

# Quick Start Guide

You can use your Health Savings Account (HSA) to cover qualified medical expenses now or save for them down the road. Here's how:



## Getting Started



### Step 1: Log In

A "Register for EECU Online Banking" email will be sent to the email address associated with your account, or call us and ask for one to be sent to you. Open the email and click the "Register" button to easily complete registration. Then, you can check your balance, pay bills, transfer funds, retrieve online account statements, and more.

Search for **EECU Mobile App** from your Apple or Android device to download the mobile app today.



### Step 2: Activate Your Debit Card

When you receive your HSA Debit Mastercard®, activate it by calling the phone number on the sticker affixed to the card. You can use your debit card to pay for qualified medical expenses anywhere Mastercard is accepted.



### Step 3: Read This Guide

Learn how easy it is to put your HSA to work for you.

## How to Make the Most Out of Your HSA

### How does a Health Savings Account work?

A health savings account (HSA) can help people with high-deductible health insurance plans (HDHP) pay for their out-of-pocket costs. Contributions to HSAs aren't subject to federal income tax. Unspent money in an HSA rolls over at the end of the year, so it's available for future health expenses.

### Funding your HSA

You can make pre-tax, current year contributions through your employer payroll deduction, or make post-tax, current year contributions directly online, through a mailed deposit or at an EECU financial center.

### Making payments with your HSA

You can pay qualified medical expenses<sup>1</sup> with your EECU HSA Debit Mastercard®, through EECU's free online banking & bill pay or by writing an HSA check (optional, fees apply<sup>2</sup>). You can also pay out-of-pocket for eligible medical expenses and then reimburse yourself from your HSA.

### Managing your HSA

You can easily access your EECU HSA anytime, anywhere from EECU Online Banking or our Mobile App. You can check your balance, pay bills, transfer funds, retrieve online account statements, and more.

## How to Make the Most Out of Your HSA

### HSA Qualified Medical Expenses

Use your HSA to pay for qualified medical expenses, as defined by the Internal Revenue Service, for yourself, your spouse, or tax dependents<sup>1</sup>. Here are some examples:

- Acupuncture • Ambulance Service • Chiropractor
- Dental Care • Doctor's Fees • Hearing Aids
- Laboratory Fees • Prescription Drugs • Surgery
- Vaccines • Vision Care • Wheel Chairs • X-Rays

A complete list of Eligible Medical Expenses can be found in IRS Publication 502 - Medical and Dental Expenses.<sup>1</sup>

Save your receipts for all qualified medical expenses. EECU does not verify eligibility. You are responsible for making sure payments are for qualified medical expenses.

### Designate a Beneficiary

You may designate a beneficiary to receive your HSA assets in the event of your death. To do so, simply sign the Beneficiary Designation form which will automatically be sent to the email address associated with your account or call us and ask for one to be sent to you.

### Transfer or Rollover HSA Funds

If you already have a Health Savings Account at another institution, you can easily transfer or rollover your existing HSA into your EECU HSA.

#### To transfer funds:

Login to EECU Online Banking, download our pre-populated Transfer Form, sign it, and send it directly to your other HSA provider who will send us a check to deposit into your EECU HSA. The Direct Transfer form is also available at [www.eecu.org/hsa](http://www.eecu.org/hsa).

#### To roll over funds:

Withdraw your HSA funds from your other HSA provider and then roll over (deposit) them to your EECU HSA, within 60 days after the date you received the funds. (If you fail to do so, the IRS will levy income tax on the amount you rolled over, plus a 20% penalty.) You can complete one rollover between HSAs per year.

## Have a question? We're here for you! Connect with us your way.



**Online/Mobile:** Login for 24/7 account access or visit [www.eecu.org/hsa](http://www.eecu.org/hsa) for a detailed Product Guide and important forms.



**Call/Text:** (817) 882-0800. Our dedicated member service representatives are available to assist you with any questions. Our hours of operation are Monday through Friday from 8:00 a.m. to 7:00 p.m. CT, Saturday 9:00 a.m. – 1:00 p.m. CT, and closed on Sunday.



**Lost/Stolen Debit Card:** Call our 24/7 debit card hotline at (800) 333-9934.



**Stop by:** A local EECU financial center for in-person assistance; find EECU locations & service hours at [www.eecu.org/locations](http://www.eecu.org/locations).

<sup>1</sup> A list of Eligible Medical Expenses be found in IRS Publication 502, <http://www.irs.gov/pub/irs-pdf/p502.pdf>. As described in IRS publication 969, <http://www.irs.gov/pub/irs-pdf/p969.pdf>, over-the-counter medications (when prescribed by a doctor) are considered Eligible Medical Expenses for HSA purposes.

<sup>2</sup> Call (817) 882-0800 or stop by a financial center to order Standard checks at no charge, excludes shipping & handling or order custom checks, prices vary.