

# Health Savings Account (HSA) Overview

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



## GETTING STARTED WITH YOUR HSA



**To register your online account**, go to [MyAccounts.hsabank.com](https://MyAccounts.hsabank.com), click on “Create your new username and password,” and follow the prompts.

**After you have set up your account, you can access your account online** through our Benefits Administration Platform.

- Robert Half, Protiviti and Full-Time Professionals: <https://EnrollMyRHBenefits.com>

Here you can view current balance information, set up or update your profile, review account activity and manage your healthcare expenses.



**Your HSA Bank Visa® Health Benefits Debit Card will arrive in a separate mailing.** To pay for IRS-qualified medical expenses with your debit card, use your card at point-of-sale with signature or PIN and at ATMs. You can link an external account to your HSA and reimburse yourself for IRS qualified medical expenses you paid out of pocket.



**You can designate an authorized signer and request a Visa® Health Benefits Debit Card** for them at any time on the Member Website by simply navigating to the Accounts tab, Profile Summary page, then clicking on “Add Authorized Signer<sup>1</sup>.” Once added, under the Banking/Cards sub-tab, you can request a Visa® Health Benefits Debit Card by clicking on the authorized signer “Issue Card” link. There is no charge for additional cards. Additional cards can also be requested on the Member Website or by calling 833-228-9354. By designating an authorized signer on your account, you authorize the designee as “Authorized Signer” to transact business with and give instructions to HSA Bank regarding your HSA.



**Go Paperless!** We encourage you to elect to receive statements, notifications and alerts electronically and to input a valid email address. Please note, per the Fee Schedule you will be charged a \$1.50 fee if you choose to receive paper statements. The Statements & Notifications Preferences page on the Member Website outlines all the documents and notifications available. It is your responsibility to regularly review your account, and to contact us immediately if you notice any discrepancies in your account activity.

## FOUR EASY WAYS TO CONTRIBUTE TO YOUR HSA

1

**Payroll Deduction:** You can choose to contribute a portion of your paycheck directly to your HSA – tax-free.

2

**Online Transfer:** To contribute to your HSA from an external bank account, click on “Make HSA Transaction” under the “I Want To ...” section. Click on the “Add Bank Account” link to add your personal savings and/or checking account(s). 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. The IRS sets limits each year for maximum HSA contributions. Check the limits at [hsabank.com/irs-guidelines](https://hsabank.com/irs-guidelines) to confirm that you aren’t over-contributing to your account.

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 833-228-9354.

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?

If you wish to designate a beneficiary, log into your account on the Member Website, and click on the "Profile" tab. Next, click on the "Add Beneficiary" button. You will then be asked to provide information about your chosen beneficiary, including his/her Social Security Number and birthdate. Complete the form and submit. 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 yearly 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 on the HSA Bank Member Website 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 833-228-9354 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.