

Start saving with your Health Savings Account

Your Health Savings Account (HSA) is a self-managed and owned, tax-advantaged account to help you pay for covered expenses now and in the future. This guide will give you helpful information on how your account can work for you.

Manage your HSA online

You can access your HSA anytime through ibxpress.com, where you can:

- Add/edit your beneficiary information.
- View your HSA balance.
- Track contributions and payments.
- Make additional deposits.
- Enter claims for reimbursement of out-of-pocket costs.
- Review a complete list of covered expenses.
- Pay a provider directly from your account.
- Invest your HSA funds once your balance reaches \$500.
- Request additional health care Visa® debit cards for your spouse or dependents.
- Look up typical care costs through health educational tools.

Mobile access from anywhere

You can also access your account using our free IBX app and view many of the same convenient features that are available on ibxpress.com. The IBX app is available from iTunes for iPhone and iPad and from the Google Play Store for Android.

How to fund your HSA

New contributions

Employer contributions: Some employers offer health plans that include employer contributions to employee HSAs. If you are part of a group health plan, consult your plan documents for details.

Payroll deduction: If you signed up for HSA payroll deduction through your employer during open enrollment, the amount you elected will be deposited into your HSA on a pre-tax basis each pay period.



Manage, pay, and save on the go!

You can use the IBX app to manage your HSA account from your iPhone, iPad, or Android.

Individual contributions: You can contribute to your HSA by making either online electronic deposits from your personal checking or savings account or by mailing a check along with an *HSA Contribution Form*, which is included in your welcome kit. Although these contributions are made post-tax, you may receive tax credits when you file your tax returns. Consult with your tax advisor if you have questions about individual contributions.

Annual limits: Annual limits are published each year in *Internal Revenue Service (IRS) publication 969 Health Savings Accounts and Other Tax-Favored Health Plans*, which is available online at irs.gov.

Funds from another HSA

Trustee-to-Trustee transfers: Another way to contribute to your HSA is by transferring funds from an HSA you have with another financial institution. Download the *Trustee-to-Trustee Form* from ibxpress.com, complete, and submit to the custodian of your current HSA. Based on the information you provide on the form, the custodian will follow its standard procedures to close your account and send your funds by check to Acclaris, Inc., your HSA custodian. Depending upon your custodian's procedures and the information they provide, this process can take between two and five weeks.

Rollover contributions: If you have an HSA with another financial institution, you may roll over those funds into your new HSA. Download the *Rollover Form* on ibxpress.com to begin the process.

These transfer methods allow you to move funds without affecting current year contribution limits or having funds lose their tax-favored status. Consult with your tax advisor if you have questions about transferring funds and tax implications.

Additional information about transfer methods is available on ibxpress.com.

How to get reimbursed

There are three convenient ways to get reimbursed from your HSA to pay for covered expenses.

- Health care Visa[®] debit card: Use your Visa debit card to pay for covered expenses at most pharmacies and physician offices (typically wherever Visa is accepted).

Your HSA debit card does not use a PIN. This means that if you use your debit card at a point of service, when you swipe your card you should select *credit* and sign for your purchase. Amounts will be automatically deducted from your HSA up to the balance of your account.

- Provider payments: Making payments to your health care providers has never been easier. When you receive an invoice from a provider for a covered expenses, you can request your provider be paid directly from your HSA — like an online bill payment service.
- Online reimbursement: There may be times when you cannot use your Visa debit card to pay for covered expenses. For example, if a merchant or provider does not accept Visa debit cards, you can pay for the products or services out of your own pocket and reimburse yourself from the funds in your HSA through an electronic deposit made directly into your personal checking or savings account. If you have not set up direct deposit, a check will be mailed to you.

You can get additional information about submitting claims and make reimbursement requests on ibxpress.com.

Your health care Visa debit card

When you receive your health care Visa debit card in the mail, simply activate your card by calling the number on the label affixed to the card and follow the prompts.

Use your Visa debit card exclusively to pay for covered purchases at:

- Doctors' and dentists' offices
- Pharmacies
- Discount chains and club stores
- Other merchants who sell covered health care products or services and accept Visa

Your debit card may not be used at any ATM or for cash-back transactions.

You can also order additional debit cards for your spouse or dependents (who are 16 and older) from ibxpress.com.



You can use your debit card to pay for covered purchases at:

- Doctors' and dentists' offices
 - Pharmacies
 - Discount chains and club stores
 - Other merchants who sell covered health care products or services and accept Visa
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HSA tax information

In the next tax year, you will receive *Form 1099-SA* (account distributions) and *Form 5498-SA* (account contributions) for your records. If you over-contribute to your HSA during the calendar year, you will need to complete *IRS Form 8889* and pay taxes on the excess contributions made above the yearly maximum amount permitted by the IRS. Please consult your personal tax advisor for questions regarding your HSA and the filing of your tax returns.

To learn more about taxes and your HSA, visit irs.gov and refer to *Publication 969 Health Savings Accounts and Other Tax-Favored Health Plans*.

Review the Health Savings Account Disclosure Statement available from ibxpress.com for more HSA information. Consult with your tax advisor if you have questions about how the HSA will benefit you.

Invest in your account

When you contribute to your HSA, funds are deposited into your HSA cash account (FDIC-insured) and begin to earn interest right away. Once your HSA balance reaches \$500 you may invest any portion of your balance above that level.¹ You have a wide selection of mutual funds to choose from — from conservative options such as a U.S. Treasury fund to more aggressive stock mutual funds.² You will be notified online once you are eligible to invest. Simply follow the online prompts to set up your HSA investments. Once you elect to invest, you will receive an *HSA Investments Guide* from Acclaris, Inc., the HSA custodian, which will provide you with more information.

Additional information about investments is available on ibxpress.com.

HSA-covered expenses

You are responsible for ensuring debit card purchases, reimbursements, and provider payments are only for covered expenses. You cannot receive tax benefits on ineligible expenses.

Be sure to save your health care receipts. You can use receipts for covered expenses incurred this year to make HSA withdrawals in future years. The IRS may request validation of any tax-free withdrawals you make this year or in future years when you have an HSA. Be certain your receipt shows date of service, type of covered expense, and the cost of the product(s) or service(s).

For a complete list of covered expenses and products you can purchase through your HSA, go to ibxpress.com, click on *Claims & Spending*, choose *Spending Account Summary*, and then select *Covered Expenses*.

Did you know?

When you contribute to your HSA, funds are deposited into your HSA cash account (FDIC-insured) and begin to earn interest right away.

Once your HSA balance reaches \$500 you may invest any portion of your balance above that level in a mutual fund^{1,2}

¹Shares of mutual funds are not deposits or obligations or guaranteed or endorsed by any bank; nor are they federally insured or otherwise supported by the FDIC or any governmental agency, and may lose value.

²Investments in mutual funds: Are not FDIC insured. Are not bank issued or guaranteed. May lose value. Independence Blue Cross does not offer banking, investment or financial services. HSA funds are maintained in accounts under the custody of Acclaris, Inc., a Willis Tower Watson company, that does not offer Blue Cross and/or Blue Shield products or services. Acclaris, Inc. is not affiliated with Independence Blue Cross. Visa is a registered mark of Visa, Inc.

Using your HSA in the future

A major life event can affect your HSA contributions and the ways in which you access your funds:

- At age 55, as long as you still qualify to contribute to the HSA, you will be able to contribute additional dollars above the annual IRS limit; these amounts, adjusted annually by the IRS, are called “catch-up” contributions.
- At age 65, your HSA becomes both a medical spending account and a retirement account, if desired. Account funds used to pay for covered expenses are still tax-free, while use of HSA funds for other expenses no longer incurs a 20 percent penalty by the IRS.
- If, at any age, you enroll in Medicare, you are no longer able to contribute to an HSA, but may continue to access your HSA balance for tax-free payment of covered expenses.

Just remember, the funds in your HSA are yours; they travel with you if you leave your employer, your health plan, or even if you retire. As you continue through life, your HSA funds grow from interest and/or investment earnings, creating a greater nest egg for you!

The information in this brochure is not intended to provide legal or tax advice. You should consult with your lawyer and/or tax advisor about the tax implications of an HSA.



Questions?

Call 1-800-275-2583



Independence Blue Cross offers products through its subsidiaries Independence Hospital Indemnity Plan, Keystone Health Plan East and QCC Insurance Company, and with Highmark Blue Shield — independent licensees of the Blue Cross and Blue Shield Association.

Language Assistance Services

Spanish: ATENCIÓN: Si habla español, cuenta con servicios de asistencia en idiomas disponibles de forma gratuita para usted. Llame al 1-800-275-2583 (TTY: 711).

Chinese: 注意: 如果您讲中文, 您可以得到免费的语言协助服务。致电 1-800-275-2583。

Korean: 안내사항: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-800-275-2583 번으로 전화하십시오.

Portuguese: ATENÇÃO: se você fala português, encontram-se disponíveis serviços gratuitos de assistência ao idioma. Ligue para 1-800-275-2583.

Gujarati: સૂચના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. 1-800-275-2583 કોલ કરો.

Vietnamese: LƯU Ý: Nếu bạn nói tiếng Việt, chúng tôi sẽ cung cấp dịch vụ hỗ trợ ngôn ngữ miễn phí cho bạn. Hãy gọi 1-800-275-2583.

Russian: ВНИМАНИЕ: Если вы говорите по-русски, то можете бесплатно воспользоваться услугами перевода. Тел.: 1-800-275-2583.

Polish: UWAGA: Jeżeli mówisz po polsku, możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1-800-275-2583.

Italian: ATTENZIONE: Se lei parla italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-800-275-2583.

Arabic: ملحوظة: إذا كنت تتحدث اللغة العربية، فإن خدمات المساعدة اللغوية متاحة لك بالمجان. اتصل برقم 1-800-275-2583.

French Creole: ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1-800-275-2583.

Tagalog: PAUNAWA: Kung nagsasalita ka ng Tagalog, magagamit mo ang mga serbisyo na tulong sa wika nang walang bayad. Tumawag sa 1-800-275-2583.

French: ATTENTION: Si vous parlez français, des services d'aide linguistique-vous sont proposés gratuitement. Appelez le 1-800-275-2583.

Pennsylvania Dutch: BASS UFF: Wann du Pennsylvania Deutsch schwetzscht, kannscht du Hilfigriege in dei eegni Schprooch unni as es dich ennich eppes koschte zellt. Ruf die Nummer 1-800-275-2583.

Hindi: ध्यान दें: यदि आप हिंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। कॉल करें 1-800-275-2583।

German: ACHTUNG: Wenn Sie Deutsch sprechen, können Sie kostenlos sprachliche Unterstützung anfordern. Wählen Sie 1-800-275-2583.

Japanese: 備考: 母国語が日本語の方は、言語アシスタンスサービス(無料)をご利用いただけます。1-800-275-2583へお電話ください。

Persian (Farsi):

توجه: اگر فارسی صحبت می کنید، خدمات ترجمه به صورت رایگان برای شما فراهم می باشد. با شماره 1-800-275-2583 تماس بگیرید.

Navajo: Díí baa akó nínízin: Díí saad bee yánílti'go Diné Bizaad, saad bee áká'ánída'áwo'déé', t'áá jiik'eh. Hódíílnih koji' 1-800-275-2583.

Urdu:

توجہ درکار ہے: اگر آپ اردو زبان بولتے ہیں، تو آپ کے لئے مفت میں زبان معاون خدمات دستیاب ہیں۔ کال کریں 1-800-275-2583

Mon-Khmer, Cambodian:

សូមមេត្តាចាប់អារម្មណ៍: ប្រសិនបើអ្នកនិយាយភាសាមន-ខ្មែរ ឬភាសាខ្មែរ នោះ ជំនួយផ្នែកភាសានឹងមានផ្តល់ជូនដល់លោកអ្នកដោយឥតគិតថ្លៃ។ ទូរសព្ទទៅលេខ 1-800-275-2583។

Discrimination is Against the Law

This Plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. This Plan does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

This Plan provides:

- Free aids and services to people with disabilities to communicate effectively with us, such as: qualified sign language interpreters, and written information in other formats (large print, audio, accessible electronic formats, other formats).
- Free language services to people whose primary language is not English, such as: qualified interpreters and information written in other languages.

If you need these services, contact our Civil Rights Coordinator. If you believe that This Plan has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with our Civil Rights Coordinator. You can file a grievance in the following ways: In person or by mail: ATTN: Civil Rights Coordinator, 1901 Market Street, Philadelphia, PA 19103, By phone: 1-888-377-3933 (TTY: 711) By fax: 215-761-0245, By email: civilrightscordinator@1901market.com. If you need help filing a grievance, our Civil Rights Coordinator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, 1-800-368-1019, 800-537-7697 (TDD). Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.