

Inside

- Using your HSA
- Managing your account
- Making the most of your money
- Getting help when you need it

And on the back page, eligible expenses in detail

Welcome to saving smart.
Welcome to 24HourFlex.

Your HSA program is brought to you by your employer through 24HourFlex.

24HourFlex sets the standard for convenience and flexibility with easy access to your account, no-hassle payment options, comprehensive online tools, and expert support.

Hundreds of thousands of employees nationwide enjoy the 24HourFlex advantage to save money and make smart choices about their health care, dependent care and commuter expenses.



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Start saving. Here's how.

Congratulations on choosing the health savings account (HSA) program.

You've made a smart decision to combine your high-deductible health plan (HDHP) with an HSA. You'll enjoy the benefits of pre-tax contributions, tax-free withdrawals, and even the potential for tax-free interest and investment earnings – all while taking care of eligible health care expenses for yourself and your family. And this QuickStart Guide makes it easy to put your HSA to work.

Inside you'll find the quick-reference information you need to pay for eligible expenses, get quick reimbursement, and keep track of your account balance and payments – plus tips for getting the most from the program, making your HSA work smoothly, and avoiding any tax issues.

So please turn the page, and learn how to put your money to work – with 24HourFlex and your HSA account.

Opening your HSA

If you didn't apply for your health savings account at enrollment, please apply soon by completing your online account application. You can't take advantage of your HSA until you have completed this simple process.

- Visit 24HourFlex.com and log in.
- Click "View Account Details" on your HSA. Click "Request HSA Account" and follow the instructions.
- Your account will be available as soon as we receive your account number from the bank.

Please review all of your contact information carefully, because it is required to verify your identity according to banking regulations.



GETTING TO KNOW YOUR HSA

Who's covered, what's covered

First, the rules

Each year, you can use the funds you set aside in your HSA to pay for hundreds of eligible expenses for yourself and your eligible dependents. But before you pay, make sure you know the rules, who's covered – and what's covered. The IRS regulations are extensive, but the basic rules are clear:

- **Who's covered?** Yourself, your spouse, and any children or other individuals you can claim as dependents on your tax return, even if they aren't covered by your employer's health plan.
- **Proof of expense.** To validate an eligible expense for the IRS, you will need to provide appropriate third-party proof that you incurred it – such

as a provider receipt, invoice, payment contract, or an Explanation of Benefits (EOB) from your health plan. This document must show the name of the qualified individual who received the service or purchase for any expense other than over-the-counter items. A debit card receipt by itself is not sufficient.

- **What's eligible?** Generally, services and products that are medically necessary to treat a specific condition are considered eligible health care expenses. Cosmetic and non-medical expenses are not eligible.

Eligible expenses:

The following is only a partial list of eligible expenses.

For a complete listing, please visit 24HourFlex.com.

Due to the recent Healthcare Reform, effective January 1, 2011, OTC DRUGS AND MEDICINES will not be eligible for reimbursement, unless prescribed by a medical professional. This restriction does not apply to medical and vision care SUPPLIES such as contact lens solutions, bandages, diabetic supplies and test kits.

Over-the-Counter Medicines & Supplies (OTC)			
<p>OTC Antiseptics Boric acid powder First aid wipes & benzocaine swabs Hydrogen peroxide & rubbing alcohol Iodine tincture Sublimed sulfur powder Washes & ointments for cuts and scrapes</p> <p>OTC Asthma Medications Bronchodilator & expectorant tablets Bronchial asthma inhalers</p> <p>OTC Cold, Flu, and Allergy Medications Cold, cough, and flu relief Homeopathic sinus medications</p>	<p>Medicated chest rub Nasal decongestant (drops, inhaler, spray, or strips) Sinus & allergy nasal spray Vapor patch cough suppressant</p> <p>OTC Diabetes Diabetic lancets, needles, syringes, and supplies Diabetic test strips Glucose meters & tablets</p> <p>OTC Ear/Eye Care Airplane ear protection Ear drops for swimmers Ear water-drying aid Ear wax removal drops Homeopathic earache tablets Contact lens solutions & cases</p>	<p>OTC Health Aids Anti-fungal treatments Denture adhesive Diuretics & water pills Hemorrhoid relief Incontinence supplies Lice control First-aid bandages, gloves, and masks Motion sickness tablets Respiratory stimulant ammonia Sleeping aids</p> <p>OTC Pain Relief Arthritis pain reliever Baby teething gel Pain relievers, aspirin and non-aspirin</p>	<p>Throat pain medications OTC Personal Test Kits Cholesterol tests & monitors Colorectal cancer screening tests Home drug tests Ovulation indicators Pregnancy tests Home blood tests</p> <p>OTC Skin Care Acne medications Anti-itch lotions & medications Bunion & blister treatments Cold sore & fever blister medications Corn & callus removal medications Bunion & blister treatments</p>
<p>OTC Stomach Care Acid reducers & heartburn relief Antacid gum, liquid, and tablets Anti-diarrhea medications Gas prevention Ipecac syrup Laxatives Pinworm treatment Upset stomach medications</p>	<p>OTC Ear/Eye Care Airplane ear protection Ear drops for swimmers Ear water-drying aid Ear wax removal drops Homeopathic earache tablets Contact lens solutions & cases</p>	<p>OTC Health Aids Anti-fungal treatments Denture adhesive Diuretics & water pills Hemorrhoid relief Incontinence supplies Lice control First-aid bandages, gloves, and masks Motion sickness tablets Respiratory stimulant ammonia Sleeping aids</p> <p>OTC Pain Relief Arthritis pain reliever Baby teething gel Pain relievers, aspirin and non-aspirin</p>	<p>Throat pain medications OTC Personal Test Kits Cholesterol tests & monitors Colorectal cancer screening tests Home drug tests Ovulation indicators Pregnancy tests Home blood tests</p> <p>OTC Skin Care Acne medications Anti-itch lotions & medications Bunion & blister treatments Cold sore & fever blister medications Corn & callus removal medications Bunion & blister treatments</p>
<p>Prescriptions & Co-Pays</p> <p>Doctor Fees & Co-Pays Doctor office visits, co-pays, and deductibles Emergency room co-pays Out patient surgery co-pays Inpatient admission co-pays Routine check ups Non-diagnostic services or treatments Diagnostic & lab fees Psychologist & psychiatrist fees Obstetrics & fertility fees Chiropractor & podiatrist fees Physician & osteopath fees Acupuncture fees Christian Science practitioner's fees Radiology, X-Rays, and MRI Surgical fees Reconstructive surgery in connection with birth defects, disease, or accident</p>	<p>Vision Services & Supplies Office visits & routine eye exams Prescribed sunglasses & eyeglasses Contact lenses, solutions, and supplies Corrective eye surgery LASIK & cataract surgery Optometrist & ophthalmologist fees</p> <p>Dental Services & Supplies Dentist, dental co-pays & deductibles Office visits & routine check-ups Cleanings, x-rays, sealants, and fillings Dentures, crowns, and bridges Braces, spacers, and retainers Wisdom teeth, implants, and oral surgery Orthodontist & periodontist Endodontist & oral surgeon Antiseptic mouthwash</p>	<p>Health Improvement Programs Physical & speech therapy Weight-loss programs (for specific disease) Quit smoking programs, patches, and gums Alcoholism & drug treatment Body scans Gastric bypass surgery Reconstructive surgery associated with birth defect, disease, or accident</p> <p>Health-Related Expenses & Equipment <i>Generally, these items require a doctor's prescription to qualify.</i> Oxygen, humidifiers, and vaporizers Blood pressure monitors Hot and cold compress packs & wraps Pill boxes & thermometers Shower protection for casts, prostheses, etc.</p>	<p>Therapeutic support gloves Elevated toilet seat Special schooling for disabled child Artificial limbs & braces Arches & orthopedic shoes Wigs for hair loss caused by disease Shower bars & safety handles Hearing devices & batteries Crutches & canes Wheelchairs, walkers, and shower chairs Medical alert bracelet & fees Bedpans & ring cushions Travel to doctors or healthcare facilities Ambulance expenses</p> <p>Long-Term Care Qualified long-term care insurance Long-term care prescribed for a chronic illness</p>
			<p>Dependent Care Expenses* So you can work Nanny & baby sitter through age 12 Pre-K or nursery school Before- or after-school care through age 12 Day camp through age 12 Daycare for a disabled adult or child Elder daycare for parent or dependent</p> <p><small>*Check your summary plan description to verify which items, in addition to healthcare related items, your plan covers.</small></p>

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Throughout this document, "savings" refers to tax savings only. Savings amounts are examples provided for illustrative purposes only. You may save more or less based on your own tax situation. Some states do not recognize tax exclusions for HSA contributions. FICA savings are only available if the HSA contributions are made through your employer. No part of this document is tax, financial, or legal advice. You should consult your own advisors regarding your personal situation and whether this is the right program for you. Quotations of information have not been independently verified by 24HourFlex.

To view the fund prospectuses, which contain information on investment objectives, charges, fees, and expenses, visit 24HourFlex.com. Please read and consider the information in the prospectuses carefully before investing. This brochure is not an offer to sell or a solicitation to buy any securities. Any offer to sell mutual fund shares may only be made by the relevant fund's prospectus. Mutual fund shares are not deposits or obligations or guaranteed or endorsed by any bank, nor are they federally insured or otherwise supported by the FDIC or any other governmental agency, and may lose value. 24HourFlex is not associated with such funds in any way.

USING YOUR HSA

When you pay for an eligible health care expense, you want to put your HSA account to work right away. [24HourFlex](#) gives you several options to access the funds in your account the way you want: on the spot with your [24HourFlex](#) card, or go online and request a payment to yourself by direct deposit or check, directly from your HSA Bank account.

Tips for success

Your HSA account is designed as a hassle-free way for you to save on health care costs, both now and in the future. To keep it that way, it's important to comply with the IRS regulations that govern the program. To help you avoid any inconvenience, please keep these tips in mind:

- **Know what's covered.** Knowing what expenses are eligible is key. Visit [24HourFlex.com](#) for a complete list of eligible expenses.
- **You and yours.** Make sure you pay only for eligible expenses for yourself, your spouse, and your eligible dependents.
- **Keep your receipts.** Save receipts that describe exactly what you paid for and when with your other tax records. You'll need them at tax time.
- **Separate your purchases.** Pay for eligible health care items with your [24HourFlex](#) card, and use another form of payment for ineligible purchases in the same place (such as magazines or snacks).
- **Keep an eye on your HSA account.** Watch your statements or check [24HourFlex.com](#) to monitor your account. Remember, the IRS limits the amount you can contribute to an HSA, so be sure to keep track of your contributions to avoid paying taxes and penalties on any excess amount.
- **Now or later?** It's your choice: spend your money soon, or save it as a cushion for future expenses.

Have an Limited FSA? If you also have an "HSA-compatible" flexible spending account (LFSA), consider using that account first for eligible, planned dental and vision expenses like laser vision correction and orthodontia. You'll avoid forfeiting any unused dollars and maximize your savings.

Using your 24HourFlex card

Your [24HourFlex](#) card is the easiest way to pay for eligible health care expenses – in seconds. It draws directly from your HSA account, and works with qualified merchants that provide eligible health care goods and services. Here are some tips to make your [24HourFlex](#) card transactions go smoothly.

- When you swipe your card at the checkout, choose "credit" (even though it isn't a credit card).
- Use your card at your doctor, dentist, vision center, pharmacy, other qualified health care merchants and Certified No Receipt Retailers.*
- Pay for services or purchases on the same day you receive them. If your health plan covers a portion of the service, make sure you know what amount you need to pay before using the card.
- Save your receipts for all your health savings account transactions. Even when your card transaction is approved, a detailed receipt will still be needed as back up and when you file your Form 1040 at tax time.

Paying yourself

You can also make a payment to yourself from your own HSA account.

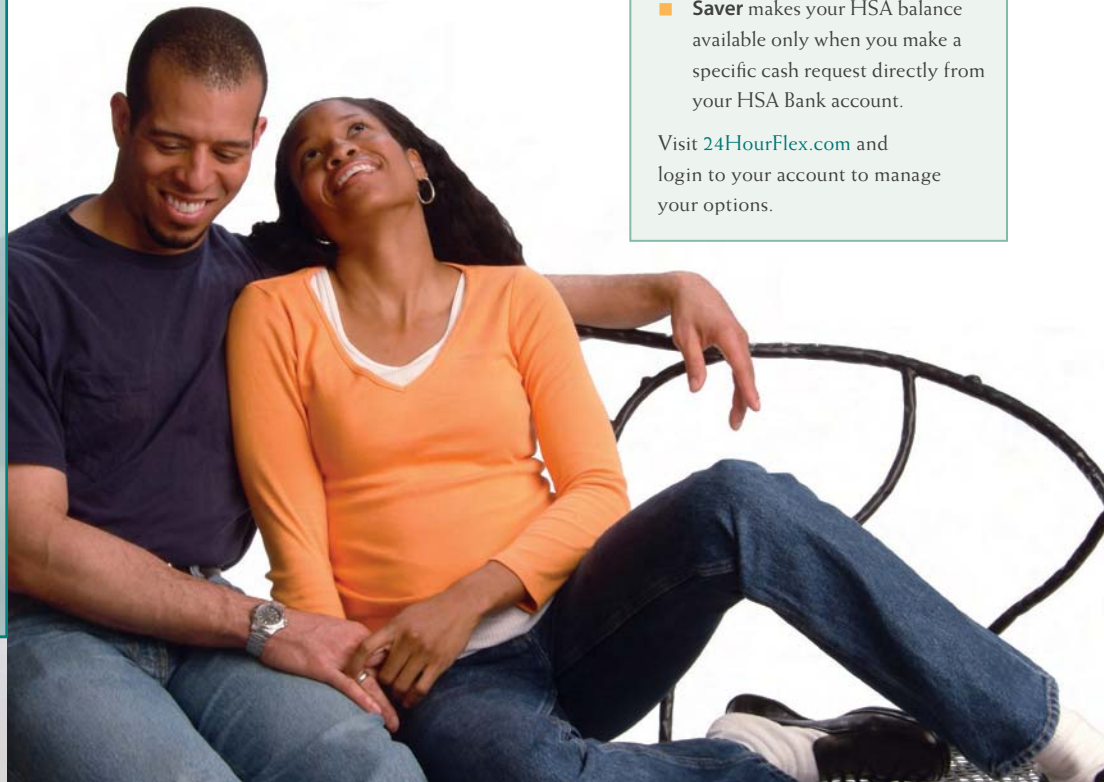
- Log in to your account at [24HourFlex.com](#).
- Click on HSA Benefit "Account Details." Select "Request cash from your HSA" and follow the directions.
- The amount will be directly deposited into an account of your choice or a check will be sent to you. A fee will be charged if you choose a paper check.
- Make certain that your expense is eligible – or your withdrawal may be subject to taxes and penalties.

Spender or Saver?

The "Spender" or "Saver" option lets you manage your HSA balance for the future by controlling withdrawals from your account.

- **Spender** makes your HSA dollars available on your [24HourFlex](#) card.
- **Saver** makes your HSA balance available only when you make a specific cash request directly from your HSA Bank account.

Visit [24HourFlex.com](#) and login to your account to manage your options.



*For a list of Certified No Receipt Retailers, go to [24HourFlex.com](#) and login to your account.

MANAGING YOUR ACCOUNT

24HourFlex makes managing the money in your HSA easy. By following a few simple steps you can track your account, invest your money, and spend it on eligible health care expenses for you and your family. Just login at 24HourFlex.com to do it all.

Keeping track of your money

You can check up on your account through 24HourFlex.com any way you choose – online, with your statement, or over the phone.

Log in anytime. For the latest information, visit 24HourFlex.com. By selecting "Account Details", you can review your most recent HSA activity and:

- Transfer money between your investments and your HSA bank account.
- Update your account preferences and personal information.
- Get a copy of your statement.
- Check the complete list of eligible expenses for your HSA program.
- Get answers to common account-related questions and e-mail customer service.

Watch for your statement. When you elect to receive electronic statements, you will receive an e-mail each month letting you know that your statement is available at the web site. Included in the statement are:

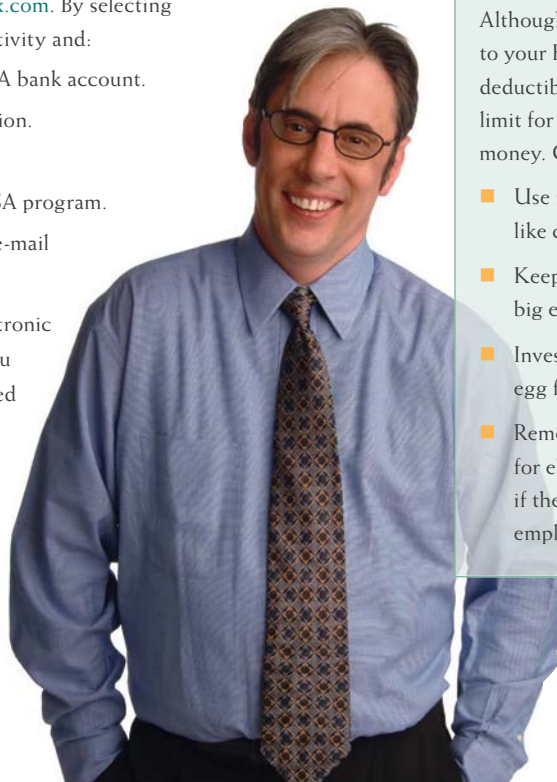
- Your current pre-tax contribution election, if applicable.
- The amounts you have in your HSA bank account and invested in mutual funds.
- 24HourFlex card purchases.
- Your recent payments, requests and reimbursements.
- Special messages about your account.

Paper statements are available monthly or quarterly for a nominal fee.

When can I spend my money?

Although you can't **keep contributing** to your HSA if you switch to a lower-deductible health plan, there's no time limit for spending or keeping your money. Consider your options:

- Use it for current, routine expenses like co-pays and prescriptions.
- Keep it as a cushion for unplanned big expenses.
- Invest it as a tax-free health care nest egg for your retirement.
- Remember that you can pay expenses for eligible family members, even if they're not covered by your employer's health plan.



Making the most of your HSA account

Because the money in your account rolls over from year to year, you've got control over where and how you spend it.

Put your money to work. When you first open your HSA, your contributions go into an FDIC-insured bank account. Once you reach the minimum deposit, however, you can choose from a variety of investment options. Manage them like you would an IRA or 401(k): log in to your account, review your investment options, make your choices, and transfer your funds. And when you're ready to spend some of your money, just transfer it back to your HSA bank account.

Watch your contributions. Because you can make pre-tax-contributions through payroll deductions and enjoy the potential for tax-free interest and investment earnings, many people want to invest as much as they can in the HSA program. However, the IRS limits the amount you can contribute and updates these amounts annually.

If your needs change, you can even make after-tax cash contributions and then deduct them on your tax return instead of going through payroll. Contribution limits apply, go to 24HourFlex.com for the most current information.

Tax time. Enjoying the advantages of your HSA does require a little administration at tax time. You'll need to report your total contributions, as well as any distributions from your account, on your federal income tax return. HSA Bank will send you the required tax forms.

IRS Form 1099-SA will show the total amount of your HSA withdrawals for the year, and IRS Form 5498-SA will show the total amount contributed to your account for the year. To learn more about taxes and your HSA visit the U.S. Treasury Department's web site at www.ustreas.gov/offices/public-affairs/hsa.

It's essential that you use your HSA account only for eligible health care expenses. Not sure what's eligible? See the next page for details.

