### Welcome to your Avidia Bank Health Savings Account



Enclosed is everything you need to help you learn how to use your HSA.

# Let's get started!













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## CONGRATULATIONS!

Thank you for opening a Health Savings Account (HSA) with Avidia Health. Our goal is to provide an affordable and convenient approach to begin saving for your medical expenses. We provide personal customer service as well as online and mobile access to CGI Online Portal containing tutorials, tools and other valuable resources.

### STICKING TO THE BASICS

A Health Savings Account (HSA) enables you to save, invest and spend funds for qualified medical expenses on a tax-advantaged basis. Unused funds roll over from year to year and continue to grow tax-free.

### HSA ELIGIBILITY RECAP

To be eligible to open and contribute to an HSA you must meet all of the following criteria, as defined by the IRS:

- » You are covered by a qualified High Deductible Health Plan (HDHP).
- » The minimum required deductibles for an HDHP cannot be less than:

### Individual Coverage: \$1,600 Family Coverage: \$3,200

» The maximum out-of-pocket expenses are capped for individual and for family coverage.

The maximum out-of-pocket limits are:

### Individual Coverage: \$8,050

### Family Coverage: \$16,100

- » Youre not covered by another non-qualified healthcare plan, such as a health plan sponsored by your spouse's employer, Medicare or TriCare.
- » Flexible Spending Account (FSA) participation is restricted to dental, vision, or post-deductible medical expenses.
- » You cannot be claimed as a dependent on another individual's tax return.

### WHAT'S NEXT

This welcome kit provides an overview of how your HSA works, including accessing your account online, contributing and using your funds, maximizing contributions and utilizing online tools within the CGI Online Portal.

### You will receive the following materials shortly:

- » Welcome e-mail with login instructions
- » HSA debit card (within 10 business days)

### USE THIS KIT TO GET STARTED

Now that your account is open, you can begin making deposits as well as start using funds to pay for qualified medical expenses. Read through this guide for helpful hints and guidance on how to take control of your healthcare costs and begin saving for your future medical expenses.



### **ONLINE SERVICES AVAILABLE TO YOU**

- » View online account balance and transaction information.
- » Track expenses for tax reporting purposes.
- » Print forms and documents relating to your accounts.
- » Find educational materials to help you understand your HSA.
- » Call our customer support any time with questions and issues.

For more detailed information visit www.cgibusinesssolutions.com or contact us at 888-383-0088

### MANAGING YOUR ACCOUNT IS SIMPLE

Online or on the go, the CGI Online Portal puts you in control. Once registered, select "Log In" and navigate to "My Accounts" to get started! If you have any questions, feel free to contact CGI Business Solutions at 888-383-0088.

### ONLINE SERVICES AVAILABLE TO YOU

You are getting much more than just an HSA, we are providing a suite of services through the CGI Online Portal that will simplify your account. With a single user ID and password you gain access to the following features:

- » Account and investment balances
- » Current and historical activity and balances
- » Mobile and tablet access
- » Graphs and reports to monitor contribution limits
- » "Shoe Box" to record and upload related medical receipts



Save time and hassle with the **CGI Online Mobile.** Check your balances, transactions, and claim details for all your reimbursement accounts.

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### EASY AND CONVENIENT

- » Works just like other apps, making it easy to learn and use
- » Registered users can download the app and log in immediately to gain access to their benefit accounts, with no need to register their phone.

### CONNECTS YOU WITH DETAILS

- » Check available balances 24/7
- » View account activity
- » Drill into claim transactions

### IT'S SECURE

No sensitive account information is ever stored on your mobile device and secure encryption is used to protect all transmissions.

- » Easy to use Bill Pay feature
- » E-Statements enrollment
- » Account alerts set up
- » Report and re-issue lost or stolen debit cards
- » View owner and beneficiary information
- » Utilize contribution feature to set up electronic transfers
- » Integrated investment option
- » Online videos, calculators and other useful tools

### **BILL PAY FEATURES**

- One-time or recurring payments
- » Categorize payments
- » Schedule future payments
- » Make expedited payments
- » Create reports
- » Establish alerts
- » Receive e-bills
- » Set up reminders

## CONTRIBUTING IS A SNAP!

Contributing funds lowers your taxable income, allowing you to build a "nest egg" for future healthcare expenses. Contributions to your HSA may be made by you, your employer or anyone else; however, the preferred tax treatment will only be realized by you.

You can contribute money to your account in several convenient ways, including:

**Direct Deposit** – Direct deposit can be facilitated through the CGI Online Portal by your employer or by your payroll provider. These contributions can be deducted from your paycheck on a pre-tax or post-tax basis, depending upon your employer's benefit program.

**Funds Transfer** – Within the CGI Online Portal, you can make one-time electronic transfers from other financial institutions. They are fast and easy!

**Account Transfer** – If you have an existing Health Benefit Account or IRA, you may be eligible to either rollover or transfer the funds to your new HSA. Required forms are available within the CGI Online Portal or you may contact Avidia Bank for further assistance.

### 2023 HSA Contribution Limits

**Single:** \$4,150 **Family**: \$8,300

### **2023 Catch-up Contributions** Participants age 55 or older may make additional contributions above

make additional contributions above the set HSA maximum.

Single: \$1,000

Family: \$1,000

### MAXIMIZING YOUR CONTRIBUTIONS

As you decide how much to contribute, it's important to note that contributing the maximum allowable amount helps you to get the most from your HSA. At the very least, you'll want to contribute enough to cover anticipated healthcare expenses and contributions may be made until April 15 for the previous calendar year. Additionally, if you are 55 or older, you are allowed to make a \$1,000 catch-up contribution. The tax advantages of an HSA make it a powerful long-term savings vehicle. Keep in mind that HSA contribution limits established by the IRS may change each year and you must not over contribute to avoid adverse tax consequences.

### A GREAT SAVINGS EXAMPLE:

A contribution of \$50 per month over 3 years: Tax savings: \$463.64 Balance: \$1,854.54

Increase the contribution to **\$200 per month over 3 years:** Tax Savings: \$1,854.54 Balance: \$7,418.16

**Max. Family Contribution of \$6,750 per year over 3 years:** Tax Savings: \$5,215.89\* Balance: \$20,863.57 \*For illustrative purposes only. Savings calculations are based on 2017 HSA contribution limits and tax rate of 25%. Balance calculations assume an average interest rate of 3%. Actual results may vary.

Does this sound complicated? Don't worry, there are tools within the CGI Online Portal that will help you monitor your contributions and help prevent over contributing. Additionally, contact us if you have questions, 888-383-0088. We are here to help.

# PAYING FOR HEALTHCARE WITH EASE

Because you have enrolled in a High Deductible Health Plan, you no longer have to submit claims or wait to be reimbursed for medical expenses. With your HSA, accessing your funds to pay for qualified medical expenses is simple and tax-free. When you need access, the following options are available:

**CGI Business Solutions Debit Card** – Whether you are at the doctor's office or pharmacy, simply swipe your card and you're done. Additionally if you are paying by mail, phone or online just provide your CGI Business Solutions debit card number to complete your transaction.

**Bill Pay** – Within the CGI Online Portal, you can enroll for the Bill Pay feature. Once enrolled, you can add your payees.

**Reimbursing Yourself** – If you do not have enough funds in your HSA or prefer to pay out-of-pocket for qualified medical expenses, keep your receipts. Later on you can choose to reimburse yourself.

### QUALIFIED MEDICAL EXPENSES

Qualified medical expenses are those directly related to the alleviation or prevention of physical or mental illness. Amounts paid for over-the-counter drugs are no longer qualified medical expenses unless prescribed by a doctor. This requirement does not apply to expenses such as insulin and diabetic supplies, bandages, band-aids or contact lens supplies. Expenses generally can be for yourself, your spouse, or your dependent children, regardless if they are covered by your health plan. HSA funds can be used to pay for qualified medical expenses such as:

» Medical Care	» Vision	» Physicals	» Deductible Payments
» Dental	» Prescriptions	» Chiropractic	» Medical Equipment

» Certain Healthcare Premiums (Cobra, LTC, Medicare A/B/C/D)

### **KEEP GREAT RECORDS!**

Keep track of your expenses and payments by using the CGI Online Portal to see balances, view transactions, create reports and upload receipts. Also, based upon your health plan, some of your expenses may apply toward your deductible. If you use your HSA funds for non-qualified medical expenses, and are under the age of 65, you may incur a 20% penalty and owe income taxes on the amount used. However, qualified medical expenses remain tax-free after age 65.

### Learn More

For more information on how to use your funds, manage your expenditures, using Bill Pay, re-ordering an CGI Business Solutions Health Debit Card or help in determining if an expense is qualified, please visit www. cgibusinesssolutions.com or call us at 888-383-0088.

## HSA INVESTMENT OPTIONS & TAX ADVANTAGES

Since your HSA is a tax-exempt account, it makes sense to use it to its fullest by making regular contributions. During the year, if you don't use all of your HSA funds, they roll over for future use. Once your HSA reaches the \$1,000 balance threshold, within the CGI Online Portal you can self-enroll for the Devenir investment account\* (Figure 1). Based upon your objectives, there are numerous Mutual Funds to select from. You can use the transfer feature within the portal to move funds between the investment and transactional component of your HSA.

### HSAs OFFER A TRIPLE TAX ADVANTAGE

- 1. **Money Goes In Tax-Free** Most employers offer a payroll deduction plan that allows you to make contributions to your HSA on a pre-tax basis. The deduction is deposited into your HSA prior to taxes being applied to your paycheck, making your savings immediate. You can also contribute to your HSA post-tax and recognize the same tax savings by claiming the deduction when filing your annual taxes.
- 2. Money Comes Out Tax-Free Eligible medical purchases can be made tax-free when you use your HSA. You can also pay out-of-pocket for eligible medical expenses and then reimburse yourself from your HSA. You can use your benefits debit card, online bill pay or write a check.
- **3. Earn Interest Tax-Free** The interest on HSA funds grows on a tax-free basis. Unlike most savings accounts, interest earned on an HSA is not considered taxable income when the funds are used for eligible medical expenses.

The only time you may pay taxes or penalties on your HSA funds is if you make a non-eligible purchase or if you contribute more than the yearly maximum contribution limit. However, both circumstances can be corrected free of tax penalties by April 15 of the following calendar year.

### HOW CAN AN HSA HELP SECURE MY RETIREMENT?

Participation in an HSA allows you to invest both pre- and post-tax dollars to prepare for retirement. Although your funds can be used to pay for immediate healthcare expenses tax-free, you can also save the money for healthcare expenses later in life. Whether you withdraw the money tomorrow, five years from now, or in retirement, funds used for qualified healthcare expenses are always tax-free.

### WHO IS DEVENIR?

- » Devenir is the leading HSA investment advisor in the country.
- » As an HSA pioneer, Devenir has gained a wealth of experience and deep understanding of the HSA market.
- » Devenir features clients of all sizes, ranging from small community banks to Fortune 500 companies.
- » Devenir's primary focus is to provide investment solutions for HSA accounts.
- » The combination of Devenir's size and experience provides economies of scale, allowing for the elimination of sales loads typically found in other HSA mutual fund offerings.

### INVESTMENT PRODUCTS AND SERVICES:



- are not deposits or other obligations of the institution and are not guaranteed by the institution;and,
- are subject to investment risks, including possible loss of principal invested.



### TOP TEN REASONS TO HAVE AN AVIDIA HEALTH HSA



### Triple Tax-Advantaged

Contributions are tax-free, potential interest gains accumulate tax-free and distributions are tax-free when used to pay for qualified medical expenses.

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Flexible

Funds can be used for non-medical expenses. At age 65, any remaining HSA funds can be withdrawn for non-medical reasons without penalty. Ordinary income tax will be charged on the money withdrawn for non-medical reasons.

### Portable

You own all HSA account funds. Unlike an FSA, the accumulated balance in the account rolls over from year to year. Accounts move with you, even if you change employment or retire.

### Convenient

The CGI Business Solutions debit card provides you with an easy and convenient way to access HSA contributions. Paper checks only available upon written request.

### Independent

Employers prefer the long-term viability of an independent administrator. The relationship the employer has with their HSA administrator or HSA custodian remains consistent, along with all plan processes and resources, even if the employer switches to a different insurance plan.

### Savings Solution for Future Health Needs

Unused contributions accumulate and can be saved and used for future medical expenses or to supplement retirement income. For example, unused funds can be used to pay COBRA or other medical insurance premiums during periods of unemployment or temporary layoff.

### Customized Banking Solutions

Our world-class custodial partner, Avidia Bank, is a mutual, FDIC-insured financial services provider that specializes in delivering Internet-enabled banking services to groups nationwide. This partnership enables us to provide clients with a customized banking experience via www.cgibusinesssolutions.com.

### **Investment Options**

You can select from a spectrum of investment options to match your preferred investment style. Investments are offered through Devenir.\*

### Record Keeping

Process HSA deposits and withdrawals, post transactions, prepare and distribute bank statements and perform year-end reporting.

### **Monthly Statements**

Statements are delivered electronically or in a paper format based on your preference.

### ADVANTAGES OF AN HSA

- » No use-it-or-lose-it rule
- » Never pay taxes on money used for eligible medical expenses
- » Portable account
- » Provides an excellent savings vehicle for healthcare expenses

### INVESTMENT PRODUCTS AND SERVICES:

• are not insured by the FDIC

- are not deposits or other obligations of the institution and are not guaranteed by the institution;and,
- are subject to investment risks, including possible loss of principal invested.

## MANAGING YOUR ACCOUNT AND OTHER HELPFUL SUGGESTIONS

You are in complete control of your HSA. Here is some helpful information to assist in managing your account:

**Correcting Account Information** – Within the CGI Online Portal, you are able to change your personal information.

**Adding Authorized Signers or Beneficiaries** – For your convenience, we have provided easy-to-complete on-line forms.

**Transferring Funds to Your HSA** – If you would like to transfer or rollover funds from an existing HSA or IRA, we provide easy-to-follow on-line forms.

Tax Information – At year end, Avidia Bank will send you the following:

- » 1099 SA Received by January 31 and shows your annual distributions
- » 5498 SA Received by May 31 and shows your annual contributions

If you receive these forms and you feel there is an error, please contact Avidia Bank at 855.248.6311. We will work with you to make corrections and provide a corrected form.

# THANK YOU!

We are proud to serve as your HSA administrator. We appreciate your business and look forward to providing you the highest level of service and support. Our goal is to ensure that you maximize the benefits of participating in a Health Savings Account. To that end, we are constantly seeking ways to provide a better customer experience. Please let us know if there is anything we can do to improve the level of service.

### CGI ONLINE PORTAL

### ALLOWS 24/7 ACCESS TO:

- » Account balances and history
- » Deposit and withdrawal capabilities
- » Important forms and documents
- » Up-to-date history
- » Recent news and benefits updates
- » Account statements
- » Investment options

### HSA PLAN SERVICE PROVIDER:

CGI Business Solutions 5 Dartmouth Drive Auburn, NH 03032 888-383-0088 claim@cgibusinesssolutions.com www.cgibusinesssolutions.com

### **HSA CUSTODIAN:**

Avidia Bank 42 Main St Hudson, MA 01749 855.248.6311 hsa@Avidiahealthcaresolutions.com www.avidiabank.com







**Check Order Form** 

Instructions: Use this form to order Health Savings Account (HSA) checks. For assistance call 1-855-248-6311 or send an email to: HSA@Avidiahealthcaresolutions.com

Name First	Last	M.I.				
Address Street	City	State Zip				
Mailing Address if Different						
Address Street	City	State Zip				
Authorized Signer						
Name First	Last	M.I.				
authorize Avidia Bank to order checks:						

) FDIC

The balance in your HSA is insured by the Federal Deposit Insurance Corporation (FDIC), and subject to applicable deposit limits.



## Pusiness Solutions

### **HSA Transfer Request Form**

### **Business Solutions**

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Instructions: Use this form to request a Transfer. For assistance call 1-855-248-6311 or send an email to: HSA@Avidiahealthcaresolutions.com

Assount Holder Information								
Account Holder Information	1 (11							
First Name	Last Name			MI				
Street Address	City		State	Zip Code				
Address Line 2			_					
Social Security Number	Daytime Phone	E-Mail Address						
Avidia Bank HSA Account Number			_					
Request Type								
Trustee to Trustee Transfer: I curre account at Avidia Bank	ently have HSA funds with another ⊺	rustee/Custodian and wan	t to transfer the f	unds directly to my HSA				
Transfer Information								
Current Custodian Bank Name		Current HSA Accour	t Number					
Street Address	City		State	Zip Code				
Phone Number	Fax Numb	er						
Phone Number Fax Number Fax Number								
Transfer the entire balance of the	Current HSA listed above to Avidia	Bank and CLOSE my acco	ount & Liquidate i	investments if applicable				
Please transfer \$								
Make Check Payable to : Avidia Bank as Custodian for "Account Owner's First & Last Name"								
Return the Transfer Check to Avidia Bank, PO Box 370, Hudson MA 01749								
Instructions								
Complete this form online and provide your e-Signature (below). Once e-signed, this form is automatically returned to Avidia Bank. We will initiate the Trustee to Trustee Transfer on your behalf. Depending upon the previous Custodian/Trustee Bank's processing time, it may take 4-6 weeks before your funds are sent to Avidia Bank.								
Account Holders Authorization		Accepting HSA Custor	dian					
I authorize the transfer of the HSA above and certify that all of the info and may be relied upon by the Custodi I under stand that I am responsible for qualifies under the rules and conditions agree to abide by those rules and conditions any tax consequences or penalties tha assets and I agree that the Custodian s	rmation provided by me is correct an determining that this HSA transfer s applicable to such transfers and litions. I assume responsibility for t may apply to the transfer of these	newly designated Custo aforementioned assets t payable to Avidia Bank a Number listed above for Instructions	who is authorizi dian, we agree to ransferred. Pleas as Custodian of t the amount liste	ing the Transfer. As the o accept the se remit a check the HSA Account ed within the Transfer				
		mon	Newton	-				
Account Owner Signature	Date	Authorized S	Signature of New Custo	odian				



### HSA - Authorized Signer Form



Business Solutions: Use this form to change an existing/already established Health Savings Account (HSA). Complete this form and mail it to: CGI Business Solutions, 5 Dartmouth Drive; Auburn, NH 03032. For assistance, call 1-888-383-0088 or send an email to: claims@cgibusinesssolutions.com

Account Holder's Personal Information – all fields required un		indicated				
First Name MI	Last Name					
Social Security #	Account # (8 digits, fror	n vour statement)	Е	Birth Date (mm/dd	/vvvv)	
OR		<b>,</b> ,		1	/	
<u>Authorized Signer</u> Information – (P.O. Box not accepted)						
Since regulations require that only one individual own a Health Savings A signer to write checks or use his/her debit card. Note: Authorized sign				er spouse and	l/or third party	to be an authorized
I (account holder), as named above, designate the following individual as	an additional auth	orized signer o	n my Health Sav	ings Account.		
Authorized Signer First Name	MI Autho	rized Signer Last N	ame			
Social Security #	Date of Birth	1		]		
Driver's License # License State	Issue Date			Expiration	n Date	
	1	1			1	1
Street Address						
City		State		Zip		
Home Phone	]					
This is the first authorized signer request submitted for my account. Please sen	d a complimentary H	SA Card to the ir	ndividual listed abo	ve		
$\square$ I would like to order 25 duplicate checks and 10 deposit tickets with my authorized	zed signer's name.					
To help the government fight the funding of terrorism and money launder identifies each person on an account. What this means to you: When you ac address, date of birth and other information that will allow us to identify you documents. Your authorized signer will be added to your account upon verifi	ld an authorized si ur authorized signe	gner to your ac r. We may also	count we will nee	d you to provi	de your autho	rized signer's name, street
Signatures						
If you wish to designate an authorized signer on your account, please complete a authorized signer, they will not be added to your account. You hereby designate authorized signer on your account, you authorize the person designated above as deposits or withdrawals by any means acceptable to Avidia Bank, including pape account information, including balances and transactions; endorse any instrumer our Avidia Bank HSA. You specifically authorize Avidia Bank, as custodian of you revocation of this authorization, and has had a reasonable time to act upon the re understands the Avidia Bank Account Documents which have been provided to y arising out of Avidia Bank's reliance on this authorization, and release Avidia Bar sole responsibility for any tax consequences that result from any actions taken by SURVIVORSHIP IS GIVEN TO THE AUTHORIZED SIGNER BY THIS AUTHORI RIGHTS TO FUNDS IN YOUR ACCOUNT WILL BE TRANSFERRED TO YOUR PAYABLE TO YOUR ESTATE.	the following individu s "Authorized Signer r and electronic meints such as checks, u r HSA, to rely upon evocation. You unde ou. You hold harmle hk from any liability a y the authorized sigr ZATION. UPON NO	ual as an authori " to transact bus hods such as Ad orders or other d this authorizatio rstand that you a ss and indemnifi mising from such her regarding you TICE TO AVIDIA	zed signer on your iness with and give CH and Internet-ge ocuments f or the n and designation are responsible for y Avidia Bank agai reliance, unless o ur account. NO PR BANK OF YOUR	r Health Saving e instructions to enerated transa payment of fun until such time e ensuring that y inst any claims therwise prohil ESENT OR FL DEATH, THIS	s Account (HSA o Avidia Bank re- ctions; receive ds; and to othe , if any, that Avi your authorized against or loss- oited by law. You ITURE OWNEF AUTHORIZATI	A). By designating an egarding your HSA; make and have access to prwise serve as agent for y idia Bank receives a written signer reads and es Avidia Bank may suffer pu understand that you bear RSHIP OR RIGHT OF ION TERMINATES, AND
			Owr	ner		Date



### HSA - Beneficiary Form



### **Business Solutions**

Instructions: Use this form to change an existing/already established Health Savings Account (HSA). Complete this form and mail it to: CGI Business Solutions, 5 Dartmouth Dr, Auburn, NH 03032. For assistance, call 1-888-383-0088 or send an email to: claims@cgibusinesssolutions.com

Account Holder's Personal Information - all fields re	equired u	Inless otherwise indicated
First Name	MI	Last Name
Social Security #	OR	Account # (8 digits, from your statement) Birth Date (mm/dd/yyyy)

### **Designation of Beneficiary**

The following individual(s) or entity shall be my primary and/or contingent beneficiary(ies). If neither primary nor contingent is indicated, the individual or entity will be deemed to be the primary beneficiary. If more than one primary beneficiary is designated and no distribution percentages are indicated the beneficiaries will be deemed to own equal share percentages in the account. Multiple contingent beneficiaries with no share percentage indicated will also be deemed to share equally. If a primary or contingent beneficiary dies before me, his or her interest and the interest of his or her heirs shall terminate completely, and the percentage share of any remaining beneficiary(ies) shall be increased on a pro-rated basis. If no primary beneficiary(ies) survives me, the contingent beneficiary(ies) shall acquire the designated share of my account. I understand that I may change or add beneficiaries at any time by completing and delivering the Account Maintenance form to Avidia Bank. Avidia Bank has provided no tax or legal advice to me regarding my beneficiary designation.

Name & Address of Individual (or Trust and Trustee)	Date of Birth (Creation date, if Trust)	Social Security # (TIN, if Trust)	Relationship	Primary or Contingent	Share %	

#### **Spousal Consent**

This section should be reviewed if either the trust or the residence of the accountholder is located in a community or marital property state and the accountholder is married. Due to important tax consequences of giving up one's community property interest, individuals signing this section should consult with an independent legal or tax advisor.

#### CURRENT MARITAL STATUS

□ I am not married – I understand that if I become married in the future, I must complete a new Designation of Beneficiary form.

□ I am married – I understand that if I choose to designate a primary beneficiary other than my spouse, I am responsible for obtaining consent if required by law.

#### **Signature**

I authorize the individuals designated above to be added as Beneficiaries to my HSA and certify that the information provided above and attached hereto is accurate.

Signature

Date

