

## A Short Guide to HSAs

Here's how to open and get started with a health savings account (HSA).



# Getting started with your HSA

Congratulations. By enrolling in your company's high-deductible health plan you become eligible to open and save in a health savings account (HSA) from Optum Bank®, Member FDIC. Here is some information about how an HSA works and directions for getting started.

## What is an HSA?

Think of an HSA as a savings plan for health care you'll need today, tomorrow and into the future. It works like a regular bank account, but you don't pay federal income tax on the money you deposit. When you use your HSA money to pay for qualified medical expenses, you won't pay income taxes on the money, either. You even build your savings into a nest egg for retirement.

Unlike a flexible spending account (FSA), your savings grow from year to year. There's no "use it or lose it" rule. The money is there when you need it. And it's yours to keep.

## Why have an HSA?

An HSA simply helps you plan, save and pay for health care.

### You own it.

The money belongs to you, even deposits made by others, such as an employer or family member. You keep it, even if you change jobs, change health plans or retire.

### It has triple tax benefits.

- Money deposited is federal income tax-free.
- Savings grow tax-free.
- Withdrawals made for qualified expenses are also income tax-free.

### Anyone can contribute.

You, your employer or a loved-one. There are no restrictions on who can put money into your account.

### It's not just for doctor visits.

You can use your HSA to pay for medical needs such as eyeglasses, hearing aids and qualified prescriptions. You can even use your savings to pay for other kinds of health insurance, such as COBRA, long-term care and any health plan coverage you have while receiving unemployment compensation. When you turn 65, you can use HSA savings to pay for any tax deductible health insurance (except for Medicare supplemental insurance).

### You can invest it\*.

Once your balance reaches the designated investment threshold, which is typically around \$2,000, you can begin investing in mutual funds. If you earn money on your investments, you don't pay income tax on that money, either.

### You can save for the future.

By saving in an HSA, you can be ready for expenses due to illness or accident. And, after you turn 65 or enroll in Medicare benefits, you may withdraw money from your HSA for expenses that are not qualified medical expenses without penalty (although you may have to pay income taxes on the withdrawal). Save as much as you can now, and you could have a nice nest egg when you retire.

\*Investments are not FDIC insured, are not guaranteed by Optum Bank®, and may lose value.

## The 5 Stages of Health Saving and Spending

**Good health is a journey. So is saving the money needed to pay for qualified medical expenses.** We've identified five stages accountholders go through when contributing to their health savings account: Decide, Open, Use, Manage and Optimize.



### DECIDE:

Considering an HSA?



### OPEN:

Opened an HSA, but haven't used it yet?



### USE:

Wondering how much to contribute?



### MANAGE:

Want tips for managing your HSA?



### OPTIMIZE:

Ready to turn your HSA into an investment?

## What else you need to know about an HSA

### Eligibility rules apply.

To deposit money into an HSA, you must be enrolled in an HSA-eligible health plan. You are eligible if:

- You are covered under an eligible high-deductible health plan (HDHP).
- You are covered by no other health coverage, unless it is permissible coverage like vision or dental.
- You are not enrolled in Medicare.
- You cannot be claimed as a dependent on someone else's tax return.

Some other restrictions apply. Please consult your tax, benefits or financial advisor.

If you switch to a health plan that makes you ineligible to continue depositing money in an HSA, you may continue to use the money in your account for qualified medical expenses, but you can no longer make deposits.

### Contribution limits are determined every year by the IRS.

For 2016, you can deposit up to \$3,350 if you have individual coverage and \$6,750 if you have a family policy. The IRS also allows you to make an extra catch-up deposit of \$1,000 if you are 55 or older.

You can make contributions all the way up to the tax-filing deadline (usually April 15) and still get tax credit for the previous year.

### It's different than a flexible spending account (FSA).

You may have had a health care FSA in the past. With an FSA, all the money you chose to contribute was available to help pay for eligible expenses on the first day of your plan year.

An HSA works differently. Money grows in your HSA as you (and maybe your employer) deposit money into it. You can only use your debit card or online bill pay for qualified expenses if you have enough money in the account to cover the cost.

While you are growing your HSA savings, you may pay for a qualified medical expense out of your pocket. You can reimburse yourself from your HSA later, after you have enough money in your account. Remember, though, that you can only reimburse yourself for qualified expenses you had after you establish your HSA.

### Keep your receipts.

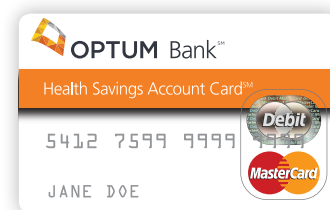
Save all your receipts for qualified medical expenses! If the IRS asks, you must be able to prove that you used your HSA money only to pay or reimburse yourself for qualified medical expenses.

### Paying with your HSA is easy.

- Use your debit card to pay at the pharmacy, doctor's office or elsewhere. You can also order extra cards for covered family members.
- Pay your bills for qualified medical expenses online at **optumbank.com**.
- Pay out of pocket and reimburse yourself. You can do that online or by withdrawing money with your debit card from any ATM with the MasterCard® logo.
- Order Optum Bank checks.

## When should I establish my HSA?

Open your HSA as soon as you are eligible to do so. That way, you can use your HSA to pay or reimburse yourself for qualified medical expenses. You cannot use your HSA to reimburse yourself for medical expenses you had before you established your account.



## Getting started

### 1. Enroll online.

Sign up through your employer by visiting your open enrollment website at [Colorado.gov/dhr/benefit](http://Colorado.gov/dhr/benefit).

### 2. Start saving.

There are several ways to contribute to your account:

- **Payroll deduction:** Have payroll contributions taken out of your paycheck and deposited into your HSA. It's the easiest way to build your savings.
- **Employer contributions:** This year, the State of Colorado will contribute \$60 per month to your HSA when you select the qualifying high deductible health plan (HDHP) with HSA.
- **Electronic deposits:** Log on to [optumbank.com](http://optumbank.com) and make a deposit by transferring money from another bank account.
- **Check:** Mail a check along with a contribution form, available online.
- **Transfer or roll over funds:** If you already have an HSA, you can roll over or transfer funds from that account into your Optum Bank account. Some restrictions apply. Find more information and a rollover/transfer form on our website.

### 3. Be on the lookout.

If you enroll online, you can choose to receive your welcome kit electronically. If you sign up through your employer, you will receive your welcome kit in the mail. Within seven to 10 days, your HSA Debit MasterCard® will arrive by mail in an unmarked envelope.

## Customer service is here to help

### Visit [optumbank.com](http://optumbank.com).

Manage your account, pay bills, download forms and find other helpful HSA information. Be sure to log on monthly to check your statement.

### Call us toll-free at (866) 234-8913.

Friendly, knowledgeable customer care professionals are available from 8 a.m. to 8 p.m. Eastern time, Monday through Friday. Assistance for most foreign-language speakers is also available.

Health savings accounts (HSAs) are individual accounts offered by Optum Bank®, Member FDIC, and are subject to eligibility and restrictions, including but not limited to restrictions on distributions for qualified medical expenses set forth in section 213(d) of the Internal Revenue Code. State taxes may apply. Fees may reduce earnings on account. This communication is not intended as legal or tax advice. Please contact a competent legal or tax professional for personal advice on eligibility, tax treatment and restrictions. Federal and state laws and regulations are subject to change.



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