



HSA End-of-Year Reminders



YOUR INFO

Your tax documents will be mailed to you. Now is the time to make sure HSA Bank has received any needed updates, such as a new address or name change to ensure timely receipt and accuracy of your tax documents. All of these edits or updates can be made by logging in to HSA Bank's Member Website.

- Address updates can be completed by clicking "Update Profile" in the Profile tab.
- You can fill out the Name Change Form under the Tools & Support section of the Education & Support tab.
- You can add an Authorized Signer by clicking "Add Authorized Signer" under the Profile tab.
- To designate or update your beneficiary online, click on "Add Beneficiary" or "View/Update" under the Profile tab.



CONTRIBUTIONS

You can view the annual IRS contribution limits for an HSA at hsabank.com/irs-guidelines. Now is the time to review your year-to-date contribution totals to make sure you are maximizing your tax savings and that you will not over-contribute to your account.

- Accountholders 55 years of age or older can add a \$1,000 catch-up contribution to the above limits.
- If you have already over-contributed, the excess contributions and earnings must be removed to avoid paying penalties to the IRS. This can be accomplished by completing the Excess Contribution Removal Form.* To obtain the form, please call the number on the back of your Health Benefits Debit Card.
- If you had changes in your health plan coverage this year, you may need to prorate the contributions based on the months of each type of coverage.
- You can contribute for the current year until the tax filing deadline. Be sure to clearly indicate the tax year on your contribution. If not indicated, contributions will be posted for the current year.
- Contributions can easily be scheduled online in the Member Website.



TAX DOCUMENTS

Your tax documents will be issued either via mail or posted in the Member Website based on your delivery preference on record with HSA Bank.

- The 1099-SA reports all distributions/withdrawals from your HSA.
- The 5498-SA form reports all current-year contributions to your HSA.
- For tax filing, you can obtain your year-end contribution information by logging in to the Member Website, navigating to the Accounts tab, and clicking on "HSA Contributions by Tax Year." By clicking on "View Example," you will be shown how to calculate your year-to-date totals.

*HSA Bank advises you seek counsel from a qualified tax advisor before processing excess-contribution removals.



Please call the number on the back of your HSA Bank debit card or visit us at www.hsabank.com

