

January 2010

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Tax Documents for Your Employees

The below tax documents can assist your employees when filing their HSA-related Federal Income Tax Return. The tax documents provided by HSA Bank will be mailed in January; these documents can also be downloaded from HSA Bank's [Internet Banking system](#). *Tax documents for accountholders who have elected to only receive e-statements will not be mailed and will only be available through [Internet Banking](#).*

Provided by HSA Bank

- **Year-end Status Report:** reflects HSA activity with HSA Bank for 2009. If the accountholder transferred or rolled over funds from another institution, any transactions with the prior institution will not be reflected in this report. This report does not need to be filed with the IRS, it is only to assist accountholders in filing their Federal Income Tax Return.
- **IRS Form 1099-SA:** reflects distribution activity throughout 2009.
- **IRS Form 5498-SA:** serves as a confirmation of the total contributions attributable to tax year 2009. Form is mailed to the accountholder in January. Then sent to the IRS between April 15, 2010 and May 31, 2010. Reminder: Accountholders have until April 15 to make contributions for the prior year. Those accountholders making 2009 contributions in 2010 will receive another 5498-SA in May.

Provided by the Employer

- **W-2:** provides the total pre-tax contributions made to the HSA. The pre-tax contributions will include any employer contributions and employee pre-tax contributions.

Available From [IRS Website](#)

- **IRS Form 8889:** must be completed and attached to the accountholder's IRS Form 1040 when filing their Federal Income Tax Return.

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New HSA Account Holders

Some of your employees may be enrolling in the HSA-compatible health plan for the first time this year. Here are a few things to remind them of:

Open the Health Savings Account (HSA). Enrolling in the health plan may not automatically open an HSA. Depending on your enrollment option (Online Enrollment, Electronic Files or Paper) provide your employees with directions on how to enroll in an HSA.

Begin contributing to the HSA. To maximize the tax benefits of an HSA, your employees should fund the account. If you have elected to contribute to your employees' HSAs, remember to communicate the amount in order to prevent excess contributions. HSA Bank offers several methods for account holder's to contribute:

Payroll Deductions – facilitated through you, the employer

Online Contributions – available through Internet Banking

Checks – mailed to HSA Bank with Contribution Form

Transfers or Rollovers (MSA, HSA, IRA) – complete Transfer/Rollover Form

Access the HSA funds. Debit cards and checks (if ordered) should be received within 10 business days of the account opening. Debit cards can be used as "Credit" or "Debit." Debits may incur a \$2.00 PIN fee. We encourage you to remind your employees to always select "Credit" when paying for medical expenses. Employees can also make online transfers from their HSA to an external bank account through [Internet Banking system](#).

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Follow HSA Bank on Twitter

[Twitter](#) is a free social networking site that combines blogging with social networking. Users post short, 140-character messages, known as "tweets." Other users can receive these messages by opting to "follow" the tweeter. Our goal is to keep you abreast of the latest news about HSA Bank and consumer driven healthcare through our Twitter account "@hsabank." Our tweets will be limited to press releases, research studies (including invitations to participate in our surveys) and industry news or research study results. It will not be used as a spam account, meaning you will not receive hundreds of tweets over a span of a few days.

Follow HSA Bank

If you are already a Twitter member, follow HSA Bank by going to www.twitter.com/hsabank and select "follow." Otherwise, you'll need to register with Twitter and then follow HSA Bank. We look forward to providing you with useful, up-to-date HSA-specific information.

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