Welcome to your

Health Savings Account (HSA)





Welcome

Thank you for opening a Health Savings Account (HSA) administered by National Benefit Services (NBS). We are here to help you and your family understand how to take full advantage of your HSA. Our goal is to provide you with an affordable, convenient and worry-free approach to begin saving for your medical expenses. Our convenient web portal provides easy to follow tutorials that will simplify managing your HSA. Additionally, we provide access to our team of financial wellness professionals. Your account has been opened - so let's get started!

The fundamentals

An HSA enables you to save, invest and spend funds for qualified medical expenses tax-free. Until they are spent, funds roll over from year to year and can even be invested tax-free.

What's next?

This Welcome Kit provides an overview of how your HSA works, including: how to access your account online, ways to contribute and use your funds, how to maximize your contributions and utilize on-line tools and resources. In addition, you will also receive these additional materials shortly:

- A welcome letter by mail or email with your account number.
- A welcome email with instructions for logging into our online portal and links to other valuable resources.
- Your NBS Smart Card (within 10 business days).

Getting started

Now that your account is open, you can begin making deposits and use your account to pay for qualified medical expenses.

Read through this guide for helpful hints and guidance on how to take control of your healthcare costs and begin saving for your future medical expenses.



Registering your account

Our portal puts you in control online or on the go with your mobile device. Access our portal by visiting **mynbsbenefits.com**. Register by clicking on the "Register" link and entering your employee ID and employer ID that were sent to you.

Once registered, you can sign in to take control of your HSA. Log in, navigate to "My HSA" and get started! If you have any questions feel free to contact us at 855-399-3035.

Online account access

You are getting much more than just an HSA - our portal provides a suite of services that will simplify managing your account. With a single user ID and password you gain access to the following features:

- View account and investment balances
- Access to current and historical activity and balances
- Mobile and tablet access if you are on the go
- Graphs and reports to monitor contribution limits
- Store claim information for future reimbursement
- Easy to use Bill Pay feature
- Enroll for e-statements
- Set up account alerts
- Report and re-issue lost or stolen Smart Cards
- View and maintain account owner information
- Set up electronic funds transfers
- Integrated investment options
- Access to online videos, calculators and other useful tools
- Online forms providing e-signature and auto delivery
- Single point of access for your HSA and limited purpose FSA, if offered.



NBS mobile app

When you're on the go, save time and hassle with the NBS Mobile App. Submit claims, check your balances, view transactions, and submit documentation using your device's camera.

Easy and convenient

- Designed to work just as other iOS and Android apps, making it easy to learn and use.
- Shares user authentication with the NBS portal. Registered users can download the app and log in immediately to gain access to their benefit accounts, with no need to register their phone or your account.

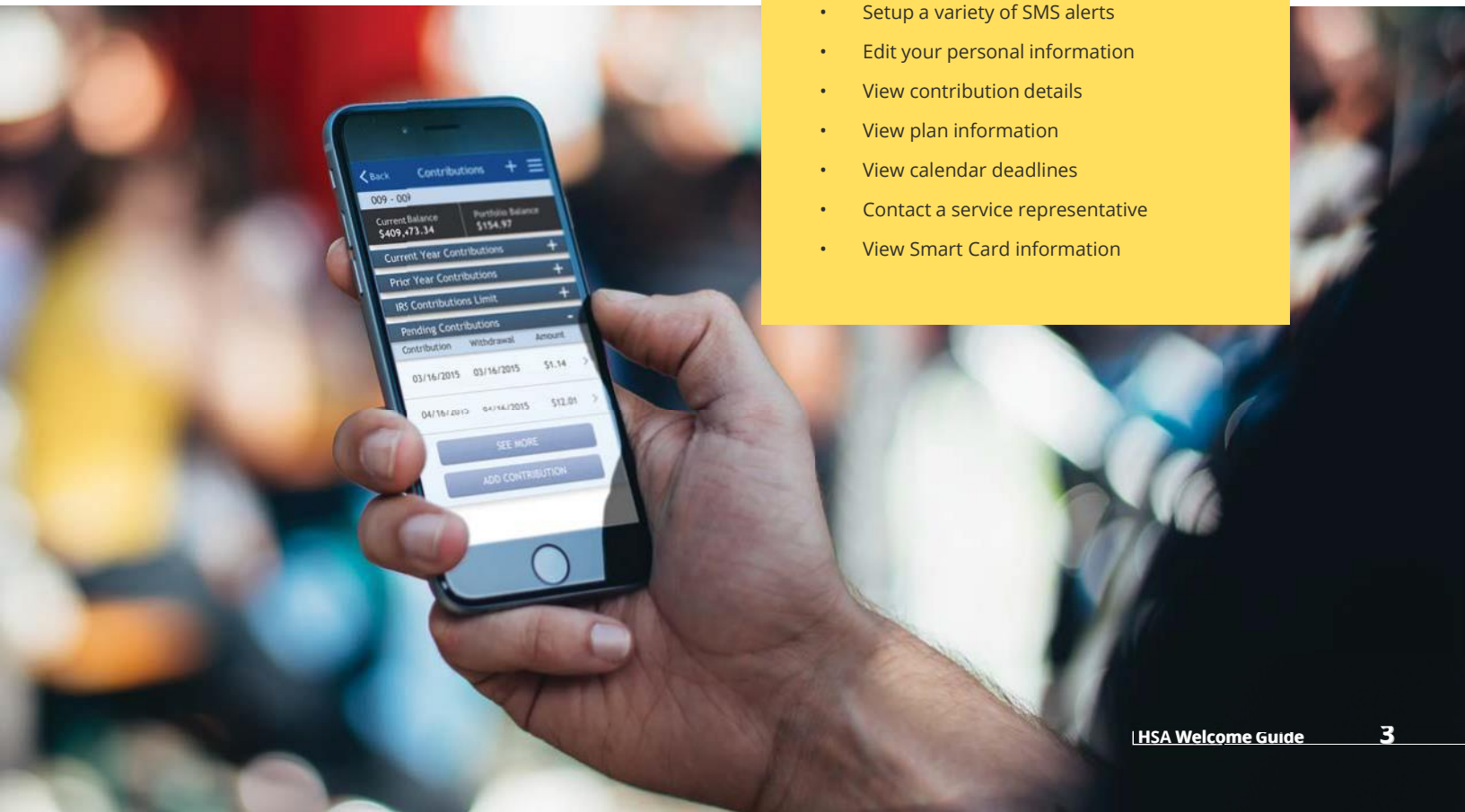
It's secure

No sensitive account information is ever stored on your mobile device and secure encryption is used to protect all transmissions.

Mobile app features

The NBS mobile app supports a wide variety of features, empowering you to more proactively manage your account.

- View account balances
- View claims
- View reimbursement history
- Submit claims
- Submit documentation using your device's camera
- Pay providers
- Setup a variety of SMS alerts
- Edit your personal information
- View contribution details
- View plan information
- View calendar deadlines
- Contact a service representative
- View Smart Card information



Contributing is easy

Contributing funds lowers your taxable income and allows you to build a nest egg for future healthcare expenses. Contributions to your HSA may be made by you, your employer or anyone else.

Contribution methods

You can contribute money to your account in several convenient ways including:

1 pre-tax through your employer's cafeteria plan.

2 may transfer the funds to your new HSA. Required forms are available within the NBS portal. You can even transfer an IRA.

3 Electronic Funds Transfer – Within the NBS portal you can schedule one-time or ongoing EFTs from other financial institutions. They are fast and easy!

4 Direct Deposit – Your HSA acts just like a personal savings account. If your employer offers direct deposit, you can give them your HSA account information to begin contributing via direct deposit.

Investing your HSA dollars is easy!

- An array of mutual funds, and an interest-bearing account, give you competitive investment choices.
- HSA contributions can be automatically swept into investment accounts when they meet the necessary cash account balance; no need to manually move funds between accounts.
- HSA deposits are held by PNC Bank and are insured by FDIC.



Maximizing your contributions

As you decide how much to contribute, it's important to note that contributing the maximum allowable amount helps you to get the most from your HSA. At the very least, you'll want to contribute enough to cover anticipated healthcare expenses. Because your balance rolls over year to year, there is no penalty for contributing more than you're able to use in one year. The tax advantages of an HSA make it a powerful long-term savings vehicle.

The maximum annual contribution can be made even if you become HSA eligible after your tax year begins, as long as you are covered under an HDHP on the first day of the last month of your tax year (December 1 for most taxpayers) and remain in an HDHP for the following 12 months. See IRS publication 969 for details. Contributions are allowed until April 15th for the previous calendar year. Additionally, if you are 55 or older, you are allowed to make an annual $1,000 catch-up contribution.

Keep in mind that HSA contribution limits, established by the IRS, may change each year and you must not over contribute to avoid adverse tax consequences.

	2027 Contribution Limit	2026 Contribution Limit	Catch-up Contribution
Single	$4,500	$4,400	$1,000
Family	$9,000	$8,750	$1,000

*Participants age 55 or older may make additional contributions above the set HSA maximum. Catch-up contributions can be made any time during the year in which the HSA participant turns 55.



Does this sound complicated? Don't worry, there are tools within the NBS portal that will help you monitor your contributions and help prevent over contributing.

Using your HSA funds

HSA funds can be used to pay for qualified medical expenses, such as:

- Medical
- Dental
- Vision
- Prescription
- Medical Equipment
- Chiropractic

Go to my.nbsbenefits.com and use the Eligible HSA Expense tool to see which types of expenses are qualified. You can also go to www.irs.gov and download Publication 502. Generally, qualified medical expenses are those expenses directly related to the treatment or prevention of physical or mental illness.

To make it easier for our participants, NBS has partnered with HSAStore, an online store whose entire inventory is HSA eligible. They have the largest selection of HSA eligible products and services on the web. You'll find a banner for the HSAStore on the landing page of the online portal.

If you use HSA funds for medical expenses that are not qualified, they will be included in your taxable income. HSA withdrawals made for non-qualified expenses are subject to ordinary income tax and may also be subject to IRS penalties. State taxes vary so please consult your tax advisor.

Pay for qualified expenses

- Use your NBS Smart Card where accepted, such as the pharmacy or doctor's office.
- Write your Smart Card number on medical bills to have your HSA funds directed to the expense.
- Use our web portal's online bill pay feature to pay for a healthcare expense or to reimburse yourself for an out-of-pocket medical expense.

Keep good records of your expenses

Keep track of your expenses and payments by using the NBS portal to see balances, view transactions, create reports and upload receipts. Be sure to keep receipts for all of your medical expenses for at least three years for tax-reporting purposes – there's even a place in the NBS portal to keep them! If you use your HSA funds for non-qualified medical expenses, and are under the age of 65, you may incur a 20% penalty and owe income taxes on the amount used. After the age of 65, HSA funds can be used for any expense with no penalty, but you may still owe income taxes on those funds. Qualified medical expenses are always tax-free.



Make the most of your HSA

Whatever your circumstances are, an HSA is a powerful tool to manage your healthcare expenses – now and in the future. You've taken the first step by opening your HSA and here's how to make it work best for you.

Cover your current expenses

At minimum, you should contribute enough to cover the cost of your health plan's annual deductible and other anticipated healthcare expenses. That way you've planned ahead to pay for all of your out-of-pocket expenses tax free.

Plan for the unexpected

Some healthcare expenses are unanticipated and can be expensive. Increasing your HSA contributions as much as possible will prepare you for the unexpected.

Save for the future

The most powerful use of an HSA is to save for your biggest retirement expense – healthcare. Once you meet minimum account balance requirements, your HSA savings can be invested in a variety of mutual funds. Retiring with a well-funded HSA will provide security and peace of mind.

Remember – no use it or lose it with an HSA. Contribute as much as you can!



Useful tips and suggestions

Make the most of your HSA

- Contribute the maximum to your HSA.
- Manage your healthcare expenses wisely.
- Learn about and practice healthcare consumerism.
- Invest unused HSA funds and make your money work harder for you.
- Take good care of yourself and your family – a healthy lifestyle makes a big difference.

Note: Your NBS HSA is triple tax-advantaged. You can fund your HSA with pre-tax or tax-deductible contributions. You can spend tax-free with your HSA. Balances grow tax-free and withdrawals are also tax-free, as long as the money is used for IRS-qualified medical expenses.

Recordkeeping for tax purposes

You will be responsible for retaining your monthly account statements and all receipts for qualified medical expenses. Online statements are available for 18 months. Statements are generated at the end of each calendar month so please access your account regularly. Consult your tax advisor to determine how HSAs are treated for state tax purposes for the state in which you file your taxes.

At year end of each year, PNC Bank will send you the following:

- 1099 SA – Received by January 31 and shows your annual distributions
- 5498 SA – Received by May 31 and shows your annual contributions

If you have questions regarding these forms, contact NBS at **855-399-3035** and we will be happy to answer any questions you may have.

Thank you for choosing NBS for your HSA needs.

Visit **hsa.nbsbenefits.com** for more info on HSA's or call one of our Benefit Specialists at **855-399-3035**. Your benefits administrator will also be able to provide you information about your HSA.



855-399-3035
hsa@nbsbenefits.com
www.nbsbenefits.com