

Medical Mutual[®] Health Savings Account (HSA)

Welcome Kit

Thank you for opening your Medical Mutual HSA. Your HSA lets you save, invest and spend money for qualified medical expenses on a tax-advantaged basis.* Your money grows tax-free and unused HSA dollars roll over from year to year. Review this information to learn more about your HSA and take important next steps to get the most from your account.

Access Your Account

We make it easy to manage your HSA through My Health Plan[®], our secure member website. My Health Plan gives you access to both your Medical Mutual health and HSA benefits from one location, with one password.

To access your HSA:

1. Go to [MedMutual.com/Member](https://www.MedMutual.com/Member)
2. Log in or register for a My Health Plan account
3. Click My Spending Accounts under the Claims & Balances tab or the My Spending Accounts icon under Quick Links
4. Accept the Terms and click Agree and Go

Once signed in, you'll be able to:

- View account and investment balances
- Access current and historical activity and balances
- Monitor contribution limits
- Use the HSA bill pay option to pay yourself or a provider
- Establish account alerts
- Report and re-issue lost or stolen debit cards
- View account owner information
- Utilize contribution features to set up electronic transfers
- Review investment options

AccountLink Mobile App

Access your Medical Mutual HSA on the go with Medical Mutual's AccountLink Mobile App. AccountLink lets you manage your Medical Mutual HSA, view your account balance and profile information; submit an expense through the HSA bill pay feature; and much more from your mobile device. Download the AccountLink app today for free from the Apple App Store[®] or Google Play[™] by searching for AccountLink.

You will need your Medical Mutual Employer ID and Employee ID to register the app. This information is found by logging in to My Health Plan at [MedMutual.com/Member](https://www.MedMutual.com/Member). A message promoting the AccountLink app will show your specific Employer ID and your Employee ID. Please use this information to create your mobile app account.

* Not all qualified medical expenses may be covered under your high-deductible health plan (HDHP). Please refer to your Summary Plan Description for health plan details.

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Confirm Your Statement Selection

You may elect to receive paper or electronic statements for your HSA information. Electronic statements are free and provide a secure, convenient and environmentally friendly way to access your HSA statements. By default, your account is set up for you to receive electronic statements. You can elect to receive paper statements only or both paper and electronic statements. Please note that fees will apply for paper statements. Click [here](#) to review all fees. To change your statement selection, follow the directions below.

Once logged in to your account:

- Click on the three-line menu icon at the top left of the page
- Click on My Accounts and select Benefit Account Summary
- Click on Statements in the Account Resources section under Medical Mutual HSA
- Click Delivery Preferences to change your delivery method
- Click Submit

Select a Beneficiary for Your HSA

Make sure to name a beneficiary for your HSA by logging in to your account and following these steps:

- Click on the three-line menu icon at the top left of the page
- Click on My Accounts and select Benefit Account Summary
- Click on View Beneficiaries in the Account Resources section under Medical Mutual HSA

Funding Your Account

The first step to using your HSA is to fund your account. You or your employer may make contributions to your HSA. Regardless of your employment status, you have options when funding your account.

Self-Contributions: Contribute directly from a personal checking or savings account. Your contributions can be taken as a tax deduction on your federal 1040 tax form, or you can mail a contribution to WealthCare Saver. Click below to learn more about making direct contributions from your personal checking account.

[Funding Guide for After-Tax Contributions.](#)

You can also complete and mail an HSA Contribution form. Click [here](#) to download the form.

Employer contributions: Employer contributions are not taxable to the employee, nor are they subject to employment taxes, such as Social Security payroll taxes or the federal portion of taxes that finance unemployment benefits. Your employer will report contributions to your HSA on your W-2.

Rollover contributions: Rollover contributions are moving the funds from one HSA to another, but the funds are sent to you rather than directly from one HSA custodian to another. You have 60 days to get the funds back into your new HSA without incurring taxes or penalties.

Sole proprietor: If you are a sole proprietor of a business, you are treated the same as an individual who makes their own HSA contributions. You can deduct your own HSA contributions and health insurance payments from your personal income tax returns. Sole proprietors cannot deduct HSA contributions as a business expense.

Transfers from one trustee to another: Trustee-to-trustee transfers are transfers of account balances directly from one HSA to another. Transfers from other HSAs into an HSA are permitted, as long as you are the owner of both accounts. Click [here](#) to download the HSA Transfer of Assets form.

Maximizing Your Contributions

Contributing the maximum allowable amount helps you get the most from your HSA. Your maximum contribution includes both your contributions and any employer contributions. Your balance rolls over year-to-year and grows tax free. All the money in your HSA remains yours even if you leave your qualifying health plan, your employer, or retire.

HSA Contribution Limits	2022
HSA contribution (single)	\$3,650
HSA contribution (family)	\$7,300
Catch-up contribution*	\$1,000

*Participants age 55 or older may make additional contributions above the set HSA maximum. Catch-up contributions can be made any time during the year in which the HSA participant turns 55.

Please note: You will have excess contributions if the contributions to the HSA for the year are greater than the IRS limits. Excess contributions are not deductible. Excess contributions made by your employer are not included in your gross income. If the excess contribution is not included in Box 1 of Form W-2, you must report the excess as “Other income” on your tax return. Always consult your tax advisor with questions about your HSA contributions.

Use Your HSA Funds

You can use your HSA funds to pay for qualified expenses, such as:

- Medical
- Dental
- Vision
- Prescriptions
- Medical Equipment
- Chiropractic

This [list](#) includes common examples of qualified medical expenses. The IRS may modify this list. For a complete list, visit [irs.gov](https://www.irs.gov) and search for Publication 502, Medical and Dental Expenses. If you use your HSA funds for non-qualified medical expenses and are under the age of 65, you may incur a 20 percent penalty and owe income taxes on the amount used. After the age of 65, funds can be used for any expense with no penalty, but you may still owe income taxes on those funds.

Medical Mutual Debit Card

Your HSA comes with a Medical Mutual debit card that allows you to use the funds in your account without having to submit claims or wait for reimbursement. You can use your debit card where accepted, such as the pharmacy or doctor’s office or when submitting payment for paper or online bills.

You can also use your HSA online bill pay feature to pay for a healthcare expense or to reimburse yourself for an out-of-pocket medical expense. Log in to your account and click on the three-line menu icon at the top left of the page, then click My Accounts and select HSA Bill Pay to manage your HSA funds.

Recordkeeping for Tax Purposes

You are responsible for retaining your statements with your HSA records and all receipts for qualified medical expenses. Online statements are available for 18 months. It’s recommended that you track your expenses and payments and keep receipts for all your medical expenses for at least three years for tax-reporting purposes.

Tax Information

WealthCare Saver will send you the following:

- **Form 1099 SA** – By Jan. 31st and shows your annual distributions
- **5498 SA** – By May 31st and shows your annual contributions

Changes That Will Affect Your HSA

If you change to a non-HSA compatible Medical Mutual health insurance plan, you will no longer be able to contribute to your HSA. However, you can use your Medical Mutual debit card to access any remaining funds in your account to pay for qualified medical expenses.

If you change to a new health insurance plan with another health insurance company, your Medical Mutual debit card will be replaced with an WealthCare Saver debit card and any remaining funds will stay with your HSA account. You can use the WealthCare Saver debit card to access any remaining funds in your account to pay for qualified medical expenses. Check with your new health insurance company to see if your new plan is HSA-compatible. Always consult your tax advisor with questions about your HSA distributions.

Please note: Once you enroll in any part of Medicare, you are no longer eligible to contribute to your HSA.

HSA Investment Options

When your HSA exceeds the \$1,000 balance threshold, an HSA Investments link will become available under the HSA tab of your HSA online account. This link will give you the option to self-enroll for WealthCare Saver investment account. Click [here](#) to learn more about setting up your investment account. Click [here](#) to learn more about investment fees.

Note: It is your responsibility to manage your funds based on your needs. Be sure to keep enough money in your HSA to cover any expected expenses. If you need to pay for planned or unexpected eligible healthcare expenses from your HSA, you may need to move money from your investment account back to your HSA to have funds available for payment.

Current Fees for the Medical Mutual HSA

Fee Type	Fee Cost
Administration fee	\$0.00
Account closure outgoing transfer (trustee to trustee) fee	Up to \$25.00
Paper statement fee*	Up to \$1.50 per statement

Questions

If you have questions about your HSA, please call Medical Mutual at 1-800-522-2037.