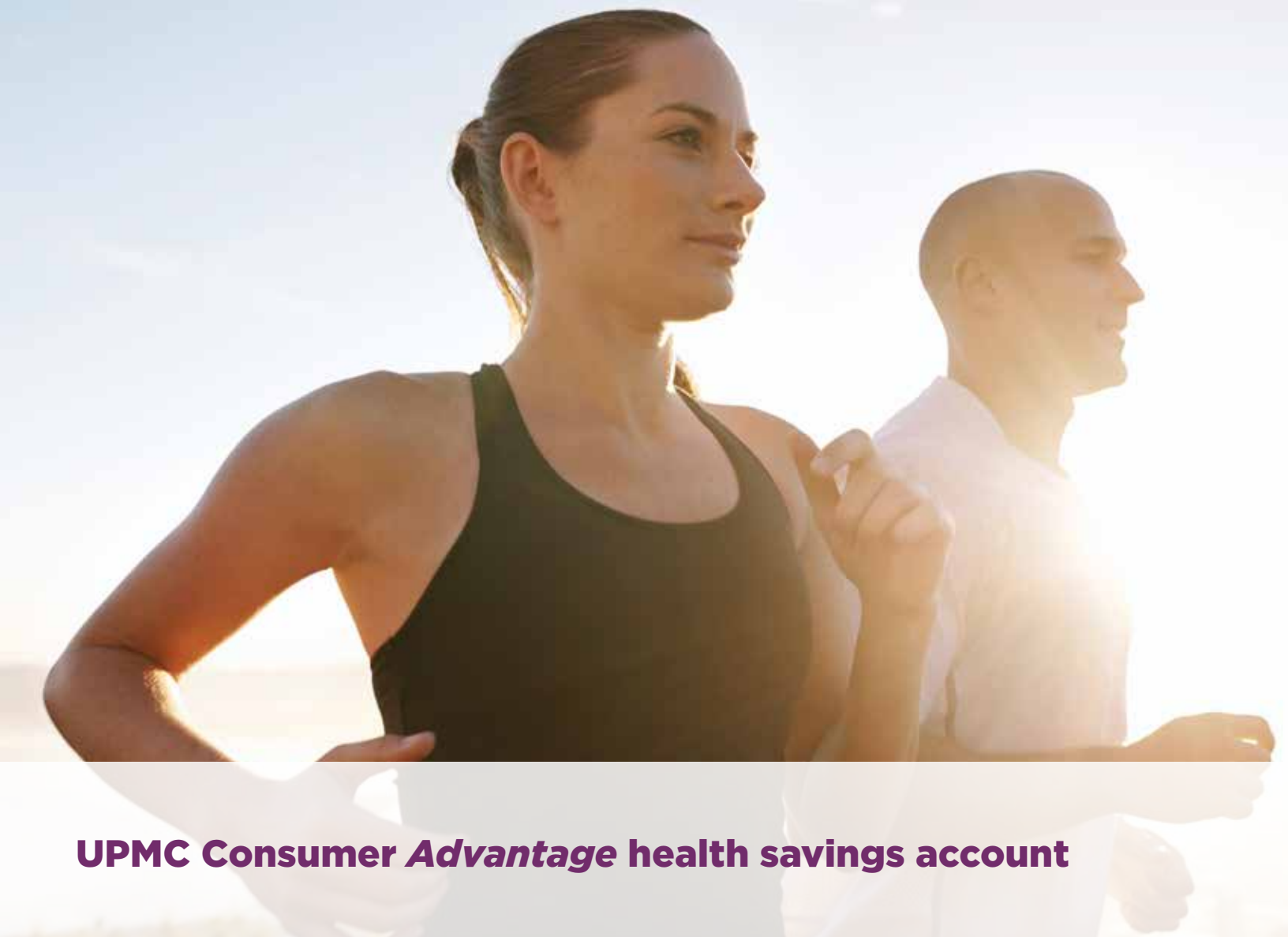




Your health savings account User Guide

UPMC Consumer *Advantage*®



UPMC Consumer *Advantage* health savings account

Thank you for choosing the UPMC Consumer *Advantage* health savings account (HSA). We want to make it easy for you to manage and maintain your HSA, and this guide will help you do that.

Your UPMC Consumer *Advantage* HSA is a tax-advantaged savings account. It is similar to a traditional individual retirement account (IRA), but designated for qualified health care expenses. An HSA allows you to pay for current eligible health care expenses and save for future health care expenses on a tax-favored basis.

When used in combination with a qualified high-deductible health plan (QHDHP), an HSA gives you a new way to manage your health care costs. You can use HSA funds to cover qualified health care expenses — from copayments at the doctor's office to pharmacy bills, dental and vision care, and more.

Your HSA offers:

Triple tax advantages

When applicable HSA rules are met, you may enjoy triple tax advantages on contributions, investment earnings, and qualified distributions.*

**Tax benefits apply when all applicable rules governing HSAs are met. For more information regarding these rules, see Publication 502 at www.irs.gov/irb/2004-02_IRB/ar09.html#d0e1695.*

This document is for informational purposes only and should not be construed as legal or tax advice. Health savings accounts are subject to all applicable laws and regulations, including, but not limited to, the Internal Revenue Code. Restrictions and limitations may apply.

A way to reduce expenses

UPMC Health Plan typically pays for covered health care expenses, excluding coinsurance, after you have met your deductible. You can use the funds in your HSA to help pay your deductible, coinsurance, and other qualified health care expenses not covered by your insurance, including dental, vision, and prescription copayments.

A way to plan for the future

Unused HSA dollars rollover from year to year, making your HSA a convenient and easy way to save for future health care expenses. You own your HSA and can take it with you when you change employers, change medical plans, or retire. As long as you are covered by a QHDHP, you can contribute to your HSA. If you are no longer enrolled in a QHDHP, you are no longer eligible to make contributions, but you can still use your HSA dollars for eligible health care expenses.

Investment options

It's also important to know that you can invest HSA funds you don't need for short-term expenses. Investment options offered by your HSA custodian may include money market accounts and mutual funds, among others.

HSA eligibility

In order to contribute to your HSA, you must:

1. Be covered by a QHDHP.
2. Not be covered under other health insurance.
3. Not be enrolled in Medicare.
4. Not be another person's tax dependent.

Contributing funds to your HSA

You, your employer, and certain third parties can contribute to your account. All the money deposited into your HSA, up to the maximum annual contribution limit, may benefit from triple tax advantages.*

Tax-free contributions to your HSA can be made by:

1. Pretax payroll contributions, if available through your employer.
2. Electronic or manual transfer of funds from your checking or savings account or a third party.
3. A rollover or transfer from an existing HSA or IRA.

Contribution limits

There are maximum contribution limits for each taxable year (which ends in December for most taxpayers). Limits are

based on whether you have individual or family coverage. If you are eligible on the first day of the last month of the taxable year, you are allowed the full annual contribution as long as you continue to participate in a QHDHP for the next 12 months (13 months in total). This holds true regardless of the number of months you were eligible during the year.

Catch-up contributions are allowed if you are 55 or older.

Catch-up contributions can be made during the year that you turn 55.

You may have more than one HSA and contribute to all of them, as long as you're enrolled in a QHDHP. However, the total contribution to all accounts cannot exceed the annual limit. Contributions from your employer, family members, or any other person must be included in the total.

For updated contribution limits and more detailed information on HSAs and taxes, visit the U.S. Department of Treasury website at www.treasury.gov/resource-center/faqs/Taxes/Pages/Health-Savings-Accounts.aspx, or talk with your tax adviser.

Mistaken and excess contributions

If you make contributions in excess of the allowed annual maximum, you can correct your mistake without an IRS penalty before filing your income tax return for that year. You will need to remove any contribution above the amount that you were entitled to make for that calendar year and any earnings on those excess contributions and include that amount in that year's taxable income. (IRS Section 223(f)(3)(A); IRS Notice 2004-2, Q&A 22; and IRS Notice 2004-50, Q&A 34.)

If you do not discover an excess contribution error before filing your income tax return for that year, you can correct the mistake by reducing the following year's contribution by an equal amount. You must remain HSA-eligible during the following year. You must pay a 6 percent excise tax on the excess contribution and reduce the second year's contribution so the sum of the two years' contributions does not exceed the maximum in which you were entitled during the two-year period. Instructions are on Form 8889.

If you keep the excess contribution in your HSA, you must include the excess amount as taxable income, pay a 6 percent excise tax, and pay an annual 6 percent excise tax in perpetuity on all account gains associated with the excess contribution. You must file IRS Form 5329 annually.



Distributions from your HSA

Distributions are when you use money from your HSA to pay for qualified health care expenses. You can do this by:

- Paying for purchases and health care services using your UPMC Consumer *Advantage* debit card. Your card will be mailed to you at enrollment.
- Requesting reimbursement when you have already paid for qualified expenses. You do this by visiting the UPMC Consumer *Advantage* site and clicking on the Make HSA Transaction link under the “I want to ...” section.
- Requesting that payment be made directly to your provider. This is also done under the Make HSA Transaction link.

With an HSA there is no “use it or lose it” condition. Any unused funds remain in the account and continue to accrue interest until used.

Distributions from your HSA that pay for your, your spouse’s, and your dependents’ qualified expenses are excluded from your gross income. Your HSA funds can be used for qualified expenses even if you are not currently eligible to make contributions to your HSA.

Eligible expenses

You can use your HSA funds for health care expenses like these:

- Doctor visits (including copays, deductibles, and coinsurance)
- Dental and vision services
- Chiropractic care
- Prescriptions
- Unreimbursed health care expenses of the accountholder, spouse, or dependents

You cannot use your HSA to pay monthly premiums unless the premiums are for:

- Qualified long-term care insurance.
- Health insurance while you are receiving federal or state unemployment compensation.
- Continuation of coverage plans, like COBRA, required under federal law.

A complete list of HSA-eligible expenses is available at www.irs.gov in IRS Publication 502.

Using HSA funds for over-the-counter (OTC) products

Eligible items fall into three categories:

- 1. Eligible:** Eligible products include insulin and health care items that do not contain any medicine or drugs, such as bandages, contact lens solution, hearing aid batteries, diagnostic and testing products, and reading glasses. These items don't require a prescription, letter of medical necessity, or doctor's directive.
- 2. Eligible with prescription:** Included are OTC items that contain a drug or medication, such as cold and allergy medicine, pain relievers, sleep aids, and so on.
- 3. Eligible with letter of medical necessity or doctor's directive:** Included are dual-purpose items that can be used for a medical reason or for general health purposes and require a prescription, letter of medical necessity, or doctor's directive. These include products such as dietary and weight loss supplements, vitamins, orthopedic shoes and inserts, and snoring cessation aids. For more information refer to IRS Publication 502.

You will not be required to submit the prescription or doctor's note, but be sure to retain them for your tax records.

Use HSA funds at the HSA Store

UPMC Consumer *Advantage* is excited to announce a new resource to help you make the most of your tax-free money. We have partnered with HSA Store, the only e-commerce site focused on HSAs. HSA Store was founded to make using your HSA easy when you shop for eligible products. There is no guesswork about what is reimbursable by an HSA account because everything on the site is eligible. You can access the HSA Store through the Consumer *Advantage* website in order to:

- Easily shop for HSA-eligible products.
- Review HSA Store's eligibility list to determine HSA-eligible products, services, and expenses across hundreds of categories
- Search HSA Store's learning center for answers to general HSA-related questions.
- Use HSA Store's tax savings calculator to estimate how much you can save with an HSA.

Individuals whose expenses are/are not eligible for tax-free distribution

- You can reimburse your own, your spouse's, and your dependent's eligible expenses.
- You cannot reimburse an ex-spouse's expenses or expenses incurred by a legally separated spouse tax-free.
- You cannot reimburse your child's expenses if that child does not qualify as your tax dependent.

You may not be able to reimburse, on a tax-free basis, expenses incurred by your domestic partner or his or her children (IRS Code §152). Domestic partners, even though they might be covered on your health plan, are not treated as spouses for HSA purposes. Reimbursements for your domestic partner's expenses cannot be tax-free from an HSA unless that individual qualifies in another way (such as being a dependent due to disability). Any distributions from an HSA to cover a domestic partner's eligible expenses should be included as taxable income (and subject to a 20 percent penalty if the account-holder is under age 65 and not disabled).

How Medicare affects your HSA

If you are enrolled in any part of Medicare, Medicaid, or another publicly funded program, you are no longer eligible to contribute to an HSA. These programs generally do not meet the criteria of an HSA-qualified plan. However, you can use HSA funds you already have to pay for qualified health care expenses, tax-free, while in Medicare.

You can also use existing funds to pay for your Medicare premiums. Or you can pay your share of retiree medical coverage offered by a former employer. However, funds cannot be used tax-free to purchase Medigap or Medicare supplemental policies.

If you are over the age of 65 and not enrolled in Medicare

- If you are not yet enrolled in Medicare and want to become or remain eligible to contribute to an HSA, you must delay enrollment in Medicare.
- You do not lose your HSA eligibility if a family member is enrolled in Medicare, Medicaid, or similar government coverage.
- It is your responsibility to monitor your eligibility to contribute to your HSA.

HSA portability

You can take your HSA with you when you change employers and can continue to use the funds you have accumulated. Funds in your account continue to grow tax-free. If you are covered by a qualified HDHP, you can continue to make tax-free contributions to your HSA up to the annual contribution limit.



Managing your HSA online

You have easy 24/7 online access to view and manage your HSA account. To get there, you need to log in to MyHealth OnLine by following this path: **www.upmchealthplan.com** > Member Login/Register. (If you're new to MyHealth OnLine, click Register and follow the directions.) MyHealth OnLine is the health and wellness site for UPMC Health Plan members. It offers many practical tips, tools, and strategies for better health.

Once on the MyHealth OnLine homepage, click on Quick Links at the top of the page, then click on UPMC Consumer Advantage. This takes you to the UPMC Consumer Advantage HSA welcome page.

The HSA site is easy to use. There are two ways to navigate:

1. You can go from section to section on the homepage, including:
 - a. **"I want to ..."** contains the most frequently used options on the site.
 - b. **Available Balance** links to Account Summary, where you can manage your accounts.
 - c. **Message Center** displays alerts and relevant links that enable you to keep current on your accounts.
 - d. **Quick View** graphically displays some of your key account information.
2. Or, you can hover over the six tabs at the top of the homepage to see dropdown menus.



Update your profile

You can update your listed dependents, beneficiaries, bank account numbers, and more by following these simple steps:

1. On the homepage under the Profile tab, click your choice on the dropdown menu: Profile Summary or Bank Accounts.
2. Under Profile Summary, choose the link regarding the information you need to update. Some profile changes will require you to answer an additional security question.
3. Complete your changes in the form.
4. Click Submit.

Check your HSA balance

Your available balance is displayed on the main page. For more account activity select your HSA Plan. From there you can view more detail via the View HSA Cash Account Activity and View Investment Detail links.

Contribute funds

You may contribute to your HSA by transferring funds from your personal bank account. Talk to your tax adviser about how to claim a deduction for your contributions.

1. To make a personal contribution to your HSA, go to the "I want to ..." section, then click on the Make HSA Transaction link.
2. You can make a one-time or recurring contribution.
3. If you have a bank account on file, you may use that as your contribution account. If you don't have a bank account on file, you can add one.
4. The debit will show up in your personal bank account and become available in your HSA within two business days of your request.
5. Submit contributions manually by downloading the paper form under Tools & Resources.

Request a distribution

To be reimbursed for a qualified expense you have already paid for out-of-pocket, you'll need to request a distribution from your HSA. To do so, follow these steps:

1. Go to the "I want to ..." section, then select Make HSA Transaction.
2. Complete the fields and click Submit.

You can also use your UPMC Consumer *Advantage* debit card to pay for your health care expenses directly from your HSA.

Get reimbursed faster

The fastest way to get your money is to sign up online for direct deposit. Here's how:

1. On the homepage under the Profile tab, click Banking link/Add Bank Account.
2. Enter your bank account information and click Submit.
3. The Payment Method Changed confirmation will then display.

Review payment history

You can view your payment history by clicking on Account Activity under the Accounts tab on the homepage. You will see payments made to date, including debit card transactions.

Report a missing debit card

If your UPMC Consumer *Advantage* debit card is lost or stolen, you can report it missing:

1. On the homepage under the Profile tab, click Banking/Card in the left-hand menu.
2. Under your Debit Card information, click Report Lost/Stolen and follow the instructions.
3. Once a card is reported Lost/Stolen, it is deactivated, and a new one is automatically issued.

View summary reports

You can find your HSA Account Summary report by clicking on the Statements & Notifications tab under HSA Account Summaries. The three most recent summaries will be displayed, or you can click on View All to see more. You can see an HSA Investment Account summary by choosing Fund Activity Summary.

Access HSA tax documents

You can find your HSA tax documents provided by Healthcare Bank by clicking on the Statements & Notifications tab, then selecting HSA Tax Documents. You'll find relevant tax documents here, including forms for corrections and updates.

Your custodian will send (and make available online) a copy of Form 1099-SA and Form 5498-SA. The 1099-SA reports total distributions from the account during the prior tax year. The custodian also forwards a copy of this form to the IRS. This form does not break down distributions for eligible and ineligible expenses. You are responsible for keeping track of that.

Form 5498-SA reports total contributions to the account for the prior tax year and the fair market value of the HSA. The custodian also forwards this form to the IRS. The IRS mandates that the 1099-SA forms are sent by January 31 and the 5498-SA by May 31.

If there are no distributions made in the calendar year, a 1099-SA will not be sent, and as long as there is a balance in the account as of December 31, a 5498-SA will be provided. You will need to complete and submit form 8889 with your tax return. It captures contributions (except for employer and pretax) and distributions. You indicate the total value of distributions for both eligible and ineligible expenses. You calculate any additions to taxable income and testing period violations.

NOTE: The information contained herein is provided for informational purposes only and should not be relied upon as tax or legal advice. If you have any questions, consult with a licensed tax professional.

Find HSA forms and other resources

You can find important forms under the Tools & Support tab. Here, you will also find additional resources, such as FAQs and information about Healthcare Bank's interest rates and how to invest funds.

Administrative fees

Certain administrative fees may be associated with your HSA account. Fees are automatically debited from your available HSA balance if applicable.

Examples include:

HSA Returned Item Fee – \$25

Printed HSA Account Summary Fee – \$1.50

HSA Closure Fee – \$25

HSA Administration Service Fee – \$3.50 (waived if average daily balance is over \$1,000).

You can view any fees that apply to your HSA on your HSA Consumer *Advantage* website under Tools & Support, How do I?, View Fee Schedule.

You can avoid the \$1.50 paper statement fee by going paperless. By adding your email address on your HSA Consumer *Advantage* online account, this monthly fee will not be charged. On your HSA Consumer *Advantage* website, go to Profile, Update Profile, add your email address, and click Submit.

You can confirm this setting as well as update other notifications under Statements & Notifications, Update Notification Preferences.

Using the Dashboard

You can view, manage, and pay eligible outstanding health care expenses and bills from the Dashboard. Just click on the Dashboard tab.

- Easily filter expenses by clicking on the filter options on the left-hand navigation pane or by clicking on the field headers within the Dashboard.
- Search for specific expenses using the search field on the bottom left-hand side of the screen.
- Export expenses into an Excel spreadsheet by clicking on the Export Expenses button on the upper left-hand side of the page.

Add an expense to the Dashboard

Here's the process:

1. Click on the Add Expense button in the upper left-hand side of the Dashboard page.
2. Complete the expense detail fields. You can even upload a copy of the receipt and add notes for your records.
3. Once the expense has been added to the Dashboard, you can pay the expense if desired.

Pay an eligible expense using the Dashboard

You may request distribution for unpaid expenses directly from the Dashboard page:

1. You can filter the Dashboard to view only unpaid expenses by clicking on the Unpaid Status link on the left-hand side of the screen.
2. Choose which expenses you would like to pay, and you will be presented with the eligible accounts to select where the claim should be paid.
3. When you click Pay, you'll see claim details within the claim form. Review and edit the claim details by completing any required fields that remain blank.
4. You will have the option to either request a reimbursement/distribution to yourself or pay the provider.

Edit an existing expense in the Dashboard

You can edit expense details for all claims directly from the Dashboard page by following this process:

1. Expand the expense details by clicking on the expense line item.
2. You will be presented with options to add expense notes, update the expense details, mark the expense as paid/unpaid, or remove the expense.

Use the UPMC Consumer *Advantage* mobile app

The UPMC Consumer *Advantage* mobile app makes it easy to manage your health care information when you're on the go. It's also easy to check your balance before using your HSA funds for a health care expense. Compatible with iPhone® or Android™ smartphones along with the iPad® and iPod touch®, the app allows you to:

- Check your current HSA balance.
- View your account activity and transaction details.
- Enter a new expense and review expense information.
- Receive account alerts via text message.

Simply download the app and log in. Login instructions can be found on your HSA Consumer *Advantage* website under Tools & Support, How Do I?, Download Mobile App.

NOTE: After your initial login, you can update your information and select a four-digit PIN.



Making investments

Access your HSA and investment balance

You'll find all balances in the Available Balance section on the left-hand side of the homepage.

Find details on my investment(s)

Follow this path from the HSA homepage: "I want to ..." > Manage HSA Investments > HSA Investment Account.

Automatically invest your excess funds

When investing your HSA funds, once you have a balance over \$1,000, you can set up an automatic sweep of available cash into your investment funds. This is a convenient way to automatically contribute to your investments. Here's how to set up automatic sweep transactions:

1. Access the Manage HSA Investments page in the "I want to ..." section.
2. Select the Manage Investment Transfers link to the right of the investment balance.

3. Enter the dollar amount (above the noted minimum) to set as a cash threshold balance for your funds to automatically transfer between cash and investments going forward. (You can change this at any time.)
4. Remember to set your investment allocation. See "How do I change my investment elections?" for information.

Make HSA investments

Click on HSA Investment Details to view your HSA investment account. You may be required to answer an additional personal security question to access this area of the site.

Set up and change investment elections.

Follow this path from the HSA homepage: "I want to ..." > Manage HSA Investments > Manage My Account > Investment Elections. Initially, all your funds will go into the HCB interest-bearing account, as noted on the first line. To change your elections, simply add percentages in the spaces to the right of the investment options. NOTE: Any changes you make here will affect only future contributions, not the current balances of your investments.



Change the current balance of your investments.

You can use either the Realign Investments or Transfer Investments link in the Manage My Account section. The realign investments tool affects your entire account balance. A realignment initiates the sale of your existing investments and reinvests the proceeds according to your new investment instructions. Trades initiated before the market closes (12 p.m. CST) will be processed the same business day. Trades initiated after the market closes are processed at the close of the next business day.

The transfer investments tool initiates a sale of one or more funds and a purchase into another fund or funds. Trades initiated before the market closes (12 p.m. CST) will be processed the same business day. Trades initiated after the market closes are processed at the close of the next business day.

NOTE: Transferring investments will not change your investment elections for future contributions to your investment account. See the previous question and answer for steps to change elections for future contributions.

FAQs

Eligibility

Who is eligible to contribute to an HSA?

HSA contributions help you build a balance to assist with current and future qualified health care expenses. Anyone, including your employer or family members, may contribute to your HSA. You are eligible to make contributions to an HSA if you:

- Are enrolled in a QHDHP.
- Are not enrolled in Medicare.
- Are not covered by another health care plan, such as a health plan sponsored by your spouse's employer, including a general purpose FSA, Medicare, or TRICARE.
- Are not claimed as a dependent on another individual's tax return.

What other coverage would make me ineligible for an HSA?

The following types of coverage may make you ineligible for an HSA:

- Medicare or Medicaid
- Flexible spending account
- Health reimbursement arrangement (HRA)
- Coverage under a spouse's plan, including low-deductible health insurance coverage, or FSA or HRA coverage

How to use

Can my spouse and I have a joint HSA, as with our regular checking account?

No. Only one person can be the HSA owner. If you and your spouse have QHDHP coverage, you must each have your own HSA.

If you and your spouse have family coverage under a QHDHP, the combined maximum contribution both of you can make is the maximum annual contribution for family coverage. The contributions can be divided between you and your spouse any way you wish. Also, if you and/or your spouse are eligible to make catch-up contributions, you may each do so to your individual HSAs. Domestic partners, even though they might be covered on your health plan, are not treated as spouses for HSA purposes.

Can I have an HSA in addition to an IRA?

Yes, you can have both an HSA and an IRA.

Does having an HSA limit which doctors or hospitals I can use?

No. You are free to use any doctor and any hospital you choose. However, you should still adhere to your plan and network. Your plan may require you to use in-network providers or, if your plan permits you to go out-of-network and you do so, you may be responsible for more cost sharing.

What are some common tax forms associated with HSAs?

Please be aware of the following three HSA-related tax forms.

Tax Form 5498-SA: This form reports contributions made to your HSA by you or by an eligible individual on your behalf as well as contributions made by your employer, if applicable.

Tax Form 1099-SA: This form reports the HSA funds you used during the year.

IRS Form 8889: This form reports contributions, distributions, and any amounts you must include when filing your taxes. You must obtain and complete this form as part of your federal tax filing unless you received a filing extension. This form can be downloaded from the IRS website at www.irs.gov/pub/irs-pdf/f8889.pdf.

Other tax forms may be applicable.

I have an HSA from a previous job. Can I move those funds to my new HSA?

Yes. You can rollover or transfer funds from a previous custodian. To do so, go to the UPMC Consumer *Advantage* website. Under the Tools & Support tab, go to the Forms section to find the applicable forms.

Can I transfer funds from my 401(k) to my HSA?

No. Transfers from a 401(k) to an HSA are not permitted.

Contributions

My spouse is contributing to a general purpose health care FSA. Can I make contributions to my HSA if I participate in a QHDHP?

No. A general purpose health care FSA or HRA is considered other coverage that makes you ineligible to contribute to an HSA. That's because the FSA or HRA would be available to reimburse the qualified expenses of the employee and the employee's spouse and dependents. Therefore, if either you or your spouse participates in a general purpose health care FSA or HRA, neither of you can contribute to an HSA.

What are "catch-up" contributions?

This means you can contribute more than the maximum annual contribution. You can do this if you are an HSA owner covered by a qualified high-deductible health plan and are 55 or older.

Catch-up contributions are allowed for the calendar year in which you reach age 55. You may make a full year's catch-up contribution as long as you are covered by a QHDHP no later than December 1.

Can I make catch-up contributions to an HSA more than once?

Yes. If you are 55 or older and covered by a QHDHP, you can make catch-up contributions each year until you are enrolled in Medicare benefits. The maximum annual catch-up contribution is currently \$1,000.

Can my spouse and I both make catch-up contributions?

If you and your spouse are both 55 or older, you can both make the full catch-up contribution, provided you are both covered by a QHDHP for the entire year. You each must contribute the catch-up contribution to your own account.

Can I contribute one lump sum to my HSA, or do I have to spread contributions out during the year?

Either way is fine. Employer contributions to your account can be made either way as well.

Can I pay for my spouse's/dependent children's qualified health care expenses from my HSA even if they're not covered by a QHDHP?

Yes, you may use funds from your HSA to pay qualified health care expenses for yourself, your spouse, or a tax dependent without paying federal income tax and state income tax (for most states). This is one of the great advantages of HSAs. Domestic partners or their children, even though they might be covered on your health plan, are not treated as eligible dependents for HSA purposes. Therefore, you may not be able to reimburse, on a tax-free basis, expenses incurred by your domestic partner or their children.

What happens if I use my HSA funds for nonqualified expenses?

If you use the funds for a nonqualified expense, you must pay income tax and a 20 percent penalty tax. If you are age 65 or older or disabled, or if your estate pays health care expenses after your death, the 20 percent penalty may not apply.

You are required to confirm that you use HSA funds for qualified health care expenses. It is your responsibility to keep all documents (such as receipts) that show how you used your HSA funds, including any funds used for nonqualified transactions. You will need to self-report those transactions on your annual tax return. If you make a distribution from your HSA in error, you may be permitted to return the funds. See IRS Notice 2014-50, Q&A 37.

How soon can I withdraw funds from my HSA for qualified expenses? For example, what if I incur an expense in January and need \$1,000 for the cost of treatment before I've met my deductible?

Just like a checking account, you can access only funds that are in your account. However, as you contribute additional funds to your account, you can reimburse yourself for qualified health care expenses that you paid out of pocket as long as those expenses occur after you established your HSA.

I no longer participate in a QHDHP. Can I still use my HSA funds to reimburse my or my family's qualified expenses?

Yes. Participation in a QHDHP is not required for you to use tax-free HSA funds if they are used for qualified health care expenses.

Investments

Who has control over the money invested in my HSA?

You have full control over the funds in your HSA. When the funds in your account reach a certain level, you have the option to invest the excess funds.

How do I sign up to sweep my excess HSA cash to my investment account(s)?

From the HSA homepage, simply follow this path: "I want to ..." > Manage HSA Investments > Manage Investment Transfers. At this screen you enter a dollar amount. This is the threshold above which your HSA funds will automatically transfer to your investment account(s).

How do I find my HSA and investment balances?

You'll find all balances in the Available Balance section on the left-hand side of the homepage.

Where can I find details on my investment(s)?

Follow this path from the HSA homepage: "I want to ..." > Manage HSA Investments > HSA Investment Account.

How do I set up or change my investment elections?

Follow this path from the HSA homepage: "I want to ..." > Manage HSA Investments > Manage My Account > Investment Elections. Initially, all of your funds will go into the HCB interest-bearing account, as noted on the first line. To change your elections, simply add percentages in the spaces to the right of the investment options.

NOTE: Any changes you make here will affect only future contributions, not the current balances of your investments.

How do I change the current balance of my investments?

You can use either the Realign Investments or Transfer Investments link in the Manage My Account section. The Realign Investments link allows you to alter your entire account balance. The Transfer Investments link allows you to sell one or more funds and purchase one or more new funds, thus it is more selective than the Realign Investments tool. See page 11 of this guide for more details on these two transfer tools.

This document is for informational purposes only and should not be construed as legal or tax advice. Health savings accounts are subject to all applicable laws and regulations, including, but not limited to, the Internal Revenue Code. Restrictions and limitations may apply.