

Medical Mutual's Health Savings Account (HSA)

How to Open Your HSA

As a Medical Mutual member with a qualified high-deductible health plan, opening an HSA is a wise investment in your current and long-term health. Not only is the money contributed to your HSA tax deductible, but it can also be used tax free to pay for certain medical expenses like copays and prescriptions. Other HSA benefits include:

- Funds grow in your HSA tax free.
- Your HSA balance carries over year to year.
- You may be able to invest your HSA funds similar to a 401K or IRA.

You can add HSA funds to your retirement savings and withdraw money for any reason without tax penalty when you turn 65. However, to be both tax-free and penalty-free, the distribution must be for a qualified medical expense. Withdrawals made for other purposes will be subject to ordinary income taxes.

Information Needed to Open Your HSA

Please have the following information available before you begin:

- Full name
- Physical residential address (no PO Boxes allowed)
- Date of birth
- Social Security number or driver's license number
- If adding authorized signer(s), please have their name(s), address information and Social Security number(s)

Enrollment Steps

Enrolling in your Medical Mutual HSA is easy. Just follow the steps shown below. For additional information, visit [MedMutual.com/hsaenrollment](https://www.MedMutual.com/hsaenrollment).

1. Go to [MedMutual.com/Member](https://www.MedMutual.com/Member).
2. Log in or register for a My Health Plan account.
3. Click My Spending Accounts under the Claims & Balances tab or the My Spending Accounts icon under Quick Links.
4. Accept the Terms and click Submit.
5. Once on the HSA site, select Enrollment on the Enrollment tab.
6. Select Get Started and provide the information requested on the screens that follow.
7. Click the Enroll button next to your HSA plan and complete all required fields that have an asterisk (*).

Review the information below for tips to help you during your HSA enrollment.

Personal Information Section

You'll be asked to confirm your personal information during online enrollment. If your personal information is incorrect or has changed, stop the enrollment process. Do not update your information on the enrollment website.

Please contact your Human Resources department or your broker to update your information. If you have an Individual policy, please call 1-800-242-1936.

Enrollment information may take up to five business days to update before you complete your enrollment. Once your updated information is returned to Medical Mutual and loaded into the system, you can return to the enrollment page and complete your HSA enrollment.

Authorized Signer Information Section

Complete this section if you want to add an authorized signer to your account. To issue a separate debit card for an authorized signer on your HSA, please call 1-800-522-2037.

Authorized signers prepopulate from your medical health insurance coverage. You must manually delete any signers listed under age 18.

Statements and Forms Section

You may elect to receive paper or electronic statements for your HSA information. Electronic statements are free and provide a secure, convenient and environmentally friendly way to access your HSA statements.

By default, your account is set up for you to receive both electronic and paper statements. To waive a \$1.25 quarterly paper statement fee and opt for electronic-only statements, log in to your account and change your delivery preference to Electronic Only under Statements in the Account Resources section.

Application Review Process

Once submitted, your application goes through a review process that may take up to five business days. If your application is approved, you will receive the following information:

- Medical Mutual HSA Welcome Kit (email from Medical Mutual)
- Medical Mutual debit card (mail)

If your application is not approved, you will receive an email from Avidia Bank (Medical Mutual's HSA banking partner), requiring you to submit additional information. You must reply to Avidia Bank and supply any information requested to have your application approved.

Bank Disclosure Statement

If you enroll online, bank disclosure information is presented during the enrollment process.

If you are automatically enrolled by your employer and do not have an email on file, a copy of the disclosure information will be mailed to you.

To view a copy of the disclosure information after enrollment, log in to your account and go to Home > My Accounts > HSA Forms and Documents.

Additional Assistance

We look forward to serving you and helping you get the most out of your Medical Mutual healthcare benefits and HSA. If you have questions about your HSA, please call us at 1-800-522-2037.