



HEALTH SAVINGS ACCOUNT

..... *Your tomorrow, today*

What is a Health Savings Account?

A Health Savings Account (HSA) works with your High Deductible Health Plan (HDHP). It allows you to use pretax dollars to pay your health professional or reimburse yourself for eligible out-of-pocket medical costs not covered by your insurance. You'll save 25 to 40% on every dollar in your account and increase your spendable income.

Your HSA:

- **Is your money.** Funds in your account stay with you, even if you change employers or stop working.
- **Pays medical expenses.** Use for eligible expenses your health insurance doesn't cover.
- **Reduces your taxable income.** Your money is not taxed when you contribute nor when you spend on eligible medical expenses.
- **Grows with you.** As your balance grows, you may invest in mutual funds yielding even more tax-free earnings.
- **Helps you plan for the future.** After you turn 65, you may use your HSA Advantage account for non-medical expenses without penalty—paying only the income tax at your regular rate. (As long as you are enrolled in the HDHP and **not** enrolled in Medicare, you may continue to make payroll contributions to the account as well.)



Money used for eligible healthcare expenses is always tax free.

* 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 WEX Inc.

You Can Invest Your HSA Advantage™ Savings

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

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 \$1,000 up.

Review the current list of available mutual funds on the Chard Snyder website 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, HSA Advantage will sweep funds out of your investment account back into your interest-bearing account.

Your Benefit Card may be used for amounts up to the threshold you have set for your interest-bearing account. To set up your investments, follow these steps:

- **Go to** [PeopleFirst.MyFlorida.com](https://www.PeopleFirst.MyFlorida.com).
- **Click** on the *Chard Snyder* quick link to go to the portal.
- **Go** to the *Accounts* tab; then choose *Manage Investments* in the drop down menu.
- **Follow** the steps to set up your investments.

Are You Eligible for an HSA?

See the chart below to confirm that you are eligible to enroll or contribute money into an HSA Advantage™ account. Money in any previous HSA may continue to be used for eligible expenses at any time.

Required	Yes	No
You are enrolled in one of the state's HDHPs that meets IRS minimum requirements for single and family deductibles.	✓	
You Are Eligible if Any of the Following Are True		
You have a \$0 balance in your and/or your spouse's Healthcare FSA and both plan year(s) are over.	✓	
You receive Veterans Affairs medical benefits for a service-connected disability or your spouse receives VA benefits.	✓	
Your children and/or spouse have health coverage under an insurance plan that is not a qualified HDHP (including Medicare).	✓	
You are enrolled in dental, vision, disability and/or long-term care insurance.	✓	
You are enrolled in a Limited Purpose FSA for dental, vision, and preventive care expenses and/or in a Dependent Care FSA.	✓	
Your HDHP plan pays 100% of preventive care even before your deductible is met.	✓	
You Are Not Eligible if Any of the Following Are True		
You are enrolled in Social Security, Medicare, Medicaid, or are listed as a dependent on someone else's tax return.		✓
You have carried over a balance in your and/or your spouse's Healthcare FSA, you have a balance during a Healthcare FSA grace period or the plan year for you and/or your spouse is not over.		✓
You have received healthcare benefits (other than dental, vision, preventive or service related) from the Veterans Affairs (TRICARE) within the last three months (including prescriptions).		✓
Your spouse is enrolled in a healthcare plan (includes any health reimbursement arrangement offered by an employer) that provides you with benefits before you have met the IRS minimum deductible for the year.		✓
You have contributed the annual federally-set limit to another HSA or medical savings account (MSA) this year.		✓

Employees must be covered by one of the State's HDHP options—either the high deductible PPO or the high deductible HMO.



Email questions to FloridaAskPenny@chard-snyder.com.

For security reasons, please do not send claims or personal information through email.

Health Savings Account Getting Started

Your HSA with Chard Snyder, HSA Advantage™, is a personal bank account that belongs to you. It is used in combination with an eligible HDHP. (See additional eligibility information on page 26.) Once your enrollment is complete and your identity has been confirmed, your account will be automatically opened for you. If additional information is needed during the identity verification process, Chard Snyder will contact you. Your account must be open before you can deposit or access money.



In accordance with the USA PATRIOT Act, banks are required to confirm your identity before your account can be opened. Be aware you may be asked to provide support in the form of a driver's license or other legal proof of your identity.



You may deposit money into your HSA Advantage personal bank account up to the annual limit set by the IRS for single or family plans. There's also a \$1,000 catch up contribution for those age 55 and over.



You can log in to People First any time you want to change your pretax annual election amount. You can't set the annual election amount to be a number that is less than the amount that you have already contributed at the time of the change or go over the federally-set annual limit.



You'll receive two Chard Snyder Benefit Cards by first class U.S. mail delivery, one for you and one for another family member. Remember, like any other bank account, you may only spend up to your current balance.

Tips for Success



Keep account banking records, invoices and receipts with each year's federal tax return.

- Complete IRS Form 8889 and attach it to your annual tax return.
- Look out for forms that Chard Snyder will create to make your tax records complete. The following will be generated and posted in the Chard Snyder Portal:
 - » IRS Form 1099-SA, which shows the amount you spent from your account during the year, and
 - » IRS Form 5498-SA, which shows the amount you deposited for the year.

Email questions to
FloridaAskPenny@chard-snyder.com.

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Save on Healthcare Expenses



Wondering if it's an eligible expense? Go to PeopleFirst.MyFlorida.com and click on the *Chard Snyder* quick link to go to the portal. Then click on the *Tools & Support* tab to find the Eligible Expenses Table to see a complete list of eligible expenses. Below is a short version of the official list.

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

Plus, New Eligible Items...

Over-the-counter medicines, menstrual hygiene products, face masks, hand sanitizer and sanitizing wipes can be purchased using your HSA.

Expense Tracker

The Expense Tracker, located in the Chard Snyder Portal and also available in the mobile app, allows you to do the following:

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

Remember:



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

**KEEP your receipts with your tax records for the year.
That way, you will always be able to find them.**

Health Savings Account Making Contributions

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

- If you enroll in a high deductible HMO or PPO and elect an HSA, the state will make a contribution of up to \$500 (annually) for an individual with single coverage or \$1,000 (annually) for an individual with family coverage. You must be an active, full-time or part-time employee to qualify for the State's contribution.
- The State of Florida will also deduct pretax money from your pay and deposit it to your account, if desired. This means you will not pay federal income tax or Social Security taxes on those dollars.
- You do not have to make a contribution to your HSA to receive the State's contribution. You must simply enroll in a High Deductible Health Plan (HDHP) and elect to have an HSA. The State's contribution is made each pay period over the course of a calendar year, in equal amounts. Even if you are not sure that you want to contribute to an HSA beginning in January, you may wish to enroll to ensure you receive the State's contribution.
- You may change the amount of your contribution by logging in to the People First website at PeopleFirst.MyFlorida.com or contact the People First Service Center by phone at 1-866-663-4735; TTY 1-866-221-0268. Specialists are available Monday through Friday, 8 am through 6 pm ET.
- 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 or you are receiving Social Security benefits, you must stop making contributions to your HSA Advantage account. 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.
- When you and your spouse both have an HSA and participate in the spouse program, each will receive half of the State's family contribution amount and each of you may contribute up to half of the IRS maximum for a family.
- If you contribute too much, call Chard Snyder for assistance as soon as you become aware of the problem. We may be able to help you avoid penalties and additional paperwork.
- See IRS.gov for further information.

Starting Late in the Calendar Year

If you are eligible, you may open your HSA Advantage account any time through December 1 and still contribute up to the maximum for the full year if you are covered by an IRS-approved HDHP. You may contribute 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.

2025 Maximum Contribution



Individual	\$4,300
Family	\$8,550
Age 55 & up	\$1,000 catch-up

The Chard Snyder Benefit Card Saves Cash

You can keep your cash in your pocket when you pay with your Chard Snyder Benefit Card. The card helps you follow IRS rules by allowing purchases only at locations that provide eligible services or merchandise. The Benefit Card is smarter than the average card and recognizes which items are eligible at most places that sell over-the-counter healthcare merchandise.

Using Your Chard Snyder Benefit Card at a Store

Pay for eligible expenses with your Benefit Card. The card is very smart and recognizes eligible expenses at most stores.

1. **Give** the cashier your card.
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, follow these steps:

1. **Go** to PeopleFirst.MyFlorida.com.
2. **Click** on the *Chard Snyder* quick link to go to the portal.
3. **Choose** *Send Payment* under the *I Want To:* section.
4. **Choose** *My HSA* in the *From* drop-down. Click *Next*.
5. **Choose** *Someone Else* from the *To* drop-down. Click *Next*.
6. **Enter** the *Payee Details* as requested. Click *Next*.
7. **Choose** *One-time* or *Schedule* under Transaction Schedule. Click *Next*.
8. **Enter** the transaction details requested. Click *Next*.
9. **Read** Terms & Conditions, and then click that you have done so.
10. **Click** *Submit*.

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

To transfer funds to another account, do the following:

1. **Go** to PeopleFirst.MyFlorida.com.
2. **Click** on the *Chard Snyder* quick link to go to the portal.
3. **Choose** *Send Payment* under the *I Want To:* section.
4. **Choose** *My HSA* in the *From* drop-down. Click *Next*.
5. **Choose** your bank account from the *To* drop-down or change your account by clicking *Update Bank Account*. 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, and then click that you have done so.
9. **Click** *Submit*.



Keep Good Records and Save Your Receipts



The IRS may require you to prove that money taken from your HSA Advantage account was used for eligible expenses, so keep your proof with your tax information for at least three years. Your proof may be an Explanation of Benefits (EOB), bill or receipt, but not a canceled check or debit card receipt. Your EOB, bill or receipt must provide the date of the expense, a description of the item or service, the name of the store or provider and the amount you paid. Your expenses must occur after your plan begins and your bank account is open.

If Your Benefit Card is Lost or Stolen:

Call 855-824-9284

Go to: Chard Snyder Portal / Tools & Support / Report Card Lost or Stolen

Send an email to FloridaAskPenny@chard-snyder.com.

Health Savings Account Annual Expenses Worksheet

	Actual Expenses Last Year	Estimated Expenses New Year
High Deductible Health Plans		
<u>Expenses toward plan deductible</u>		
Prescriptions	\$ _____	\$ _____
Physician visits	\$ _____	\$ _____
Hospital	\$ _____	\$ _____
Laboratory/testing	\$ _____	\$ _____
Miscellaneous Health expenses not covered by insurance		
Over-the-counter	\$ _____	\$ _____
Dental		
<u>Co-pays / expenses</u>		
Dental visits	\$ _____	\$ _____
Fillings	\$ _____	\$ _____
Major work (root canals, crowns, dentures, etc.)	\$ _____	\$ _____
Orthodontia (braces)	\$ _____	\$ _____
Vision		
<u>Eye examination</u>		
Eye examination	\$ _____	\$ _____
Eyeglasses	\$ _____	\$ _____
Contact lenses and solution	\$ _____	\$ _____
LASIK surgery	\$ _____	\$ _____
Other expenses	\$ _____	\$ _____
Hearing		
<u>Hearing examination</u>		
Hearing examination	\$ _____	\$ _____
Hearing aid	\$ _____	\$ _____
Miscellaneous Dental, Vision and Hearing expenses not covered by insurance		
Over-the-counter	\$ _____	\$ _____
Additional contribution to maximize annual savings	\$ _____	\$ _____
Total annual amounts	\$ _____	\$ _____

Eligible Expenses



Use your Health Savings Account funds to pay for a variety of expenses for you, your spouse, and your dependents, but keep in mind the IRS has specific rules about expenses that are eligible.

Go to PeopleFirst.MyFlorida.com and click on the *Chard Snyder* quick link to go to the portal. Then click on the *Tools & Support* tab to find the Eligible Expenses Table to see a complete list of eligible expenses.

Email questions to
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Health Savings Account Complimentary Plans

If you enrolled in a High Deductible Health Plan (HDHP) and have a Health Savings Account (HSA), you might think there is no reason to also participate in a Flexible Spending Account (FSA). Not true! Limited Purpose and Dependent Care FSA plans offer two more great ways to save 25 to 40 percent in taxes on every dollar spent on the following expenses.

Limited Purpose FSA Saves on Vision, Dental, and Preventive Care Expenses

Enroll in the Limited Purpose FSA to save on dental, orthodontia, vision, and preventive care expenses for everyone in your family. You can buy a new pair of glasses, pay for your child's dental braces or have a root canal without using your HSA savings. Plus, you can spend up to the full amount of your FSA before it's in your account. Pay with the Chard Snyder Benefit Card and you may not even have to file a claim.

Limited Purpose FSA Expenses

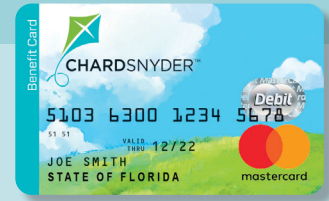
- Eye exams
- Glasses
- Contacts
- Lens solution
- LASIK surgery
- Vision co-insurance
- Orthodontia
- Dental treatments
- Dental deductibles
- Dental visits
- Allergy Shots
- Diagnostic Procedures
- Routine Prenatal Care
- Well Child Visits

Dependent Care FSA Saves Money While You Work

While your HSA is only for health-related merchandise and services, you may also enroll in the Dependent Care FSA to save on dependent care expenses while you and your spouse are working or attending school. You may use the dependent care account for children under the age of 13, dependents of any age who qualify as physically or mentally unable to care for themselves under IRS guidelines, or dependent elders in your household. To qualify dependents must also be claimed on your taxes.

Dependent Care Expenses

- Babysitters
- Daycare centers
- Latchkey programs
- Nursery school
- Elder daycare
- Elder custodial care



It's easy to pay for your expenses using the Chard Snyder Benefit Card or by sending payment directly to your provider with our online payment services.



More information about the Limited Purpose FSA and Dependent Care FSA is available in the Flexible Spending Account section of this guide, starting on page 7.

Email questions to
FloridaAskPenny@chard-snyder.com.

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Health Savings Account Transfer Your Existing HSA

If you have another HSA and would like to transfer funds to HSA Advantage™, there are several important things you need to do.

First, you need to enroll in one of the State's High Deductible Health Plans and HSA Advantage in People First. Once your enrollment is complete and your identity has been confirmed, your account will be automatically opened for you. Your new HSA Advantage account must be open before you can deposit or access money.

Next, decide if you want to move the entire balance of your other HSA to your new HSA Advantage account. Your current bank may charge a fee to close your original account or a monthly service charge to keep it open.

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

- Confirm that your HSA Advantage account is open and active.
 - » Go to PeopleFirst.MyFlorida.com and click on the *Chard Snyder* quick link to go to the portal and view your balance. If you have money in your account, it is active.
 - » Receiving your Chard Snyder Benefit Card through the mail is not a guarantee that your account is active.
- Contact Chard Snyder to request an *HSA Advantage Transfer Form* which notifies both banks of your decision to move the funds.
- Complete and forward the form to the bank currently holding your funds.

The original bank writes a check for the amount of your request and sends it directly to HSA Advantage to be deposited into your account. Your funds are not available from either account while they are in transit, and it may take up to 60 days to complete the entire process. The original bank may choose not to close an account with a minimum or negative balance. If this occurs, check with the bank for additional details.

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

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



If you leave your employment or become ineligible for the HSA Advantage™ benefit, you will no longer receive contributions from the State of Florida, but the account is yours and you can continue to spend the money on eligible expenses.

You may choose to keep your HSA Advantage account with Chard Snyder. If you do, there will be an administration charge of \$4 per month subtracted from your account.

You may continue to manage the investments in your HSA Advantage account and draw interest on your balance.

If you are enrolled in an eligible HDHP, you may continue to make contributions.

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