

Medical Mutual Health Savings Account (HSA)

Member Guide

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 how to get the most from your account.

Access Your Account

Managing your HSA is easy through My Health Plan, our secure member website. My Health Plan gives you access to both your Medical Mutual health plan and HSA benefits from one location, with one password.

To access your HSA:

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

Once you're 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
- 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. Manage your HSA, view your account balance, pay an expense through the HSA bill pay feature, and more from your mobile device. Download the free AccountLink app by searching "AccountLink" in the App Store® or Google Play™.

You will need your Medical Mutual Employer ID and Employee ID to create your mobile app account. To find this information, log in to My Health Plan. A message promoting the AccountLink app will show your specific Employer ID and Employee ID.

* 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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Choose How to Receive Your Statements

Your account is automatically set up for you to receive electronic statements. Electronic statements are free, secure, convenient and environmentally friendly. You can elect to receive paper statements only or both paper and electronic statements. Please note that [fees will apply](#) for paper statements. Here's how to change your statement selection:

Log in to My Health Plan, and then:

- 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

Protect your HSA funds by naming a beneficiary for your HSA account. Here's how:

- 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 add funds to your account. You or your employer may make contributions. Regardless of your employment status, you have options on how to fund 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. Review our [Funding Guide for After-Tax Contributions](#) to learn more about making direct contributions from your personal checking or savings account.

You can also download, complete and mail an [HSA Contribution 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 the moving of HSA funds from one HSA to another. The funds are sent directly to you rather than to your HSA custodian. You have 60 days to deposit 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. 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, change employers, or retire.

HSA Contribution Limits	2024
HSA contribution (single)	\$4,150
HSA contribution (family)	\$8,300
Catch-up contribution*	\$1,000

Please note: You will have excess contributions if your annual contributions to the HSA 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 contributions are 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

Here are some 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 of funds 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 paying 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.

Recordkeeping for Tax Purposes

You are responsible for retaining your HSA statements and all receipts. Online statements are available on My Health Plan for 18 months. It’s recommended that you track your expenses and payments and keep receipts for all your qualified medical expenses for at least three years.

Tax Information

WealthCare Saver will send you the following:

- **Form 1099 SA** (shows your annual distributions) – by Jan. 31 of each year
- **5498 SA** (shows your annual contributions) – by May 31 of each year

If you currently receive your tax information by mail and wish to view your documents online, you will need to select Electronic Only delivery by following these steps:

1. Go to 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.
5. Click on the three-line menu icon at the top left of the page.
6. Click on My Accounts.
7. Click on Benefit Account Summary.
8. Click on Tax Forms in the Account Resources section under Medical Mutual HSA.
9. Select Electronic Only and follow the steps to view your documents as PDFs.

Note: Due to Medical Mutual changing banking partners in 2022, you may have two HSAs listed in the Benefit Account Summary section – one HSA named “Medical Mutual Health Savings Account (WCS)” and one HSA named “Medical Mutual Health Savings Account (HSA)”.

Please review the Tax Forms section under each of the accounts (if applicable) for your appropriate tax forms. You will only have a 1099-SA if you spent money from the specific HSA.

Changes That Will Affect Your HSA

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

If you change to a new health plan with another health insurance company, your Medical Mutual debit card will be replaced with a WealthCare Saver debit card. You can use the WealthCare Saver debit card to access any remaining funds in your HSA 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.

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 appear under the HSA tab in your My Health Plan account. This link will give you the option to self-enroll for WealthCare Saver investment account.

Learn more about [setting up your investment account](#).

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 don't have enough funds in your HSA account to cover your expenses, you can move money from your investment account back to your HSA.

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

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