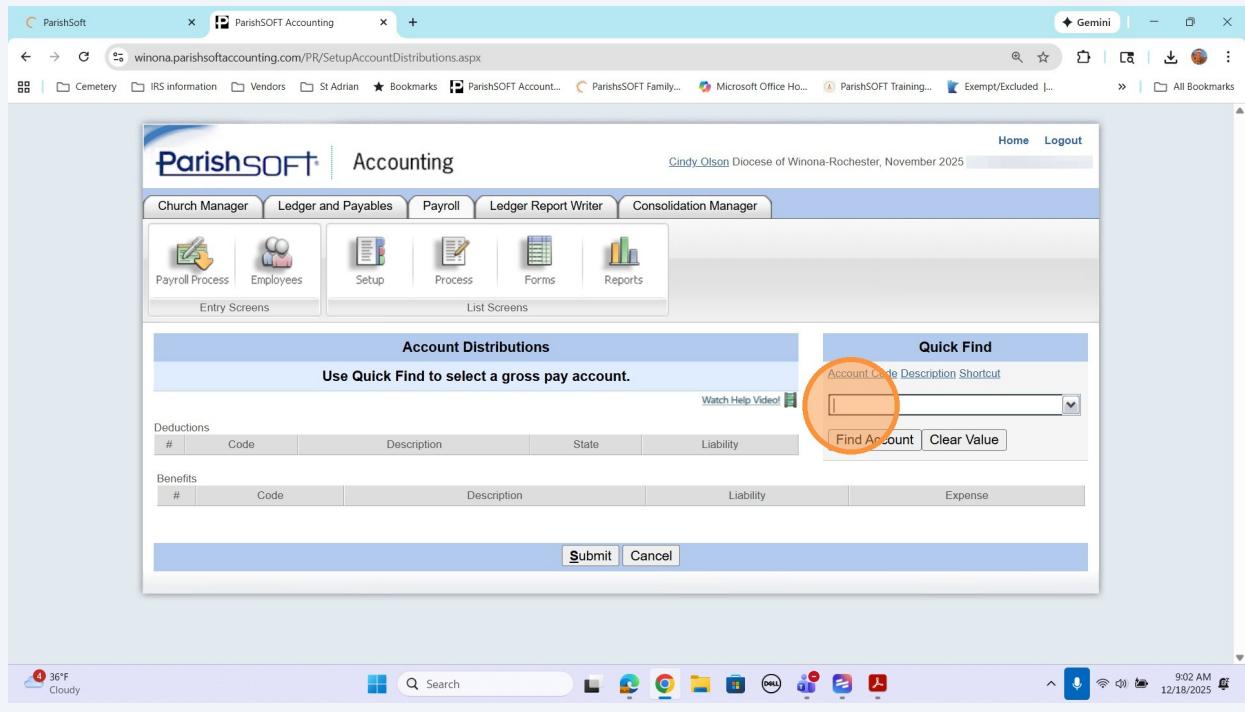
20

Click "Account Distributions" You will need to update the account distributions for the new deduction that we just created.

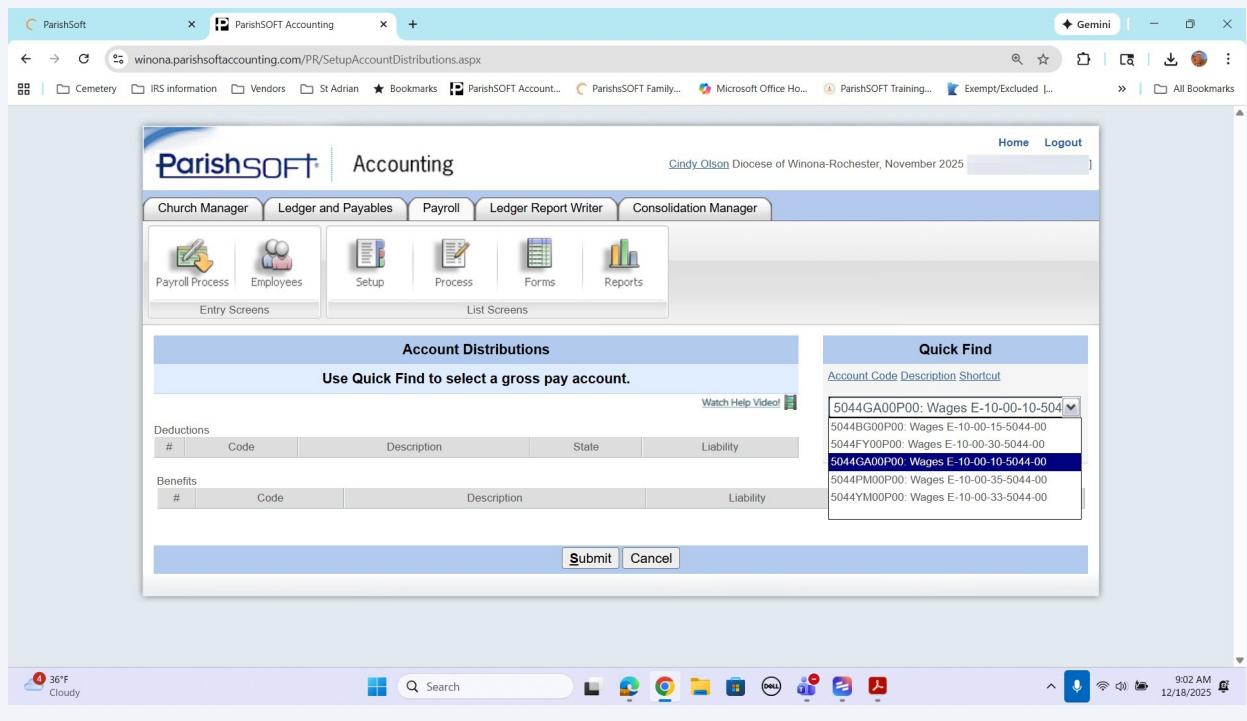


21

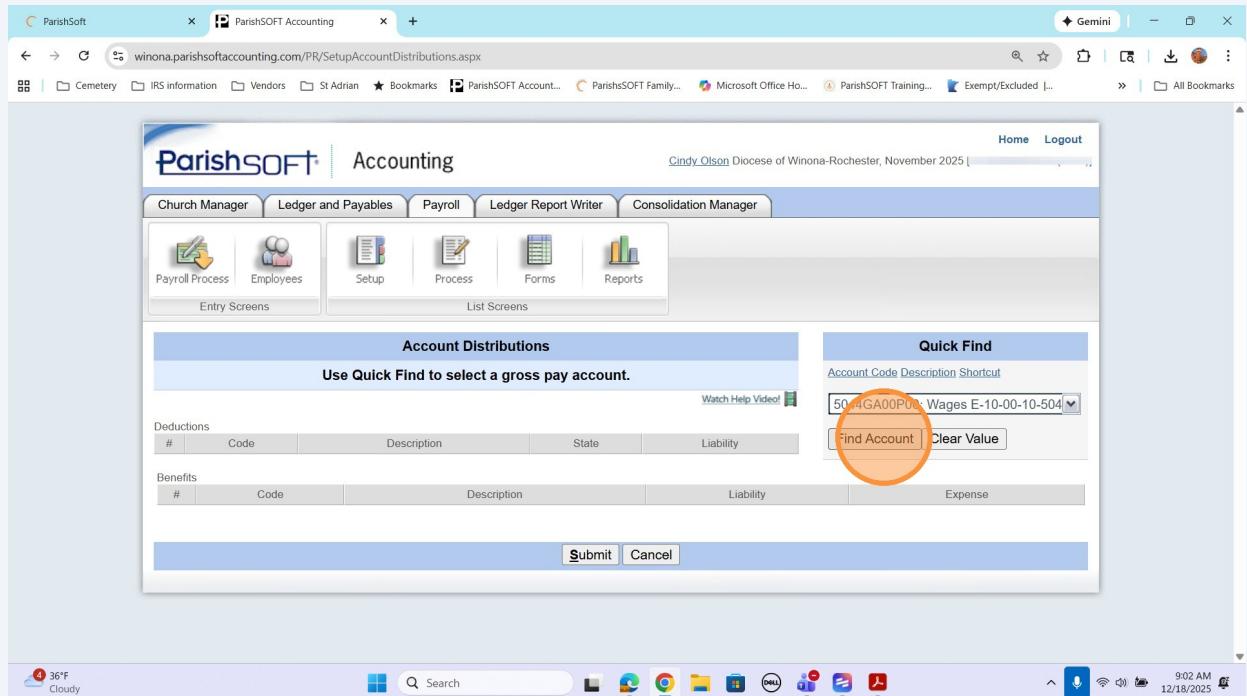
Click here and type in the wage account.



## 22 Press Return



## 23 Click "Find Account"



24

Click here and type in "2400AP04" select the correct entity (P,S,C)

ParishSoft Accounting

winona.parishsoftaccounting.com/PR/SetupAccountDistributions.aspx

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37 HSA to be pd to account MN

Benefits	#	Code	Description	Liability	Expense
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505	
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505	
3	11	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00	
4	13	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00	
5	16	Health Insurance Employ	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00	
6	18	Life, AD&D Employer Ber	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00	
7	29	MN Pd Leave-Employer	2400AP12P00: MN Paid Leave Withholding L-10-00-20-2	5052GA00P00: MN Paid Leave Tax Expense E-10-00-10-	
8	34	LTD Employee Benefit	2400AP13P00: LTD Insurance L-10-00-20-2400-13	*100: Health/Dental/Life/LTD Insurance E-10-00-10-5059-0	

Submit Copy

25

Click "Submit"

ParishSoft Accounting

winona.parishsoftaccounting.com/PR/SetupAccountDistributions.aspx

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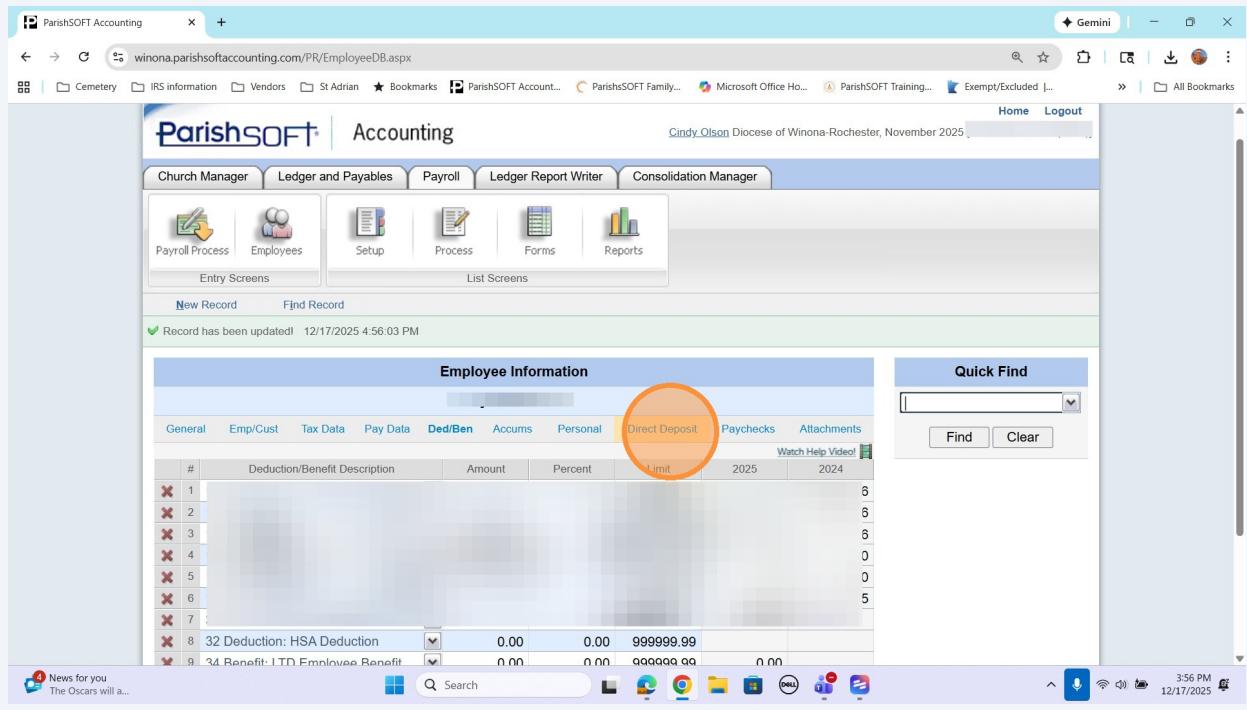
36

37 HSA to be pd to account MN 2400AP04P00: Health Savings Withholding (HSA) L-10-00-20-24

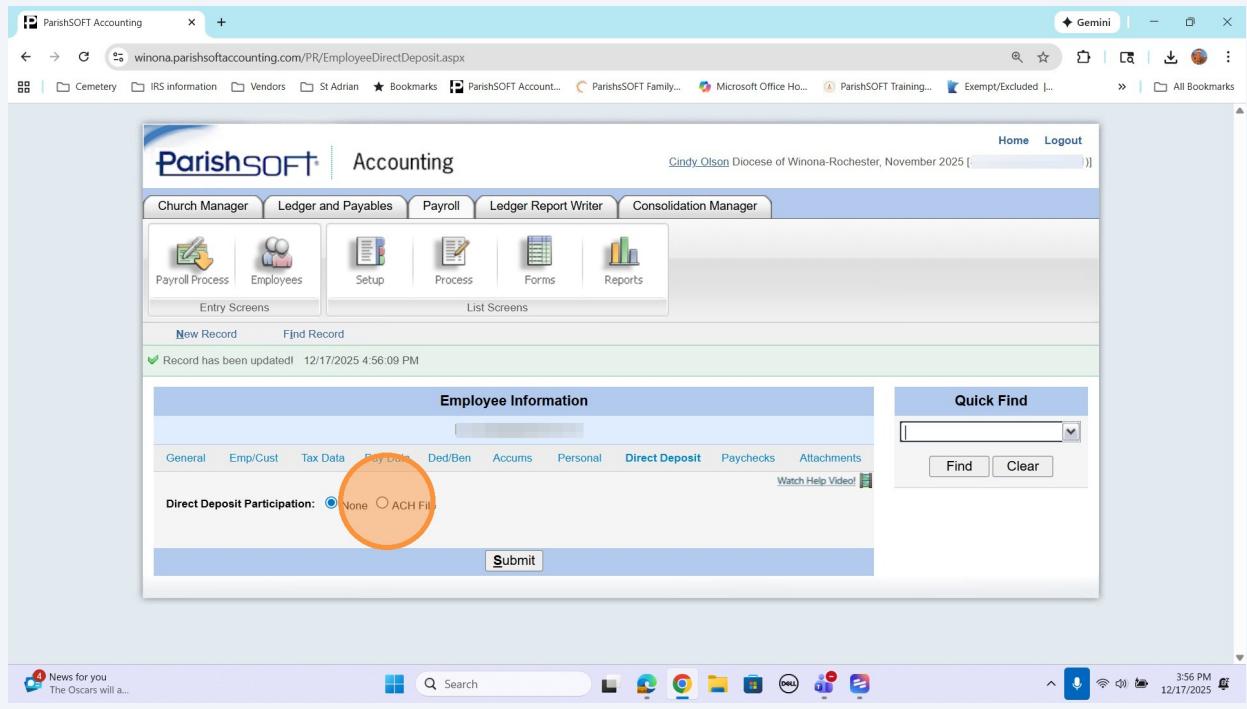
Benefits	#	Code	Description	Liability	Expense
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505	
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051GA00P00: FICA and Medicare Taxes E-10-00-10-505	
3	11	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00	
4	13	403(b) Employer Benefit	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063GA00P00: Pension E-10-00-10-5063-00	
5	16	Health Insurance Employ	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00	
6	18	Life, AD&D Employer Ber	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059GA00P00: Health/Dental/Life/LTD Insurance E-10-00	
7	29	MN Pd Leave-Employer	2400AP12P00: MN Paid Leave Withholding L-10-00-20-2	5052GA00P00: MN Paid Leave Tax Expense E-10-00-10-	
8	34	LTD Employee Benefit	2400AP13P00: LTD Insurance L-10-00-20-2400-13	*100: Health/Dental/Life/LTD Insurance E-10-00	

Submit Copy

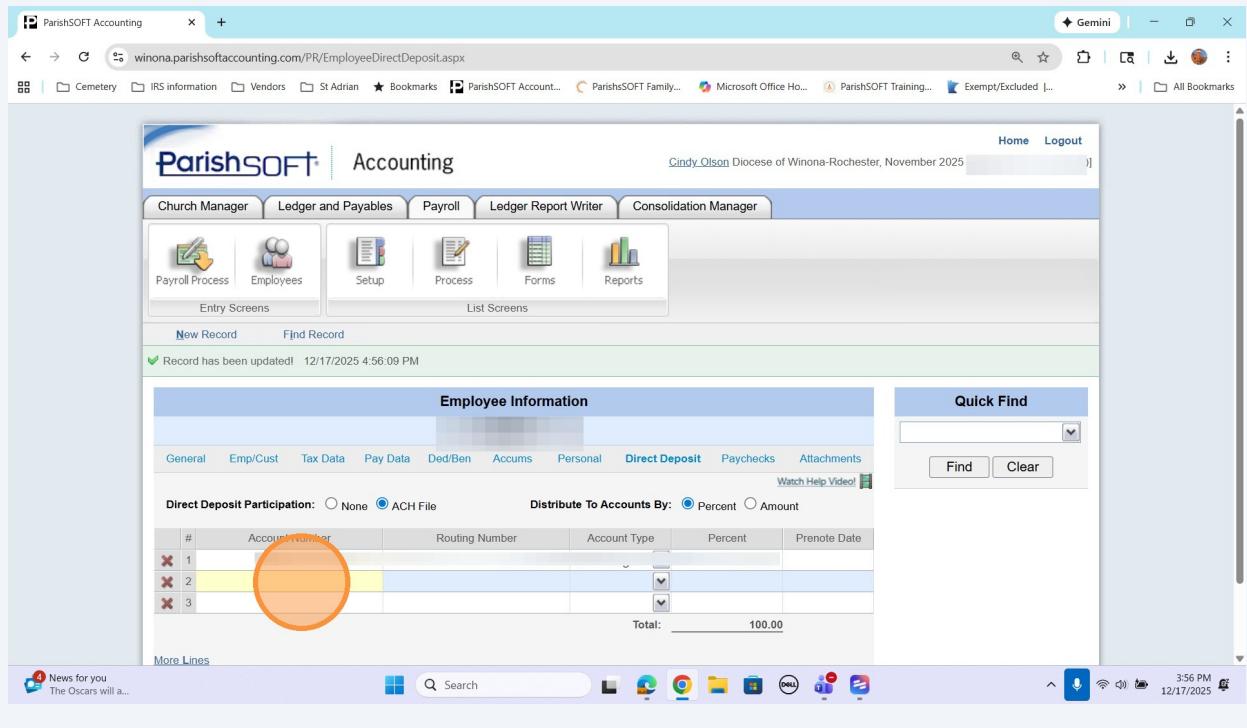
## 26 Click "Direct Deposit"



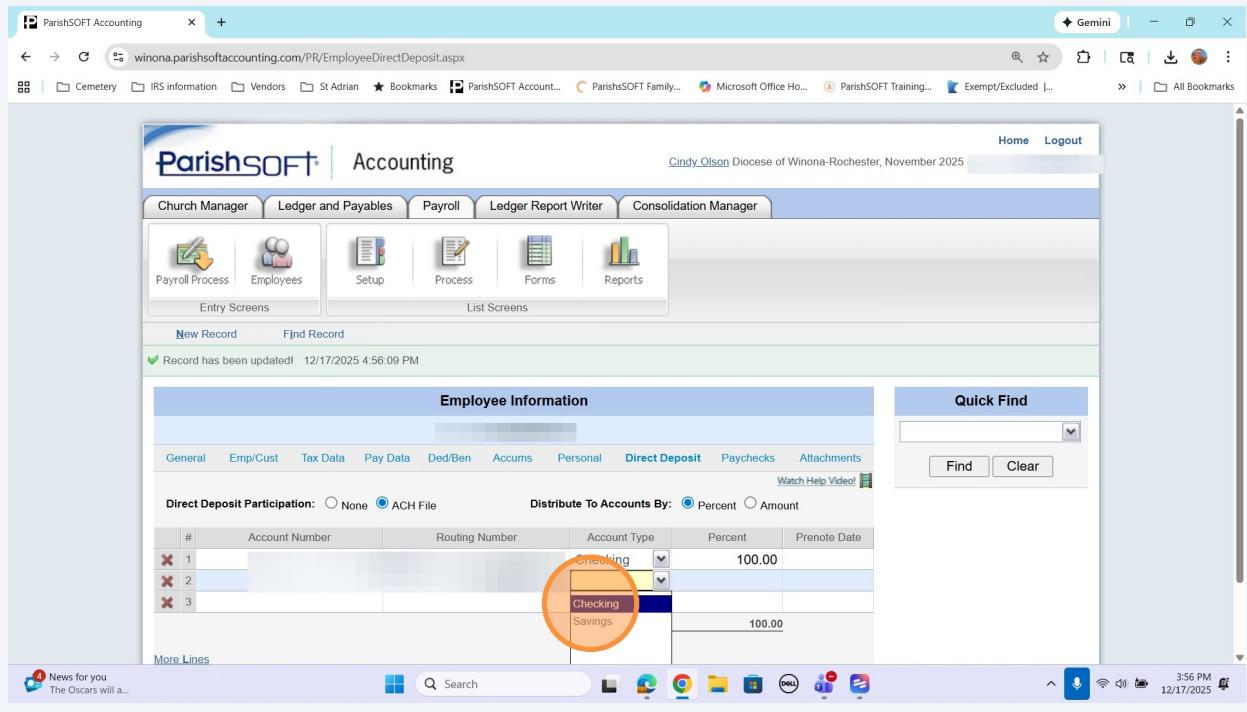
## 27 Click here (only if ACH file is not already selected)



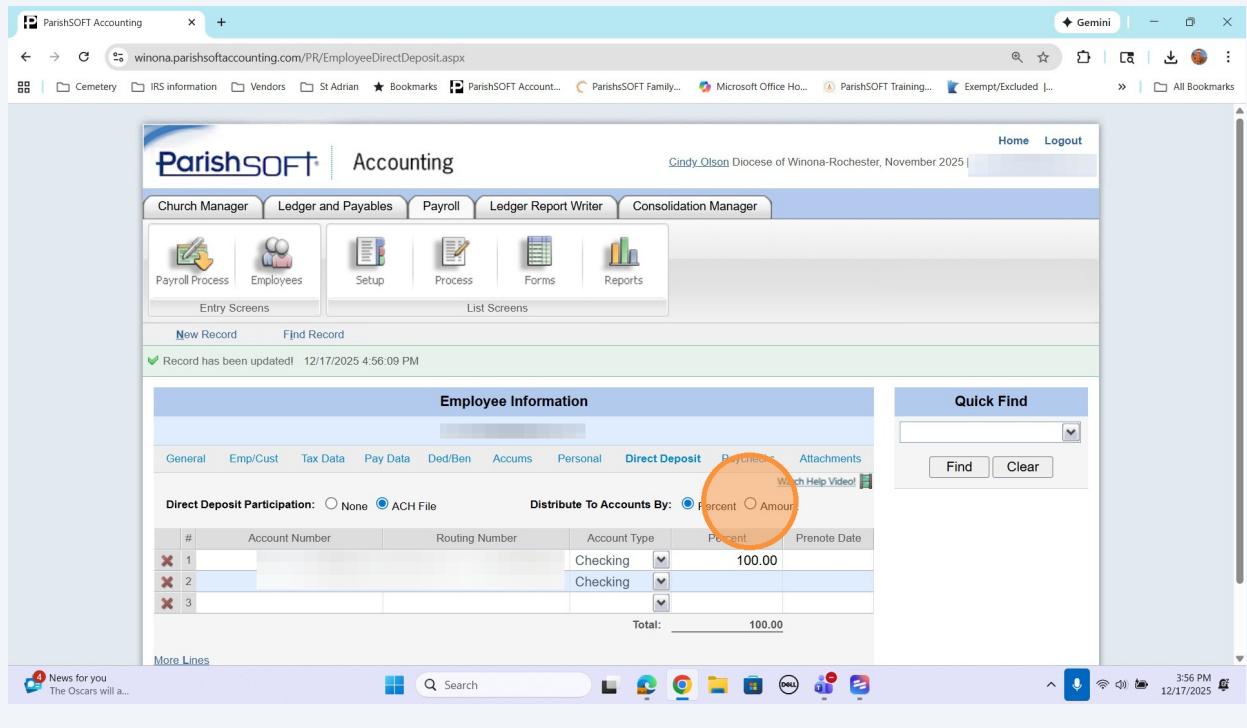
28 Click here and add the account number and routing number provided by Benxcel



29 Click "Checking" for account type



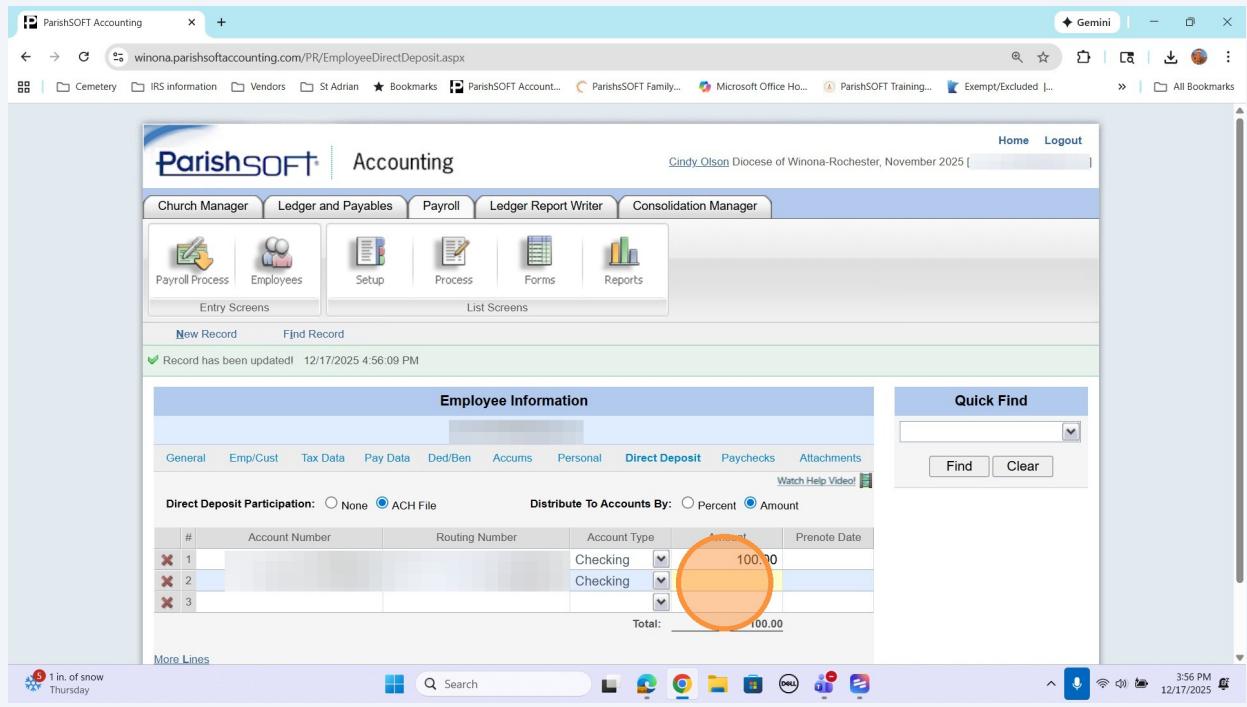
30 Click here to change from percentage to amount



The screenshot shows the ParishSOFT Accounting software interface. The main window title is "ParishSOFT Accounting". The "Direct Deposit" tab is selected. The "Distribute To Accounts By:" section has two radio buttons: "Percent" (which is selected and highlighted with an orange circle) and "Amount". Below this, there is a table with three rows, each representing a bank account. The first row has "Checking" in the Account Type column and "100.00" in the Percent column. The "Total:" field at the bottom of the table also shows "100.00".

#	Account Number	Routing Number	Account Type	Percent	Prenote Date
1			Checking	100.00	
2			Checking		
3					

31 Click here to enter the HSA per payroll amount.

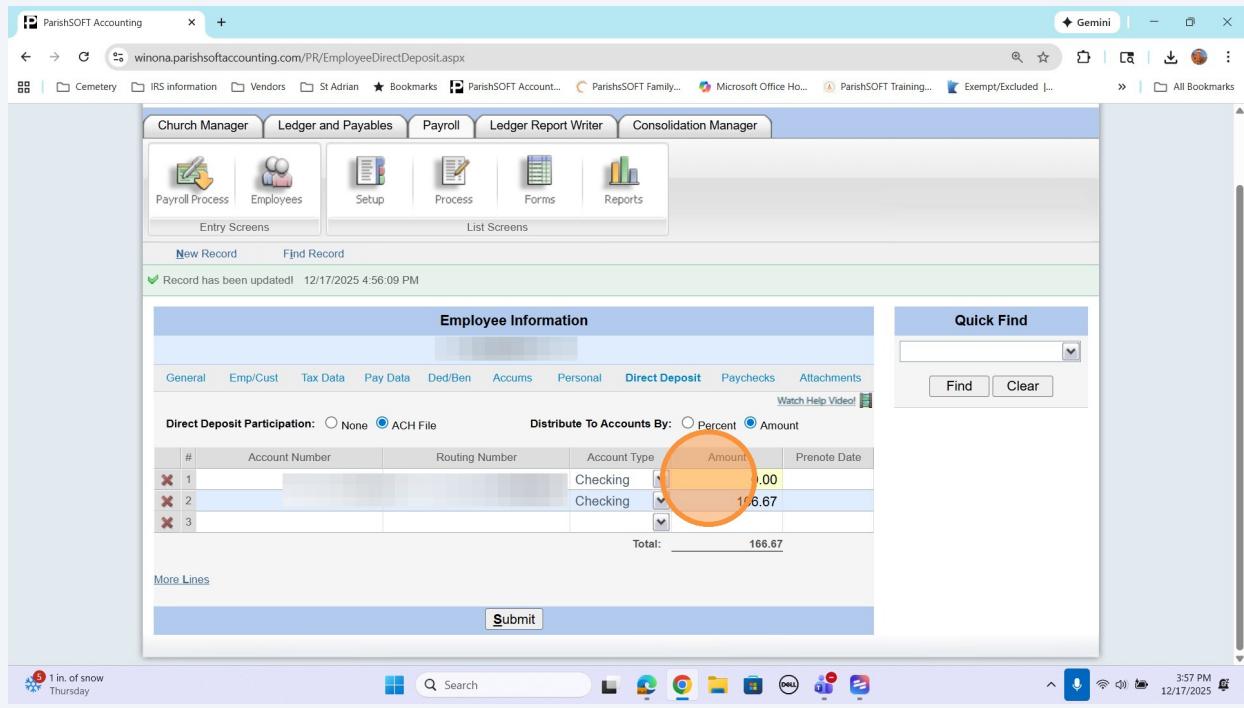


The screenshot shows the ParishSOFT Accounting software interface, similar to the previous one but with a different configuration. The "Distribute To Accounts By:" section has two radio buttons: "Percent" (unchecked) and "Amount" (which is selected and highlighted with an orange circle). Below this, there is a table with three rows, each representing a bank account. The first row has "Checking" in the Account Type column and "100.00" in the Amount column. The "Total:" field at the bottom of the table also shows "100.00".

#	Account Number	Routing Number	Account Type	Amount	Prenote Date
1			Checking	100.00	
2			Checking		
3					

32

Click here and remove the amount on the first line to make the amount blank. If the employee already has their earnings going to multiple bank accounts, you will need to leave the amount in for one of the accounts and then the other one will have to be blank to get the remaining amount in the paycheck. For instance, \$100 to HSA, then another amount to one of the other bank accounts and then blank the amount field for the third account. (Contact Cindy Olson or Jon Briggs for assistance).



33

Click "Submit"

