

CONSUMER DIRECTED

**HealthSelect**<sup>™</sup>



## Health savings account user guide

### **Owning and managing a health savings account (HSA)**



# WELCOME TO YOUR HSA

Your health and your money are two of your most important assets. Consumer Directed HealthSelect health plan, administered by Blue Cross and Blue Shield of Texas, works with your Consumer Directed HealthSelect health savings account (HSA), administered by Optum Bank<sup>®</sup>, Member FDIC, to help you confidently manage both.

This guide is a handy reference for managing your HSA and getting the most out of your health care dollars.

Remember, opening an Optum Bank HSA after enrolling in the Consumer Directed HealthSelect high-deductible health plan allows you to receive the state's monthly contribution to your HSA, if you're eligible.

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# WORKING WITH OPTUM BANK

Become familiar with how your HSA works and make it a part of your plan to save and pay for health care

An HSA paired with a qualified high-deductible health plan (HDHP) helps individuals and families plan, save and pay for health care.

This guide is designed to help you understand the nuts and bolts of managing your HSA. You can use it as needed to find general answers about HSAs and how to manage your account with Optum Bank.

If you are a new account holder, you may want to browse this guide to become familiar with your HSA. Then, file it with your banking information and consult it as needed at important times during the year, such as Summer Enrollment or during tax-filing season.

## Manage your HSA online

You can easily manage your HSA online. Log in to your account through **optumbank.com** to:

- Make deposits
- See how much you have contributed to your HSA year-to-date, and how much more could be contributed according to your plan coverage (individual or family) with the contribution tracker
- Reimburse yourself for qualified medical expenses paid out of pocket
- Check monthly statements
- Download account forms
- Update your email address or change your mailing address
- Manage investment activity\*

## Get the most out of your health care savings

The website also features tools and information to help you maximize the benefits of your HSA, including:

- Information on how to manage your account
- Tax information
- The Health Savings Checkup to help you plan for retirement
- HSA calculators
- Information about the Consumer Directed HealthSelect high-deductible health plan

## An HSA can help you prepare for the future.

If you haven't thought about what health care will cost when you retire, take a few minutes today to find out with the Health Savings Checkup from Optum®.

It only takes a few minutes. You will answer some basic questions about yourself, your retirement goals, your health and your finances. You'll get a picture of your potential retirement health care costs, a personal action plan and a phone number to call to help you put that plan into action.

Go to **healthsavingscheckup.com** to take the Health Savings Checkup.

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

## New account holder checklist

Use this list to make sure you've taken all the first steps to opening and funding your HSA. If you have questions about aspects of managing your account, visit [optumbank.com](http://optumbank.com).

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Open your account at <http://optumbank.com/texasers>.

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Record your account number and file it in a safe place.

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Register online at [optumbank.com](http://optumbank.com).

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Designate a beneficiary for your account. Log in to your account through [optumbank.com](http://optumbank.com). From your account summary page, select “Accounts” to designate or change your beneficiary.

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Log in to your ERS account and sign up for a monthly payroll deduction into your HSA, if you're an active employee.  
**Note:** If you're a retiree, you can't have a monthly deduction from your annuity deposited into your HSA.

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Start saving so you can pay for, or be reimbursed for, qualified medical expenses.

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Activate your Optum Bank Health Savings Account Debit MasterCard.

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Review your account fee schedule and privacy notice included in your welcome kit.

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Become familiar with qualified medical expenses.

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Review how to pay bills online or be reimbursed for qualified expenses paid out of pocket.

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Save all receipts for qualified medical expenses.

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### Don't forget:

- Keep all medical receipts. You can save paper copies or store them online. The convenient online receipt vault allows you to upload images of receipts for qualified medical expenses and then store them within your HSA.
- Track your health care expenses with the expense tracker worksheet on **optumbank.com** or your own money management software.
- Retain all tax documents you receive from Optum Bank for filing your tax returns and maintaining your records.

### Customer service

You can call Optum Bank toll-free at **(800) 791-9361**. Customer service representatives are available from 7 a.m. to 7 p.m. Central time, Monday through Friday. Assistance for most foreign-language speakers is also available.

If you call before or after business hours, our phone service includes many automated options, including:

- Account balance and the last five transactions
- Directions to activate your debit card, or report a lost or stolen card
- Information about managing investments\*
- Instructions for transferring funds by wire

Customer service representatives do not have access to information or data about your Consumer Directed HealthSelect high-deductible health plan or claims. Please contact UnitedHealthcare toll-free at **(866) 336-9371 (TTY 711)**, 8 a.m. to 7 p.m. Central time, Monday through Friday, and 7 a.m. to 3 p.m. Central time on Saturday for that information.

### Communications from Optum Bank

After you open an HSA, we'll send you a welcome kit with your account number, account disclosures and your Optum Bank HSA Debit MasterCard.

After you register on our website, we'll ask you if you want to receive information about your account by mail or electronically. Every year, we'll send you our Annual Privacy Notice using the method you select.

We will also email you our newsletter, *Health Savings News*, with tips for using your HSA and reminders of important deadlines and notices. If you don't want to receive this newsletter, you can follow directions to be removed from our mailing list.

We may email you on occasion with information about servicing your HSA. Please know that we will never ask for personal or confidential information. Your privacy and online security are very important to us.

Log in to your HSA through **optumbank.com** for more information about safeguarding and protecting your security online.

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

## HSA basics

An HSA may help you plan, save and pay for qualified medical expenses. This section covers the benefits of HSAs, who's eligible to open and contribute to an account, what high-deductible health plans are, and some related health insurance terms.

### Eligibility

**After you've enrolled in Consumer Directed HealthSelect, you may be eligible to open an HSA if:**

- You are not covered by any other non-HDHP, such as a spouse's plan, that provides any benefits covered by your HDHP. Exceptions include permissible coverage, such as specific injury insurance or accident, disability, dental, vision or long-term care insurance.
- You are not eligible for Medicare.
- You do not receive health benefits under TRICARE.
- You cannot be claimed as a dependent on another person's tax return.
- You are not covered by a TexFlex health care flexible spending account (health care FSA) in the same plan year. After August 31, TexFlex health care FSA balances of \$25–\$500 will be rolled over to a limited flexible spending account (LFSA) for current health care FSA participants.

**If your circumstances change and you are no longer eligible to contribute to an HSA, you can keep the account as long as you like and use it to pay for qualified medical expenses income tax-free. Other IRS restrictions and exceptions may also apply. We recommend that you consult a tax, legal or financial advisor to discuss your personal circumstances.**

### Benefits of HSAs

**HSAs offer triple tax savings:\***

- The money you put in is tax deductible, up to the IRS-established limits.
- Your savings grow tax-free.
- Any money you take out to pay for qualified medical expenses is income tax-free.

An HSA is like no other savings vehicle now available to taxpayers.

**The money in your HSA is always yours.**

There is no "use it or lose it" rule. All amounts in your HSA are fully vested, and unspent balances in accounts remain there until spent. Your account is portable, too, meaning your money stays put even if you:

- Change jobs
- Change medical coverage
- Become unemployed
- Move to another state
- Get married or divorced

**With an HSA, you are in charge.**

You decide:

- How much you will contribute to your account, up to the allowable annual IRS limit
- When you want to use your savings to pay for, or be reimbursed for, qualified medical expenses
- Whether or not to invest\*\* some of your savings in mutual funds for greater potential long-term growth

\*State tax treatment of HSAs varies. Go to [optumbank.com](http://optumbank.com) or consult your state's department of revenue to find out more.

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

## What is a high-deductible health plan?

The HDHP part of Consumer Directed HealthSelect has an annual in-network deductible of \$2,100 for individual coverage and \$4,200 for family coverage.

The annual out-of-network deductible for individual coverage is \$4,200 and \$8,400 for family coverage.

### **The annual in-network out-of-pocket maximum (including deductibles, copayments and coinsurance) is:**

\$6,450 for individual coverage in 2016; \$6,550 in 2017; \$12,900 for family coverage in 2016; \$13,100 in 2017

The annual out-of-network out-of-pocket maximum is:

\$12,900 for individual coverage in 2016; \$13,100 in 2017; \$25,800 for family coverage in 2016; \$26,200 in 2017

The IRS reviews limits annually. Visit [www.IRS.gov](http://www.IRS.gov) to find out more.

## High-deductible health plans

In order to open and contribute to an HSA, you must enroll in Consumer Directed HealthSelect.

### **The HSA is designed to work with your HDHP to protect you and your family. Here's how an HDHP works:**

#### **You're responsible for paying your non-preventive medical and prescription expenses and will have to satisfy your deductible.**

Your deductible is the maximum amount that you must pay toward your health care before the plan begins to pay for any health or prescription benefits, except preventive care. Consumer Directed HealthSelect has different coinsurance levels for expenses incurred in-network and out-of-network.

#### **You can, if you choose, use HSA funds to pay for the out-of-pocket expenses mentioned above.**

Or, you can reimburse yourself for those expenses sometime later. Make sure to save all receipts! You are responsible for being able to prove, if questioned by the IRS, that you used your HSA only for qualified medical expenses.

#### **After you meet your annual deductible, you are responsible only for a portion of your medical and prescription expenses as outlined below:**

- 20% for in-network health and prescription services (plan pays 80%)
- 40% for out-of-network health and prescription services (plan pays 60%)

**Remember:** Premiums for Consumer Directed HealthSelect will be lower than HealthSelect of Texas and the HMOs. But Consumer Directed HealthSelect participants could end up paying more overall because of the high deductible. The HSA helps participants save money so they're prepared for out-of-pocket health care expenses. Many HSA owners choose to put their premium savings directly into their HSAs to save for the future.

## Example:

### Mark's HSA works with his health plan\*

- Mark is single. He enrolled in Consumer Directed HealthSelect that covers preventive care at 100% and has an annual in-network deductible of \$2,100.
- The costs of his routine physical exam and other preventive care are covered completely by Consumer Directed HealthSelect.
- Mark takes prescription medication on a regular basis. He is responsible for paying for his prescriptions and other medical care until he has paid \$2,100 — the amount of his deductible.
- After that, he is responsible for paying 20% of the cost — what's called coinsurance — until he reaches his plan's out-of-pocket limit of \$6,450 in 2016.



Expense	Charge	What Mark pays	What the plan pays
Annual physical exam	\$500	\$0	\$350*
Medication	\$3,000	\$2,100 + \$180 (deductible + coinsurance)**	\$720
<b>TOTALS</b>	<b>\$3,500</b>	<b>\$2,280</b>	<b>\$1,070</b>

\* Plan covers preventive care 100% if he's using an in-network provider. Plan's negotiated rates with Mark's physician apply.

\*\* Plan calls for 20% coinsurance once the in-network deductible is met, up to maximum out-of-pocket expenses of \$6,450 in 2016.

### Mark opens an HSA

- He elects to have monthly pre-tax payroll deductions in addition to the \$45 monthly contribution from the State of Texas, and has \$3,000 in his HSA.
- His federal tax savings with his HSA are approximately \$980.†
- Even if he uses the HSA to reimburse himself for all of his out-of-pocket expenses, he has still saved that \$980.
- At year-end he has \$720 as a basis for future savings or to help pay for medical expenses the following year.

Keep in mind that with the high-deductible health plan associated with an HSA, Mark will likely pay more out of pocket overall because of the high deductible compared to HealthSelect of Texas and regional HMOs.

HSA deposits	\$3,000
Federal income tax savings on deposits†	\$980
Total out-of-pocket cost (deductible + coinsurance)	\$2,280
<b>Account carries forward</b>	<b>\$720</b>

†Assumes Mark is in the 25% federal tax bracket and lives in a state where HSAs are not taxed. He also saves 7.65% in FICA taxes (Medicare and Social Security).

# OPENING AND FUNDING YOUR HSA

To start saving in an HSA, you must first enroll in Consumer Directed HealthSelect and open an HSA with Optum Bank, Member FDIC. You'll need to open an account to collect the monthly contributions made by the State of Texas. If you're a contributing employee, you can elect to have monthly contributions deducted from your paycheck to help you save for your HSA (retirees don't have the option to have contributions deducted from their annuity). The best way to save is to make a plan — and stick to it.

## How to open an account

- Go to <http://optumbank.com/texasers> and follow the directions to open an account. Have your Consumer Directed HealthSelect information handy.

A welcome kit will be sent to you within 10 business days of the account opening. You also have the option to access the welcome kit electronically.

**Note:** Open your HSA just as soon as you are eligible to do so. That way, you can use your accumulated HSA funds to pay or reimburse yourself for qualified medical expenses. You cannot use your HSA to reimburse yourself for medical expenses you had before your account was opened.

## Funding your account

Once your account is opened, you will be able to log in to your HSA through [optumbank.com](http://optumbank.com) and arrange to make a deposit to your HSA from another bank account, such as a savings or checking account, one time or on a recurring basis.

You can mail a check with a contribution/deposit form available at [optumbank.com](http://optumbank.com). Follow the instructions on the form.

**Note:** Funds are not available until they are posted to your HSA.

## Employer contributions

The State of Texas will make a pre-tax contribution for active employees and retirees on the first of each month.

If you're actively employed, you may elect to have an amount deducted pre-tax from your paycheck and deposited directly into your HSA monthly. This contribution will be made before Social Security, federal and most state income taxes are deducted.

**Note:** Retirees don't have the option to have contributions deducted from their annuity.

## IRA and HSA rollovers

You can make a one-time distribution from your traditional IRA or Roth IRA to your HSA. You must direct your IRA trustee to make the distribution directly into your HSA. The amount cannot exceed how much you are eligible to contribute to an HSA for the tax year. The distribution from your IRA is not included in your income, is not deductible and reduces the amount that can be contributed to your HSA.

You can roll over amounts from Archer medical savings accounts (MSAs) and other HSAs into an HSA. You must roll over the amount within 60 days after the date of receipt. You can make only one rollover contribution to an HSA during a one-year period. Rollovers are not subject to the annual contribution limits.

You can also direct an HSA custodian/administrator to transfer funds directly into another HSA. Such a transfer is not considered a rollover, and there is no limit on the number of such transfers. You do not include the amount transferred in your income for tax purposes, deduct it as a contribution or include it as a distribution from the account.

You can find a rollover/transfer request form at [optumbank.com](http://optumbank.com).

## Who can contribute

### You

You can contribute on a pre-tax basis by electing a specific amount to be deducted monthly from your paycheck. Or, you can make your own deposits and write off your allowable HSA contribution on your personal income tax return as an “above-the-line” deduction.

**Note:** Retirees can’t elect to have a pre-tax contribution deducted from their monthly annuity.

### The State of Texas

If you are an active employee or a retiree, the State of Texas will contribute \$45 monthly for an individual account and \$90 monthly for a family account on a pre-tax basis. Those funds belong to you as soon as they are posted, even if you change jobs or are laid off. Be sure to subtract your employer’s contribution from the annual contribution limits to figure out how much you or others can deposit.

**Note:** Former Legislative Employees, COBRA participants and participants on Leave Without Pay won’t receive the state contribution.

### Other people

Friends, family members or anyone can contribute to your HSA, on your behalf. If a family member or friend makes a contribution to your HSA, you may deduct the contribution amount when filing your annual income taxes, just as if you had deposited the post-tax contribution on your own.

The contributor should write a check payable to you, the HSA owner. Simply fill out a contribution/deposit form (available at [optumbank.com](http://optumbank.com)). Then, attach the check to the form and mail it according to instructions on the form.

## Contribution limits

There are limits, set by law and adjusted annually, for how much you can contribute tax-free to an HSA in a calendar year.

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### 2017 contribution limits

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\$3,400 for individual coverage

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\$6,750 for family coverage

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**Note:** The tax-free contribution limits include state contributions to your HSA.

If you are 55 or older, you can make “**catch-up**” contributions, meaning you can deposit an additional \$1,000. If your spouse is also 55 or older, he or she may establish a separate HSA and make a “catch-up” contribution to that account.

Keep in mind that you can contribute up to the maximum allowed for the year at any time up until the tax-filing deadline (generally April 15) of the following year.

## Contribution tracker

Even though anyone can contribute to your HSA, it is up to you to make sure that you don’t exceed the IRS HSA contribution limits. Optum Bank’s HSA contribution tracker is a handy online tool that can help you do just that. The contribution tracker shows how much you have contributed to your HSA year-to-date, and calculates how much more could be contributed according to your plan coverage (individual or family). You can find the contribution tracker readily accessible on the “HSA Dashboard” once you log in to your account.

## Pro-rated contributions

A job change or other life event may lead you to end your coverage in Consumer Directed HealthSelect during the plan year. In that case, you would need to calculate a pro-rated contribution amount based on your actual months of high-deductible plan coverage.

If your contributions exceed that amount, you can ask your HSA administrator to have excess contributions returned to you. Optumbank.com has a withdrawal/distribution request form for you to use.

### For example:

- The Consumer Directed HealthSelect plan year is September 1 to August 31 (12 months).
- You maintain high-deductible health plan coverage for your family for six months (March through August).
- The IRS maximum contribution limit for family coverage for 2016 is \$6,750.
- Your maximum contribution would be \$3,375 since you only had six months of coverage under an eligible high-deductible health plan [ $\$6,750/12 = \$562.50$  (maximum monthly contribution);  $\$562.50 \times 6 = \$3,375$ ].

If you are 55 or older, catch-up contributions must also be pro-rated using the same formula.

## Mid-year plan enrollment

If you enroll in Consumer Directed HealthSelect during the middle of the plan year, you are eligible to make the entire year's tax-free contribution to your HSA. To do so, you must also continue to participate in a high-deductible health plan for the rest of the year and the entire following year. During this time, you cannot have other health care coverage that would make you ineligible to contribute to an HSA.

## What if...

### ...my total HSA contribution for the year exceeds the IRS limits?

Your excess contributions are subject to standard income tax rates plus a 6% penalty. You can complete and mail or fax a withdrawal/distribution form, available at **optumbank.com**. If you request a refund, there is no penalty as long as the distribution is made before the tax-filing deadline, generally April 15. Earnings on the excess amount are taxable, but the 6% excise tax will not apply as long as the excess contributions and earnings are paid out before the tax-filing deadline.

### ...I have more than one HSA?

You may contribute to all of them, but the total contributions to your accounts cannot exceed the annual maximum contribution limit. Contributions from the state, family members or any other person must be included in the total.

### ...I contributed the maximum annual amount, but I was not covered by Consumer Directed HealthSelect for an entire year?

You are only eligible to contribute to your HSA for the time you were covered by a high-deductible health plan. You can figure that out by pro-rating your maximum contribution — for individual or family coverage — for the part of the year you were covered by a high-deductible plan. You can arrange to withdraw your excess contribution, as described above.

### ...my spouse and I are covered by different health plans?

Your contribution limits are generally determined by the type of high-deductible health plan you have — single or family. Consult a tax advisor regarding your personal situation. You can find out more by visiting **www.IRS.gov**.

## Designating a beneficiary

When you set up an HSA, it is important that you also select a beneficiary. This will ensure that your HSA money is immediately available to your beneficiary upon your death. You may select more than one beneficiary and assign the portion of your account that would go to each.

### What if you don't select a beneficiary?

If you do not specify a beneficiary and you are married, your HSA becomes your spouse's HSA. If you are not married at the time of your death, the funds will go to your estate and the funds may be subject to taxation.

### How do you designate your beneficiary?

Log in to your account through **optumbank.com**. From your account summary page, select "Accounts" to designate or change your beneficiary.

## Example:

### Tim's contributions and tax savings

- Tim has family coverage with Consumer Directed HealthSelect.
- His total contribution maximum for 2016 is \$6,750. Every two weeks, he puts \$259.61 into his HSA.
- Tim's federal tax bracket is 28%.\* Tim lives in Texas, where HSA contributions are not taxed.\*\*
- His total federal and state income tax savings on contributions this year are \$2,227.50.
- Log in to your HSA account at **optumbank.com** to do your own HSA calculations.



\* Please see [www.irs.gov](http://www.irs.gov) to find out your tax bracket.

\*\* Hypothetical example assumes a state tax rate of 5% in Texas. While health savings accounts were created by the federal government, states can choose to follow the federal tax treatment guidelines or establish their own. Some states have chosen to tax HSA contributions. Talk to your financial advisor or consult your state department of revenue for more information. Hypothetical example is for illustrative purposes only. All events, persons and results described herein are entirely fictitious and amounts will vary depending on your unique circumstances. Any resemblance to real events or persons, living or dead, is purely coincidental.

# USING YOUR HSA

You can use your HSA funds to pay for “qualified medical expenses,” even if an expense is not covered by your health plan. For example, few health plans cover the cost of acupuncture, but you can use your HSA to pay for it.

Your HSA dollars are available not only to you, but also to your spouse and eligible dependents, even if they are not covered by your high-deductible health plan.

The list of “qualified medical expenses” is defined by the IRS, and it includes a wide range of dental, vision and medical expenses. You should become generally familiar with the list and consult it as needed to determine if an expense can be paid for with your HSA.

## Qualified medical expenses

Expenses that qualify for payment or reimbursement from your HSA tax-free are defined by federal regulation. The following is a short list of some products and services in this category:

- Doctor office visits
- Prescription medications
- Dental care, including extractions and braces
- Chiropractic services
- Vision care, including contact lenses, prescription sunglasses, even LASIK surgery
- Acupuncture
- Hearing aids (and the batteries, too)

For more information about qualified medical expenses, visit the IRS website at [www.IRS.gov](http://www.IRS.gov) or [optumbank.com](http://optumbank.com).

## Other HSA-qualified expenses

Generally, you cannot use your HSA to pay for health insurance premiums, but there are exceptions. You may use your HSA to pay for:

- Any health plan coverage while receiving federal or state unemployment benefits
- COBRA continuation coverage after leaving employment with a company that offers health insurance coverage
- Eligible long-term care insurance
- Medicare premiums and out-of-pocket expenses, including deductibles, copays and coinsurance for:
  - Part A (hospital and inpatient services)
  - Part B (physician and outpatient services)
  - Part C (Medicare HMO and PPO plans)
  - Part D (prescription drugs)

**Note:** This does not include premiums for a Medicare supplemental policy, such as Medigap.

## Spouse and dependent health care

If you are married, you and your spouse may be covered by different health plans. You may have a domestic partner. If you have children, they may be covered under your plan or your spouse's plan. You may have adult children who are covered by your health plan, as is now allowed until those children reach age 26.

Family situations can vary. Generally, contribution limits to an HSA are determined by the type of coverage — individual or family. Even if your spouse or dependents are not covered by Consumer Directed HealthSelect, you may use your HSA dollars to pay for qualified medical expenses for them.

If you have adult children covered under your health plan, you may not use your HSA to pay or reimburse yourself for their qualified medical expenses if they are not your tax dependents. However, those children may be able to open their own HSAs and contribute up to the limit dictated by the type of health plan they are covered under — individual or family.

Visit [www.IRS.gov](http://www.IRS.gov) or [www.treasury.gov](http://www.treasury.gov) for answers to frequently asked questions on these topics. Consult your tax advisor for guidance on your specific situation.

## Limited flexible spending account

You are not able to participate in a TexFlex health care flexible spending account (health care FSA) if you enroll in Consumer Directed HealthSelect. You may, however, open what's called a limited flexible spending account, administered by TexFlex.

An LFSA can be used only to pay for eligible dental and vision expenses that you may have. An LFSA is not insurance. Visit [www.TexFlexERS.com](http://www.TexFlexERS.com) for more information on LFSAs.

## What if...

### ...I use the money in my HSA for non-qualified expenses?

Any amounts you use for purposes other than to pay for qualified medical expenses are taxable as income and subject to an additional 20% IRS tax penalty. This applies to:

- Medical expenses that are not considered "qualified" under federal law, like elective cosmetic surgery
- Other types of health insurance
- Medicare supplement premiums
- Expenses that are not medical- or health-related

To redeposit funds that have been used in error for non-qualified expenses, complete a withdrawal correction form, available at [optumbank.com](http://optumbank.com).

## Optum Bank Health Savings Account Debit MasterCard

You can use your Optum Bank Health Savings Account Debit MasterCard for direct payment at a doctor's office, pharmacy or any health care facility that accepts MasterCard. In most cases, the card can also be used to pay a bill from a doctor's office or health care facility, provided they accept MasterCard.

You will receive your card in the mail seven to 10 days after opening an HSA. Be sure to activate your card so you can start using it for your qualified medical expenses. You can activate your card using the included toll-free number, and you may obtain your PIN at that time.

With your PIN you can use your Debit MasterCard to withdraw funds at any ATM displaying the MasterCard brand name.\* So, for example, if you go to the doctor and pay for your services out of your own pocket, you can then withdraw money at the ATM to reimburse yourself.

If you would like an additional debit card, you can log in to your account at [optumbank.com](https://optumbank.com) and order one online.

Remember that your HSA Debit MasterCard acts like any other debit card and could incur charges not made by you. Protect yourself against fraudulent charges by routinely checking your HSA statement.

## Lost or stolen Debit MasterCard

If your card is lost or stolen, you can call Optum Bank toll-free at **(800) 791-9361** anytime of the day or night. Our phone system is set up to take this information even after business hours. We will reissue you a new card free of charge. It should arrive by mail within seven to 10 days of reporting a lost or stolen card.

## Paying online

When using your Optum Bank Debit MasterCard to pay for qualified medical expenses online, you receive additional protection of your personal information by using the MasterCard SecureCode™.

A SecureCode, known only to you, validates your identity as the cardholder for online transactions with participating retailers. Here's how it works:

- Each time you make an online purchase with a participating retailer, a window pops up, asking for your SecureCode.
- Correctly enter your SecureCode. This confirms you are the authorized cardholder and your purchase is completed.

**Online retailers cannot see your SecureCode, adding another layer of protection.**

## Obtaining a SecureCode is easy

The next time you use your Optum Bank Debit MasterCard for an online purchase, you will be prompted to register for a SecureCode. Choose your password, briefly provide other requested information identifying yourself and continue to complete your purchase.

When making future online purchases, you will be asked to enter that same SecureCode to complete the transaction.

SecureCodes are required for all your HSA online debit card purchases at participating retailers. More than 350,000 online retailers support SecureCode, and ranks are growing all the time.

\*Optum Bank will charge a \$2.50-per-transaction fee for ATM withdrawals. Fees may also be charged by the ATM owner.

## Online banking and bill payment

Log in to [optumbank.com](https://optumbank.com) and enjoy the convenience of online banking with Optum Bank. You can view recent account activity, link to your investment\* account, if you have one, and view and download your monthly statements.

At the time of application, you agree to receive electronic monthly statements. You can, if you choose, request to have monthly statements mailed to your home. You can opt out of electronic statements by completing and returning a statement delivery change request form, available at [optumbank.com](https://optumbank.com).

## Paying with checks

You may also request HSA checks to use when paying your medical bills. You can order them online when you log in to your account.

## Mobile experience

You can easily access your Optum Bank HSA with your smartphone or tablet and manage your account on the go. The easy-to-read screen allows you to:

- View account balances and transactions
- Make a contribution to your HSA
- Pay a bill
- Access the receipt vault
- Reimburse yourself and more!

## Reimbursing yourself

You may choose to pay for some or all of your medical expenses out of pocket, saving receipts to track your qualified expenditures. Then, at some point in the future, you may reimburse yourself for those expenses. Log in to your HSA and select "Reimburse Yourself." You'll be able to choose to set up an electronic funds transfer (EFT) from Optum Bank to your savings or checking account at another bank. Or, you can ask us to send you a check by mail. You may also use paper checks, if you have purchased them, or withdraw money with your debit card from an ATM to reimburse yourself.

When you reimburse yourself is completely up to you. It can be weeks, months or even years after you've paid for the qualified medical expenses. You must, however, have retained the receipts for the qualified medical expenses in the event the IRS inquires, and the expenses must have been incurred after the date when you established your HSA.

## Disbursement limits

Optum Bank limits your ATM withdrawals to \$300 within a 24-hour period.

## Receipt vault

Optum Bank's receipt vault is an easy online tool that helps you keep track of your receipts and stay organized. It allows you to upload images of receipts for qualified medical expenses and then store them within your HSA. You can easily organize and manage your receipts from your smartphone, tablet or desktop. This makes it easy to maintain your records in the event of an IRS audit.

### Things to keep in mind when paying your medical bills:

- If paying a bill with your Optum Bank Debit MasterCard, with online bill payment or by check, you must have sufficient funds available in your account to cover the cost.
- You can wait until your balance grows and reimburse yourself for costs you paid out of pocket. (Remember: save your receipts.)
- The true cost of your medical expense may be discounted if your doctor is in your health plan's network. It's best to wait until after the claim is filed and the insurance company notifies you of how much you are responsible for before using your HSA funds to pay.

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

## Example:

### Julie's visit to the doctor

- Julie gives her Consumer Directed HealthSelect ID card to the office personnel. The card contains information about her high-deductible health plan.
- The doctor prescribes medication. He consults with Julie on her medical coverage, and he prescribes a generic medication.
- Julie takes the prescription to her pharmacy. She pays the network-negotiated rate for her prescription using her Optum Bank HSA Debit MasterCard.
- After her visit, the doctor's office submits the claim to Julie's plan to find out the amount she will need to pay. Julie's plan will pay the doctor according to negotiated rates.
- Julie receives a statement or explanation of benefits (EOB) from her plan. The EOB indicates the amount due to her doctor and detailing her deductible and other information.
- Julie has the option to use funds in her HSA to pay the bill, or she can choose to pay out of pocket and save her HSA funds for future expenses.
- Julie decides to use her HSA funds. She uses online bill payment through **optumbank.com** to send payment to her doctor.



### What if...

#### **...my doctor's office isn't familiar with HSAs and high-deductible health plans?**

When you visit your doctor, present your Consumer Directed HealthSelect ID card to the person who verifies your insurance information. He or she can contact Optum Bank if they need additional information about the high-deductible health plan.

# TAX BENEFITS AND INFORMATION

With an HSA, you are in charge of your account — not your employer, not your health insurance company, not your bank. You get the benefit of three major tax savings:

- Money put into the account is exempt from federal income tax.
- Balances grow tax-free.
- Withdrawals to pay for qualified health expenses are income tax-free.

Remember that there is no “use it or lose it” rule with HSAs — the money is yours to keep. This means you are also responsible for tracking your expenses and reporting to the IRS and your state revenue department when filing your federal and state income tax returns.

## Reporting to the IRS

You are responsible for saving receipts and keeping track of all expenses paid from your HSA funds, in case you need to prove to the IRS that distributions from the HSA were for qualified medical expenses.

You can download an expense tracking worksheet from **optumbank.com** to help you maintain your records. Or, use your own money management software.

If you use your HSA funds to pay for goods or services that aren't qualified medical expenses, you are responsible for reporting that to the IRS, paying income taxes on the amount and possibly an additional 20% tax penalty. You will need to consult your tax advisor.

For detailed information about tax reporting with your HSA, visit the U.S. Internal Revenue Service website at **www.IRS.gov**.

## Important forms

For tax purposes, there are three important forms. Samples are available at [optumbank.com](http://optumbank.com):

### IRS Form 1099-SA

This form provides you with the total distributions that were made from your HSA. You will receive a separate 1099-SA for each type of distribution you had in that tax year. The five types of distributions are: normal, excess contribution removal, death, disability and prohibited transaction. If you did not have distributions during the tax year, you will not receive a 1099.

### IRS Form 5498-SA

This form provides you with the contributions that you made to your HSA in a particular tax year. Account holders have the right to make contributions to their HSA for a tax year until April 15 of the following year.

### IRS Form 8889

This is the HSA contribution form for you to complete and attach to your IRS 1040 Form to report year-to-date contributions and distributions from your HSA.

## State tax information

While HSAs were created by the federal government, states can choose to follow the federal tax treatment guidelines or establish their own.

Eligible HSA contributions are not taxed by most states, but they are taxed in Alabama, California and New Jersey. Please consult your tax advisor or state department of revenue for more information.

## Withdrawals after age 65 or upon becoming disabled

After you turn 65 or become entitled to Medicare, you may withdraw money from your HSA for non-medical purposes without penalty. The withdrawal is treated as retirement income and is subject to normal income tax. The same holds true if you become disabled before age 65: you are not liable for the 20% penalty and the withdrawals are treated as income.

## What if...

### ...I am no longer covered by an HSA-qualifying annual deductible health plan?

Then you cannot continue to contribute to your HSA, but you can use your tax-free HSA funds to pay for qualified medical expenses for as long as there is money in the account.

In short, the money in your HSA is yours to keep.

# GROWING YOUR MONEY

There are time-tested principles of saving money: start early, make regular deposits and set a goal for every year. The same wisdom applies to HSAs. Not only will your deposits grow, but your tax savings will, too. Remember: Every dollar you put into your HSA up to the contribution limit is federal income tax-free.

## Earnings and fees

Your HSA may earn interest at tiered rates. Interest rates and annual percentage yields (APYs) vary and are subject to change at any time. Fees may reduce earnings on your account. To find out your current interest rate, log in to your account at [optumbank.com](https://optumbank.com). Your interest rate can be found on your monthly statement.

Accounts are subject to a monthly maintenance fee to cover use of the Optum Bank HSA Debit MasterCard and online bill payment. If you have a health plan and an HSA through work, your employer may cover the cost of monthly fees; check with your employer to find out its policy. You may also refer to the fee schedule that is included with your HSA welcome kit.

## Investment opportunities\*

Once your deposit account reaches a designated value, known as the investment threshold, you may, if you choose, set up a separate investment account to invest a portion of your savings in mutual funds.

### Guidelines for transferring money from your deposit account into an investment account include:

- You must retain at least the minimum investment threshold balance in your HSA deposit account at the time of a transfer.
- Funds must be invested in increments of \$100 or more.
- You can make trades online or by phone with our interactive voice response (IVR) system.
- Deposit and investment account balances and transactions are viewable online at [optumbank.com](https://optumbank.com).
- A monthly investment fee may apply.

To view the standard list of mutual fund investments, visit [optumbank.com](https://optumbank.com). Your employer may offer different investments through its benefits plan; check with your benefits administrator to find out more.

## Investment tools and information

Links from your HSA through [optumbank.com](https://optumbank.com) provide you with investment information and tools, including:

- Fund prospectuses
- Morningstar® information for each mutual fund
- Prospectus summaries, past performance and risk measures for each fund
- Personal rate of return information

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

## Maintaining and redeeming investment accounts\*

If you choose to invest, you will have the option to automatically “sweep” contributions to your account that exceed the investment threshold into your investment account. You will choose how investments are allocated when you set up your investment account, and you may change your allocations with tools available through [optumbank.com](https://optumbank.com).

Payments for qualified medical expenses can only be made from your deposit (or savings) account. If you want to use money in your investment account to pay for qualified medical expenses, you must first liquidate investments and transfer funds into your deposit account. You can do this online by logging in to your account through [optumbank.com](https://optumbank.com). See the Optum Bank Custodial and Deposit Agreement for more information on liquidation of investments.



## Example:

### Mary's savings grow over time

- Mary deposits \$2,500 per year to her HSA.
- Her average qualified medical expenses per year are \$1,000, making her net contribution per year about \$1,500.
- Mary's tax bracket is 25%.\*\* Mary also saves 7.65% in federal payroll taxes (FICA). Mary lives in Nevada, where there is no state income tax.\*\*\*
- Mary earns 0.20% APY on her savings.†

#### After five years

- Mary's net HSA contribution is \$7,500.
- Her federal income tax savings (on her HSA contributions) are \$4,081.25.
- Her earnings on her HSA are \$15.02.
- Her tax savings (on HSA earnings) are \$3.76.

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Mary has **\$7,515.02** saved for qualified medical expenses.

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#### After 15 years

- Mary's net HSA contribution is \$22,500.
- Her federal income tax savings (on her HSA contributions) are \$12,243.75.
- Her earnings on her HSA are \$360.00.
- Her tax savings (on HSA earnings) are \$90.00.

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Mary has **\$22,860.00** saved for qualified medical expenses, even those she has in retirement.

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\*\*Please see [www.irs.gov](https://www.irs.gov) to find out your tax bracket.

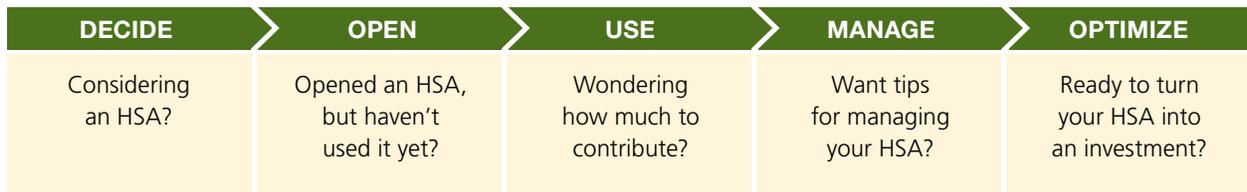
\*\*\*Talk to your financial advisor or consult your state department of revenue for more information about your state's taxation policies.

†Example presumes an unchanging Annual Percentage Yield (APY) of 0.20% over a 12-month period. Current interest rates are variable and may change at any time. They may be higher or lower than the example shows. Fees may reduce earnings on account.

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# The five 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 account holders go through when owning a health savings account: Decide, Open, Use, Manage and Optimize.



## How can you progress to the next stage?

1. Make sure you're contributing the maximum amount allowed each year. For 2017, you can contribute up to the IRS limits of \$3,400 if you have individual coverage or \$6,750 if you have family coverage. Contribution limits are increased by \$1,000 for eligible individuals ages 55 or older.
2. Log in to **optumbank.com**, access Optum Bank HSA and take the Health Savings Checkup to find out if you are saving enough in your HSA.
3. Check out Optum Bank's receipt vault, a helpful tool that will allow you to upload images of your receipts to your HSA.

To learn more about the five stages, visit [optumbank.com/optumHSAstages](https://optumbank.com/optumHSAstages).

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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.

Hypothetical examples used throughout this guide are for illustrative purposes only. They are presented strictly for educational purposes and do not reflect an actual plan design or personal situation. All events, persons and results described are entirely fictitious, and amounts will vary depending on your unique circumstances. Any resemblance to real persons or events, living or dead, is purely coincidental. Current rates are variable and may change at any time. Please consult your benefits administrator or a tax, legal or financial advisor about your own personal situation.



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The Employees Retirement System of Texas (ERS) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex. ERS provides free language aids and services, such as: written information in other formats (large print, audio, accessible electronic formats, other formats) qualified interpreters and written information in other languages.

If you need these services, call: 1-877-275-4377, TDD: 711.

If you believe that ERS 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 by mail, fax or email:

Mail: Section 1557 Coordinator, Employees Retirement System of Texas, P.O. Box 13207, Austin, Texas 78711

Fax: 512-867-3480

Email: 1557coordinator@ers.state.tx.us

For more information, visit: <http://www.ers.texas.gov>

You can also file a civil rights complaint with the U.S. Department of Health and Human Services online, by mail or by phone at:

Online: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>

Complaint forms are available at: <http://www.hhs.gov/ocr/office/file/index.html>

Mail: U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201

Phone: 1-800-368-1019, 800-537-7697 (TDD)

ERS provides language assistance at no cost to you. For help, please call the ERS main number.

L'ERS vous offre une aide linguistique gratuite. Pour obtenir de l'aide, veuillez composer le numéro principal de l'ERS.

ERS તમને કોઇપણ ખર્ચ ભાષા સહાય પૂરી પાડે છે. મદદ માટે, ERS મુખ્ય નંબર પર ફોન કરો.

ERSは無料で言語補助を提供しています。補助が必要な場合は、ERSの主番号にお電話ください。

ERS ໃຫ້ ການຊ່ວຍເຫຼືອ ອດ ການພາສາໂດຍທຳ ການບໍ ລິ ສິ ສາ ອ ກ າ ພ ອ ຂ ອ ວ າ ມ ຊ ອ ຍ ຫ ຼ ອ ອ ກ າ ນ າ ໂ ທ ຫ າ ບ ຫ ອ ອ ງ ກ າ ນ ໃ ຫ ອ ຍ ຂ ອ ງ ERS.

ERS proporciona asistencia de idioma sin costo para usted. Para obtener ayuda, llame al número principal de ERS.

يألمحتت أن نود لكل ةويوغلل ةدعاسملا ERS رفوت مقرلاب لاصتال اىجزي، ةدعاسملا لىل ةلوصحلل. فيلكت ERS- لىس يىزل

ددم - ے اتارک مہارف ددم یک ن ابز یں تمفم وک پآ ERS یں ریک لاک رپ ر ب من لصا کے ERS یں ل کے

ERS 會為您免費提供語言協助。如需協助，請撥打 ERS 總機號碼。

Die Sprachassistenzen von ERS stehen Ihnen kostenlos zur Verfügung. Um Hilfe zu erhalten, wählen Sie bitte die ERS-Hauptnummer.

ERS आपको बिना किसी लागत के भाषा सहायता प्रदान करता है। मदद के लिए, कृपया ERS के मुख्य नंबर पर कॉल करें।

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Nagbibigay ang ERS ng libreng tulong sa wika. Upang makatanggap ng tulong, pakitawagan ang pangunahing numero ng ERS.

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ERS cung cấp hỗ trợ ngôn ngữ miễn phí cho quý vị. Để được trợ giúp, vui lòng gọi số chính của ERS.

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