



THE
EASY GUIDE
TO USING YOUR
HEALTH SAVINGS ACCOUNT



You have an HSA ... now what?

The Aetna Open Access Managed Choice HDHP plan allows you to set up a health savings account (HSA) through Health Equity.

That sounds great, but how do you use it? This Easy Guide will give you the information you need to become an HSA expert and manage your account with ease.

A photograph of a woman in a purple shirt cooking at a stove in a modern kitchen. A young child is in the foreground, focused on a cookie cutter on the counter. The kitchen is well-lit with white cabinets and a wooden island.

Whose expenses are eligible?

- You can use your HSA to pay for qualified expenses for yourself, your spouse, and children who are and your legal tax dependents (listed on your federal income tax return).
 - Note that while you can cover your adult children up to age 26 on your health plan, you cannot use your HSA to pay for their care if they are not your tax dependent.
- If you cover your domestic partner on the HDHP, you may not use your HSA for your partner's expenses (and vice versa). If eligible, your partner may also set up their own HSA. You may each contribute up to the full family amount.

Don't forget to designate a beneficiary for your HSA balance and keep it up to date if your family situation changes.

Maximize your dollars



Your HSA is all yours, so the less you spend, the more you will have for expenses down the road. Here are some tips for getting the most out of your dollars.

[At the doctor's office](#)

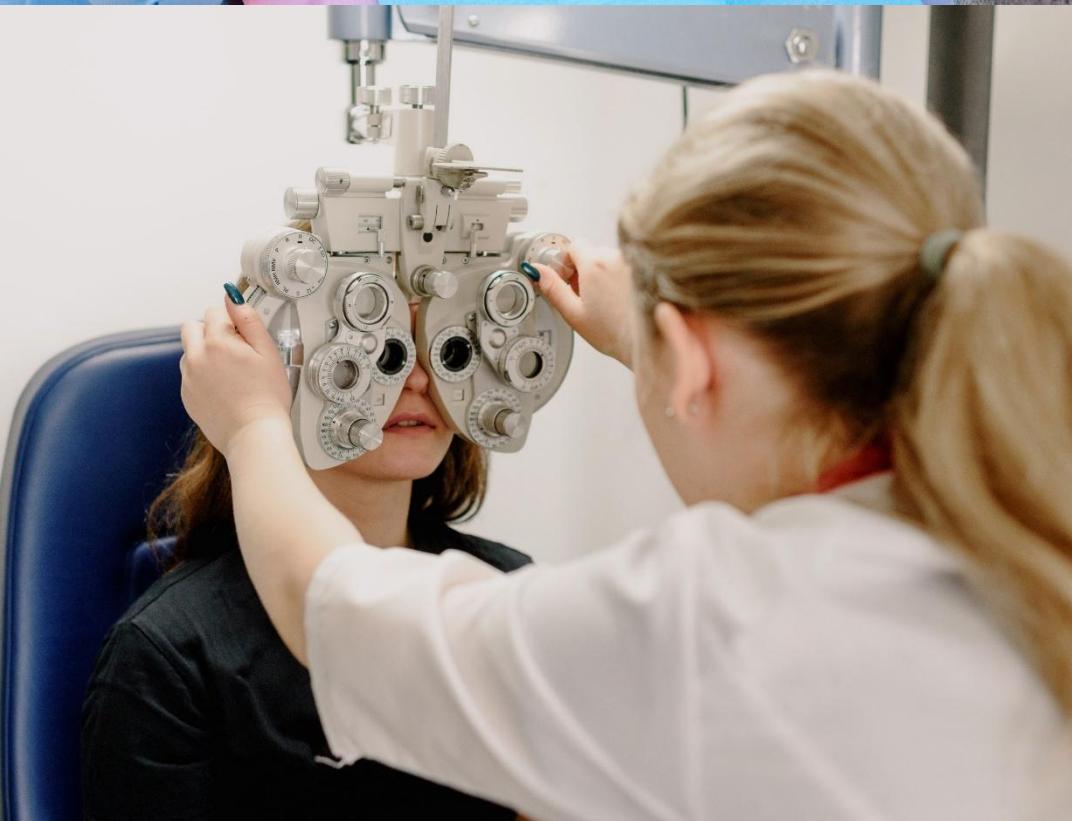
Stick with in-network providers. In-network providers will file a claim with Aetna. This helps you in two ways:

1. It limits the amount you have to pay, because your cost will be capped at the negotiated rate for participating providers.
2. It also ensures that your costs are properly credited toward your deductible.

Out-of-network providers may expect YOU to file a claim with Aetna, or ask you to pay for services when you receive them before your claim is processed with Aetna.

Going out of network can be much more expensive. You are responsible for paying all charges above what the insurance company will pay, and there are no limits on what the out-of-network provider can charge.

[Don't forget that in-network preventive care visits are free and can uncover potential health problems before they're serious—and expensive!](#)



Save on dental and vision expenses

Don't forget that you can use your HSA for dental and vision expenses too!

You can keep your dental and vision expenses down by visiting in-network providers.

Take advantage of any "second pair" discounts that your vision plan may provide, especially if you need prescription sunglasses or computer glasses.

Did you know that most tooth and gum problems can be prevented by daily care and regular dental visits?

Dental preventive care visits are free, making them an excellent money-saving strategy!

Keep your pharmacy costs down

- ✓ **Go generic.** Ask your doctor if a generic version is available. A generic is the same formula as the brand name drug, at a fraction of the cost.
- ✓ **Shop around.** The same drug may be different prices at different pharmacies. Use your carrier's app or website or goodrx.com to find the lowest price at a pharmacy near you.
- ✓ **Use mail order.** If you take a medication for a chronic / ongoing condition, save money and time by using Aetna's mail order program. You can get a 90-day supply in the mail for the cost of a 60-day supply at the pharmacy.

 Want more prescription drug tips? Watch this video!



Tax-free for ELIGIBLE expenses

Avoid tax penalties

Use your HSA for only eligible medical, dental and vision expenses. You can use your account for some over-the-counter (OTC) items. Some OTC items are eligible only with a prescription from your doctor.

You're responsible

If you spend or withdraw money from your HSA and you do not use that money for eligible medical expenses, you'll need to report it on your tax return, and you will be responsible for paying income taxes on that amount, **plus a 20% penalty.**

If you cover adult children

While you can cover dependent children on your health plan up to age 26, this does not extend to HSA spending. When your adult child is no longer a tax dependent, any HSA distributions for the child would be subject to taxes and penalties.

[Click this box for more details about HSA Savings](#)

Common Eligible Expenses

- Acupuncture
- Alcoholism treatment
- Ambulance
- Artificial limb
- Birth control pills
- Blood pressure monitoring device
- Breast pumps and related supplies

- Chiropractic care
- Dental treatment
- Dentures
- Diagnostic services
- Drug addiction treatment
- Eye examination, eye glasses, reading glasses, contacts
- Family planning items
- Fertility treatment
- Hearing aids
- Hospital services
- Immunization
- Insulin and diabetic supplies and medications
- Laboratory fees
- Laser eye surgery
- Medical testing devices
- Menstrual care products
- Nursing services
- Obstetrical expenses
- Orthodontia (not cosmetic)
- Oxygen
- Physical therapy
- Prescription drugs
- Psychiatric care
- Smoking cessation program
- Surgery
- Telehealth services
- Transportation for medical care
- Wheelchair, walkers, crutches and canes

Many over-the-counter products are HSA-eligible, including things like allergy medicines and feminine hygiene products. Look for a more comprehensive list on the HSA administrator website.



How can I
spend my
HSA?

Eligible
Expenses

Ineligible
Expenses



Paying with your HSA

If your provider bills you

1 **Wait until you have received your insurance statement** from Aetna. Compare the amount you owe on the bill and your statement to make sure it matches. If the bill says you owe more than it shows on the statement, contact Aetna or your medical provider to resolve any issues.

2 **Once you're sure your bill is correct**, the most convenient method is to pay using your HSA debit card.

3 **Don't forget to save a copy** of your insurance statement and your bill. If you paid electronically, note the date, amount and how you paid. File the statement and bill together for your records.



Three HSA stories

Your HSA is flexible and you can adapt it to fit your needs at any stage in your life. Here are a few examples.

Anand: Savvy tax saver

Anand contributes \$1,500 to his HSA through pre-tax payroll deductions. His tax rate is 15%, so that's \$225 in tax savings.

He has an unexpected accident and gets a hospital bill for \$2,500. Before paying the bill, he deposits \$1,000 from his savings account (post-tax) into his HSA. Then he pays the bill with his HSA debit card.

Anand can claim the \$1,000 post-tax contribution as a tax deduction when he files his taxes. By paying with his HSA, he saves an additional \$150 on taxes, for a total savings of \$375.



Karen: Timing is everything

Karen has been contributing to her HSA for more than five years, but her healthcare costs are generally fairly low. She pays for her doctor visits, prescriptions, and contacts from her regular bank account as those expenses occur.

She adds up her receipts for the past three years and realizes that they total \$2,500! Because these costs were for eligible healthcare expenses, she is entitled to take out that amount from her HSA without taxes or penalties.

Once she's reimbursed herself for those medical expenses, she realizes she almost has enough money in her budget for an engagement ring for her partner.

(Shhh ... don't ruin the surprise!)



Tina: Saving for retirement

Tina leads a healthy lifestyle and spends about \$1,000 per year on healthcare expenses, but she contributes \$3,000 a year to her HSA. She also receives the AVID Employer contribution into her account. *

She invests her balance in the investment options provided with the account and on average receives a 5% rate of return. If she doesn't have any jumbo healthcare expenses, at the end of 20 years, she'll have around \$70,000 in her HSA.

After age 65, Tina can use this money to pay for healthcare expenses, tax-free, or for normal living expenses subject to her regular tax rate at the time.

Did you know that healthcare may be your biggest expense after retirement?

Estimate your
retirement healthcare
costs

*Avid's Employer contribution can change from year to year.

What if I have a limited purpose healthcare FSA?

First of all, congratulations! You're really maximizing your tax savings opportunities! You need to remember a few important points.



LIMITED PURPOSE HEALTHCARE FSA

- For eligible dental and vision expenses **only**—you cannot have a general purpose FSA with an HSA – nor can your spouse.
- Contribute up to \$3,400 per year.
- You can't change your FSA contribution amount mid-year unless you have a qualifying life event.
- Expenses must be incurred between January 1st and December 31st and claims must be submitted for reimbursement no later than 60 days (March 1st) following end of the plan year. If you don't spend all the money in your account, you can rollover up to \$680 for the 2026 plan year. Any funds above \$680 will be forfeited.

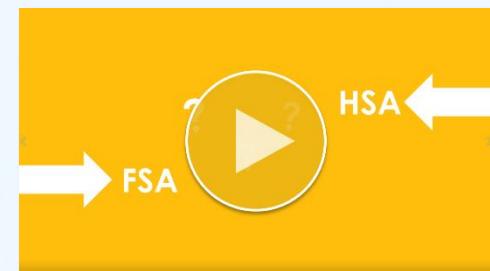
You can use your FSA for your dental and vision expenses only so please plan your spending carefully. We don't want you to forfeit any FSA dollars at the end of the year.

HEALTH SAVINGS ACCOUNT

- For eligible medical, dental and vision expenses.
- Contribute up to \$4,400 (individual) or \$8,750 (family) per year, including contributions from AVID Center. And an additional \$1,000 is allowed each year if you are over age 55
- You can change your pre-tax payroll deduction amount at any time during the year or make a post-tax contribution directly into your HSA before April 15.
- Balance rolls over from year to year and never expires. It is yours to keep if you leave the company.



Confused about the differences between HSA and FSA? This video should clear that right up!





Frequently Asked Questions

How do I get access to my HSA money?

After you open your account, you will receive a debit card. To use your card as a debit card, you will need to establish a PIN. Instructions will be provided when you receive your card. There may be a fee for additional debit cards.

Where can I use my HSA debit card?

You can use your HSA debit card to pay for doctor visits at the time of the appointment or for qualified items at a pharmacy or other retailer as long as it is for a qualified medical expense.

You can also use your HSA debit card to withdraw cash from an ATM to reimburse yourself for expenses you paid out-of-pocket (a transaction fee may apply).

How do I make deposits to my HSA?

- 1. Payroll deductions:** You can have a set amount deposited (pre-tax) to your HSA from every paycheck.
- 2. Payroll deductions / Lump Sum:** Do you know you will have a large expense that you would like to pay for with pre tax HSA funds but you currently don't have enough money in your account. You can specify a one-time lump sum deposit into your HSA account. Please set this up with Human Resources.
- 3. Online deposits:** Log in to your account on InspiraFinancial.com to make a one-time or repeating deposit to your HSA from a checking or savings account.

More FAQs

How can I manage my HSA and check my balance?

You can check your HSA balance after you create an account on InspiraFinancial.com, where you will have secure, 24/7 access to your real-time account balances and transaction history. Visit the Member page page to view other features to help you manage your HSA account.

Can I invest my HSA balance?

Yes. After your balance reaches \$1,000, you can invest it in a wide range of securities, including mutual funds, stocks, bonds and more. You can transfer funds between your HSA cash and investment accounts on InspiraFinancial.com OR by contacting customer service at 844-729-3539.

Is there a mobile app?

Yes. HealthEquity Mobile App is available for both Android and Apple devices. Before you can use the app, you must create a username and password on InspiraFinancial.com. Without a registered account, you will not be able to access your account on the app.



How do I transfer an existing HSA?

If you already have an HSA at another institution and would like to transfer the balance to your new HSA Banking partner, you can find the instructions on InspiraFinancial.com.

What do I need to provide when I file my taxes?

You will need IRS Form 1099-SA, which provides you with the information to complete Form 8889, which you submit with your tax return. You do not need to provide your receipts with your tax return.

What if I am no longer covered by a high deductible health plan (HDHP)?

You always own your HSA funds, even if you change your health plan or employer. If at some point you are no longer covered by an HDHP, you still have access to your funds and can use them to pay for IRS-qualified medical expenses; however, you are no longer eligible to make contributions to your HSA.

Refer to the Inspira Financial website for additional information.

Helpful Resources

Click on any of the items below for more information.



[Find a Aetna network doctor](#)

[WEX FSA website](#)

[Log in to your Inspira Financial account](#)

[GoodRx](#)

[Have you checked prescription prices on goodrx.com?](#)

You can't combine GoodRx coupons with insurance to lower your copay. However, you can use a GoodRx discount **instead** of your prescription insurance if the cost is lower. Aetna will not allow you to submit GoodRx receipts for credit towards your deductible and other policy limits. Before you shop, consider whether you'll be close to meeting your deductible this year and decide whether the GoodRx discounts or the deductible credits (from paying the plan's copay) will save you more money in the long run.

