

# Health Savings Account (HSA) Overview

Login Site:

[myaccounts.hsabank.com](https://myaccounts.hsabank.com)

Account Number:



## GETTING STARTED WITH YOUR HSA



**Access your account online** to view current balance information, set up or update your profile, designate a beneficiary, view online statements, or manage your healthcare expenses. Go to [myaccounts.hsabank.com](https://myaccounts.hsabank.com) to set up your online account.



**Your HSA Bank Visa® Health Benefits Debit Card will arrive in a separate mailing.** Use your debit card to pay for IRS-qualified medical expenses online, in-store or through your service provider. Or use your debit card at an ATM to reimburse yourself for eligible expenses paid out of pocket.



**To order an HSA Bank Visa® Health Benefits Debit Card** for an eligible authorized signer or dependent (such as your spouse), simply add them as an authorized signer or dependent on the Member Website. By designating an authorized signer on your account, you authorize the designee as "Authorized Signer<sup>1</sup>" to transact business with and give instructions to HSA Bank regarding your HSA.

## FOUR EASY WAYS TO CONTRIBUTE TO YOUR HSA

1

**Payroll Deduction:** If your employer offers this option, you may be able to contribute a portion of your paycheck directly to your HSA – tax-free. Please contact your human resources department for more information.

2

**Online Transfer:** Contribute to your HSA from an external bank account. Connect your personal savings or checking account on the Member Website. To activate the account and make it available for use, you will need to confirm the amount of a small deposit that will be made into your bank account. Once your account is activated, you can setup a one time or repetitive contribution into your HSA.

3

**Personal Check or Money Order:** Mail your personal check or money order with a completed Contribution Form to HSA Bank directly at PO Box 939, Sheboygan, WI 53082. To obtain a Contribution Form, please contact our Client Assistance Center at 800-357-6246.

4

**Transfer from HSA, MSA, or IRA<sup>2</sup>:** IRS regulations permit the transfer or rollover of funds to an HSA from another existing HSA or MSA. For more information on transfers, rollovers, and qualified HSA funding distributions, please visit [hsabank.com/transfer](https://hsabank.com/transfer).





## FAQS FOR THE NEW MEMBER

### Which expenses are considered IRS-qualified medical expenses?

Health insurance deductibles, co-insurance, prescriptions, as well as dental and vision care, are considered IRS-qualified expenses. For the complete list of these expenses, including many that aren't typically covered by health insurance, visit [irs.gov](https://www.irs.gov) or [hsabank.com/IRSQualifiedExpenses](https://hsabank.com/IRSQualifiedExpenses).

### How do I use my HSA funds to pay for IRS-qualified medical expenses?

You can pay for IRS-qualified medical expenses with funds from your HSA by using your debit card. You can link an external account to your HSA and reimburse yourself for IRS qualified medical expenses you paid out of pocket. You cannot use funds from your HSA to pay for IRS-qualified medical expenses that occurred before the account was opened.

### How do I designate a beneficiary, and why is it important?

You can designate a beneficiary on the Member Website. You'll need their Social Security Number and birthdate. By having a designated beneficiary in place at the time of your death, the assets of your HSA can be distributed according to the designation. If you die without having a valid beneficiary designation, your HSA will be distributed to your estate. If you designate a non-spouse primary beneficiary, you may be required to submit a beneficiary form with the notarized consent of your spouse.

### What is the maximum amount I can contribute?

The annual amount you can contribute to an HSA is determined by federal regulation. For HSA contribution limits and catch-up amounts, go to the IRS website at [www.irs.gov/publications/p969/ar02.html](https://www.irs.gov/publications/p969/ar02.html). You can also use the HSA Contribution Calculator at [hsabank.com/calculators](https://hsabank.com/calculators) to help you determine your maximum annual contribution.

### Do I need to submit receipts for my IRS-qualified medical expenses?

No. You do not need to submit any receipts to HSA Bank or file any claims. Just be sure to use the money for IRS-qualified medical expenses and save your receipts for tax purposes. Using our online expense tracker, you can easily enter and track these expenses by securely uploading receipts and supporting documentation.

### What if I don't use all of my funds within the year?

Unused HSA funds roll over year to year; there is no "use it or lose it" penalty. Funds that are rolled over continue to grow and earnings are tax-free. At age 65, in addition to enjoying the tax benefits of using your HSA funds for IRS-qualified medical expenses, you can also use the funds for any other purpose, on a taxable basis.

## NEED ADDITIONAL ASSISTANCE?



At HSA Bank, we are committed to providing you with superior service. That's why we offer live phone support 24 hours a day, seven days a week. Simply call 1-800-357-6246 to speak with a representative.

1. Authorized signers must be 18 years or older.

2. HSA Bank does not provide tax advice. Before initiating a transfer or rollover of any kind, please consult a qualified tax advisor to understand any conditions or risks that may apply.