



FIFTH THIRD
BANK

administered by



CHARDSNYDER™
Benefit Solutions



Using Your Health Savings Account

It's Money in the Bank For Your Family's Healthcare

Your Health Savings Account works with an IRS-approved High Deductible Health Plan (HDHP). It allows you to use tax-free dollars to pay your health professional or reimburse yourself for eligible out-of-pocket medical costs not covered by your insurance.

Use the Fifth Third HSA Mobile App to:

- **Review your plan activity.** See all your transactions including your payment history and balance.
- **Pay your service provider.** Send a check to your doctor or dentist.
- **Reimburse yourself.** Send a payment to yourself (if you paid for the expense).

Use the Website to do the Above, Plus:

- **Manage your personal profile.** Update your address and other contact information.
- **Manage beneficiary information.** Name or change beneficiaries, provide contact information.
- **Track your expenses.** Enter and export expense information. See charges by family member, provider or within specific date ranges.
- **Manage investments.** Monitor your balance and change your investments.
- **Access and print documents.** Print forms required to file your annual taxes.

How to Log in to Your Account

Desktop Log In

1. Go to 53hsa.com
2. Click the "Existing User Login" icon
3. Click *Continue* on the "Leaving Fifth Third Bank" page
4. Enter your user name and password. If this is the first time you are logging into your account, enter the user name and password provided by your benefits department.

Mobile App Log In

1. Download the Fifth Third HSA Mobile app from your app store
2. Click the icon for the app
3. Enter the Username and Password from your online account

Confirming That You Are Eligible for a Health Savings Account

If all of the following statements are true for you (not requirements for your spouse), you are eligible to enroll in a Health Savings Account:

- I am not participating in another health plan (spousal plan, individual policy) that is not an eligible High Deductible Health Plan
- My spouse is not enrolled in a healthcare plan (includes any Health Reimbursement Arrangement offered by an employer) that provides me with benefits before I have met the IRS minimum deductible for the year
- There is a \$0 balance in both my and/or my spouse's full healthcare Flexible Spending Accounts during a Grace Period. The plan year for the account(s) is over and there is \$0 balance to carry over to next year.
- My health plan does not provide services that require a co-pay before my healthcare plan deductible amount is reached
- I do not receive Medicare benefits of any kind
- I have not received healthcare benefits (other than dental, vision, preventive or for a service-connected disability) from the Veterans Administration (TRICARE) within the last three months (including prescriptions)

Making Contributions to Your HSA

Each year you may make contributions to your HSA up to the annual limit set by the IRS.

- Your employer will deduct tax-free money from your pay and deposit it to your account. This means you will not pay federal income tax or social security taxes on those dollars. In most states you will not pay state taxes either. Check [IRS.gov](https://www.irs.gov) to find out if your state allows this.
- You may change the amount of your contribution as often as your employer allows
- After you turn 55 you are allowed to make an additional \$1,000 catch-up contribution each tax year to maximize your savings
- Once you are covered by Medicare you must stop making contributions to your HSA. You may continue to use the money you have saved without tax penalties.

Make sure that you do not over-contribute:

- If you and your spouse each contribute through different employers, you may divide the IRS annual family limit for the year however you like. If either employer contributes to your HSA, make sure you include those contributions in the total for your maximum allowed annual contribution.
- If you contribute too much, call customer service for assistance (888.350.5353) as soon as you become aware of the problem. We may be able to help you avoid penalties and additional paperwork.
- See the IRS website, [IRS.gov](https://www.irs.gov), for further information

Tips for a Successful Health Savings Account

- Keep account banking records, invoices and receipts with each year's federal tax return
- Complete IRS Form 8889 (available at [IRS.gov](https://www.irs.gov)) and attach it to your annual tax return
- Fifth Third will send you two forms to make your tax records complete:
 - IRS Form 1099-SA which shows the amount you spent from your account during the year, and
 - IRS Form 5498-SA to show the amount you deposited for the year

Starting Late in the Calendar Year

If you are eligible, you may open your HSA any time up to December 1 and still contribute up to the maximum for the full year if you are covered by an IRS approved High Deductible Health Plan (HDHP). Contributions may be made until the annual IRS tax filing date without extensions (usually April 15).

If you were not covered by an approved HDHP for the entire year, but are covered by one on December 1, under the Last Month Rule you may still contribute the maximum allowed amount. Under this rule you must stay HSA-eligible for a 13-month period (from December 1 of the year you enroll to December 31 of the following year).

If you become ineligible during this 13-month period you will have to pay a 10% penalty plus taxes on the total contributions that would not have been made except for the Last Month Rule.

2021 Maximum Contribution

Individual	\$3,600
Family	\$7,200
Ages 55+ (Catch-up)	\$1,000

FIND annual IRS maximums at [IRS.gov](https://www.irs.gov)

Transfer Money From an Existing HSA to Your New Fifth Third HSA

If you have another health savings account and would like to transfer funds to your new Fifth Third HSA, there are several important things you need to do.

First, you must complete your company's benefit enrollment and bank application processes. Your Fifth Third HSA must be open before you can deposit or access money.

Next, decide if you want to move the entire balance of your other health savings account to your new account. Your current bank may charge a fee to close your original account or a monthly service charge to keep it open. If this occurs, check with the bank for additional details.

If you decide to complete the transfer, use the following process:

- Confirm that your Fifth Third HSA is open and active
 - Go to **53hsa.com**, log in and view your balance. If you have money in your account, it is active.
 - Receiving your Multi-Benefit card through the mail is not a guarantee that your account is active
- Complete and forward the Fifth Third transfer form (available on **53hsa.com**) to the bank currently holding your funds
- The original bank writes a check for the amount of your request and sends it directly to Fifth Third to be deposited into your account
- Your funds are not available from either account while they are in transit
- It may take up to 60 days to complete the entire process

You will receive tax documents from each bank that has held health savings account funds during the calendar year.

You Can Invest Your HSA Savings

Your HSA account offers the option of self-directed mutual fund investments to help you grow your healthcare savings for future need.

You should decide how much money you want to keep readily available in your interest-bearing account and set a threshold for that amount. You may choose to set your threshold from \$2,000 up.

Review the current list of available mutual funds on **53hsa.com** and choose the funds in which you want to invest. Once you have set your threshold and chosen your investments, any money you contribute over the threshold will sweep into the investments of your choice in \$100 increments with no further action required.

If your interest-bearing account falls more than \$100 below your threshold, the bank will sweep funds out of your investment account back into your interest-bearing account.

Your Multi-Benefit card may be used for amounts up to the threshold you have set for your interest-bearing account.

To set up your investments, go to **53hsa.com** and log in to your account.

A small quarterly fee, calculated as a percentage of your total investments, will be charged to your account. The bank acts solely as custodian with any mutual funds being offered and sold through a registered broker-dealer by prospectus only. Past performance of investments is no indication or assurance of future performance. As with all investments, mutual funds involve risk. The investment return and principal value will fluctuate so that shares, when redeemed, may be worth more or less than their original cost. Read the prospectus carefully before you invest. Some funds have a redemption fee under certain circumstances.

Mutual fund investments are not FDIC insured, and are not guaranteed by Chard Snyder or Fifth Third Bank.

Using Your Fifth Third Multi-Benefit Card®

Using your Multi-Benefit Card® at a Store

Pay for eligible expenses with your Multi-Benefit card. Your card is very smart and recognizes eligible expenses at most stores.

1. Swipe your card at the checkout
2. If you have eligible purchases and enough money in your account to pay for them, the amount of those purchases will be deducted automatically from your account
3. Save your receipts with your annual tax documents to verify that your expenses comply with IRS guidelines in case you are audited

Pay a Vendor's Bill Online

To pay a bill online:

1. Go to 53hsa.com and log in to your account
2. Choose *Make HSA Transaction* from the *I want to...* box
3. Choose *My HSA* from the *From* drop-down. Click *Next*.
4. Choose *Someone Else* from the *To* drop-down. Click *Next*.
5. Enter the Payee Details as requested. Click *Next*.
6. Choose *One-time* or *Schedule* under *Transaction Schedule*. Click *Next*.
7. Enter the transaction details requested. Click *Next*.
8. Read Terms & Conditions then click that you have done so
9. Click *Submit*

Reimburse Yourself by Transferring Funds to Your Personal Checking or Savings Account

To transfer funds to another account:

1. Go to 53hsa.com and log in to your account
2. Choose *Make HSA Transaction* from the *I want to...* box
3. Choose *My HSA* from the *From* drop-down. Click *Next*.
4. Choose your bank account from the *To* drop-down or change your account by clicking *Update Bank Account*. Click *Next*.
5. Choose *One-time* or *Schedule* under *Transaction Schedule*. Click *Next*.
6. Enter the transaction details requested. Click *Next*.
7. Read Terms & Conditions then click that you have done so
8. Click *Submit*

Remember:

under IRS guidelines to have proof that all money paid from your HSA account was for eligible medical expenses.



Using your Multi-Benefit Card at the Doctor's, Dentist's or Optical Office

- The charges provided at the time of service do not reflect any discounts negotiated by your insurance company. Use your card to pay for these services after you receive an Explanation of Benefits (EOB) from your insurance company.
- Compare the EOB with your provider's invoice to confirm that you are paying the correct amount. Write your Multi-Card number in the space provided for a card payment on the invoice and send it back to your provider or pay your provider online.
- If your provider requires payment at the time of service, pay a minimum amount and the balance after you receive your EOB
- Keep your EOB and a copy of your paid invoice with your tax records

Email questions to

53askpenny@chard-snyder.com

LOSE YOUR MULTI-BENEFIT CARD? Call or email Customer Service

Updating Personal Information Online

Updating Personal Information Online

You can easily keep your personal and banking information up-to-date yourself through the website:

1. Log in to your account as usual (see instructions)
2. Go to the *Profile* tab
3. Click *Update Profile*
4. Click appropriate links (in blue) to add a dependent, update dependent details, add new beneficiaries or update or add a new bank account

Did You Forget Your Password or Your User Name?

No problem...just go to 53hsa.com, and:

1. Click the *Forgot Username?* or *Forgot Password?* link
2. Enter the requested information
3. The system will send you a temporary password or user name so that you may log in. You will be prompted to change your temporary login the next time you use the system.

Using Your HSA With a Limited Flexible Spending Account or a Dependent Daycare Account

You may use your HSA with a Limited Flexible Spending Account if it is offered through your employer. A Limited Flexible Spending Account may be used for vision and dental expenses.

Using your Limited Flexible Spending Account for eye wear, eye exams, contact lens solution and dental expenses such as dentures, braces, and fillings will stretch your tax-free health-care dollars. Money that you do not spend from your HSA will stay there until you need it.

A Flexible Spending Account for dependent daycare does not affect your use of your HSA.



Your Email Address... It's Important

Be sure to provide your email address in order to receive a monthly reminder when your statement is available online.

You may enter or change your email address on your computer or mobile device:

- Log in to your account
- Click on Profile
- Click Update Profile and enter your new email

If we do not have your email address we are required to mail you a paper copy. If you choose to receive paper copies of statements and disclosures, a monthly fee will be charged to your account.

It's Confidential

Your personal information is encrypted to protect it from unauthorized access.

Email questions to

53askpenny@chard-snyder.com

Save on All These Healthcare Expenses...

Wondering if it's an eligible expense? Go to 53hsa.com and click on *Resources*, choose *HSA Resources*, *HSA Tools & Calculators* and then *Eligible HSA Expenses* to find out if your expense is eligible. Below are some examples:

Acupuncture	Learning disability
Alcoholism / drug addiction treatment	Long term care premiums
Artificial limbs	Medical monitoring devices
Artificial teeth	Medical services
Braille books / magazines	Medicare premiums
Childbirth classes	Operations / surgery
Chiropractors	Optometrist
COBRA premiums	Orthodontia
Co-insurance / co-pays	Osteopath
Contact lenses / solution	Physical exams (non-employment)
Crutches	Physical therapy
Deductibles	Prescriptions
Dental treatment	Private hospital room
Eye exams / eyeglasses	Psychiatric care (prescribed)
Fitness classes (prescribed)	Retiree medical premiums
Fluoridation treatments	Sales tax (on eligible expenses)
Guide dog	Smoking cessation (prescribed)
Health insurance premiums (while you are on unemployment)	Speech training
Hearing aid / batteries	Transplants
Hospital services	Vaccines
Insulin	Weight loss programs (prescribed)
Laboratory fees	Wheelchair
Lasik surgery	X-ray fees
	And more

Plus, Over-the-Counter Items...

You may purchase eligible over-the-counter items that are not considered a drug or a medicine such as bandages, wound care, contact lens solution, etc.

Over-the-counter drugs and medicines such as ibuprofen, acetaminophen or cough syrup are eligible expenses with a prescription from your doctor. **You should keep your prescription and your receipt with your tax records.**

What Happens When You Leave Your Job or Become Ineligible for the Benefit?

If you leave your current place of employment or become ineligible for an HSA:

- You may choose to keep your HSA account with Fifth Third. There will be an administration charge of \$3.50 per month subtracted from your account.
- You may continue to make withdrawals for eligible expenses
- You may continue to manage the investments in your HSA account and draw interest on your balance
- If you enroll in another eligible High Deductible Health Plan, you may continue to make contributions
- There is a \$25 fee if you choose to close your account

Expense Tracker

- Enter your expenses
- View and print reports
- View by type of service, provider or date range



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