



# Employer Update

December 2008

## NEW ONLINE REIMBURSEMENT TOOL AVAILABLE!

HSA Bank embraces product enhancements that exceed your employees' expectations. Our newest addition to customer convenience is a free online reimbursement tool available through HSA Bank's online banking.

Your employees can reimburse themselves for out-of-pocket expenses by making a free online transfer from their HSA to their external personal checking or savings account. Once the funds are deposited into the external bank account the accountholder can utilize the online bill pay services offered through their regular financial institutions to pay medical providers.

Detailed instructions on how to setup online reimbursements is located at [http://www.hsabank.com/transfer\\_instruction.pdf](http://www.hsabank.com/transfer_instruction.pdf)

## END OF YEAR INFORMATION

The following materials will be sent to accountholders in the coming months to assist them with filing their Federal Income Tax Return.

- **Year-end Status Report:** Provided by HSA Bank as of December 31, 2008 and mailed with accountholder statements in January 2009 and available online through internet banking. The report reflects HSA activity with HSA Bank for 2008. 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 the accountholder in filing their Federal Income Tax Return.
- **IRS Form 1099-SA:** Provided by HSA Bank as of December 31, 2008 and mailed with the accountholder statements in January 2009. This form reflects distribution activity throughout 2008.
- **W-2:** Provided by the employer, this form will provide the total pre-tax contributions made to the HSA. The pre-tax contributions will include any employer contributions and employee pre-tax contributions.
- **IRS Form 5498-SA:** Completed by HSA Bank as of December 31, 2008 and mailed to the accountholder in January and sent to the IRS between April 15, 2009 and May 31, 2009. This form serves as a confirmation of the total contributions attributable to tax year 2008. Reminder: Accountholders have until April 15 to make contributions for the prior year. Those accountholders making 2008 contributions in 2009 will receive another 5498-SA in May.
- **IRS Form 8889:** Available on the IRS website (<http://www.irs.gov/pub/irs-pdf/f8889.pdf>). This form must be completed and attached to IRS Form 1040 when filing Federal Income Tax Return.

*Important: Tax documents for accountholders who have elected to only receive e-statements will be posted to internet banking in January. The accountholder will receive an email notification when the documents are available.*

## **ARE YOU PAYING FOR MONTHLY ACCOUNT FEES?**

If you are paying for your employees monthly account fees you may have noticed that we have switched to emailed monthly invoices. Your monthly invoice will be sent from [hsainvoicing@hsabank.com](mailto:hsainvoicing@hsabank.com). Monthly invoices are for all monthly fees for the prior month. For example, if you receive an invoice in December the amount is for all monthly fees incurred in November. If you prefer to continue to receive monthly paper invoices, please contact our Business Relations Representatives at 866-3657-5232.

### **What if an employee has left our company?**

If you need to remove an employee from your employer group you will need to log into the HSA Bank employer site. Select *Administration* from the main menu bar and choose the *Employee Administration* option. To remove an employee from your employer group, select the check box next to the employee's name and click on the "Remove Employee" button. The employee will be removed from the list immediately. It will also cancel any pending contributions through Group Online Contribution. The removed employee will not be included in the next employer invoice. The employee will also be notified of any changes to their account fees via mail.

## **HSA BANK HOLIDAY HOURS**

HSA Bank's holiday hours of operation are:

**December 24, 2008** – 7:00am – 12:00pm, CT

**December 25, 2008** – Closed

**December 31, 2008** – 7:00am – 3:00pm, CT

**January 1, 2008** – Closed

## **COMMUNICATION IS KEY**

HSA Bank wants to provide you with tools to save you time and money and to assist you in educating your employees about HSAs and improving HSA plan acceptance. We have taken input from employers like you and have developed the *Employer Communications Kit*. The *Employer Communications Kit* provides you with pertinent and timely communications to distribute to your employees.

Post enrollment communication is available each month to download from our website.

Communication topics for December and January include:

[Tax Filing](#) – tips to assist the accountholder in preparing their tax returns

[Account Use](#) – information on HSA contribution options and how to access the funds

*HSA Bank's Business Relations Coordinators can be reached at 866-357-5232,  
Monday through Friday, 7 a.m. to 7 p.m., CT.*

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