

A woman with curly hair and a young girl are standing in a park, surrounded by fallen autumn leaves. The woman is wearing a bright pink athletic jacket and grey leggings, while the girl is wearing a grey and pink athletic jacket and grey leggings. They are both smiling and looking at each other. The background shows trees with vibrant orange and red autumn leaves, creating a warm and inviting atmosphere.

Your account  
in action

Health & benefit account user guide

# Welcome

We're glad you've chosen a health and benefit account from Bank of America. Whether you have one or more accounts with us, this guide will make it easy for you to put them into action.

Inside you'll find out how to set up your account, plus useful tools and resources to help manage your account.



# General

## Health account information

All of our health and benefit accounts share common features. The topics in this section of the guide will get you started, and help you understand the basics and make the most of your accounts.

### Topics

Getting started checklist

Have an HSA?

Link your bank account

Add an authorized representative

Member website

MyHealth mobile app

3 ways to pay

Debit cards



## Good to know

You can find additional tools and resources to help you better manage your health account by visiting our [Learn Center](#).

# Getting started checklist

[Table of contents >>](#)

Now that you've enrolled in your account, let's get set up. Go to the member website at [myhealth.bankofamerica.com](https://myhealth.bankofamerica.com) and complete the checklist.



[View](#) an overview video of our member website, mobile app and educational tools.

## Watch for your debit card<sup>1</sup>

Your Bank of America Health and Benefit Account Visa® debit card will be coming in the mail soon. Be sure to activate it so you can start using it right away.

## Download the mobile app<sup>2</sup>

Manage your account on the go. Download the “MyHealth BofA” mobile app from the App Store<sup>SM</sup> or Google Play.<sup>TM 3</sup>



☐ **Login** for the first time as a “New User”:  
[Step-by-step instructions](#)

☐ **Verify** email, mailing address and phone numbers:  
Go to Accounts > “Profile Summary”

*Note: If you are not able to update your mailing address, contact your employer to make the change.*

☐ **Update notification preferences** so we know how you prefer to receive account information: Go to Message Center > “Update Notification Preferences”

☐ **Link your bank account** to your benefit account for quick and easy contributions, distributions and reimbursements: [Step-by-step instructions](#)

☐ **Authorize other users** who can access your account.  
[Learn how](#)

☐ **Add dependents**  
Go to Accounts > “Profile Summary” > “Add Dependent”

*Note: This is required if you are filing a claim for a dependent. You'll need to have their date of birth and social security number available.*

☐ **Request a debit card for dependents** age 18 or over: Go to Accounts > “Banking” > “Issue card”

## Good to know

[Learn more](#) about the features of your account(s).

## Have an HSA?

### ☐ **Designate a beneficiary**

It's important to add a beneficiary to your account to ensure that the funds are immediately available to them upon your death. It's easy!

Go to Accounts > "Profile Summary" > "Add Beneficiary"

### ☐ **Set up your HSA Investment Account**

[Step-by-step instructions](#)

### ☐ **Be ready for Identity Verification (IDV)**

We are required by law to validate identification when a new account is opened. As part of our IDV process, we may send you a request for additional information such as a copy of your driver license, social security card, etc. Once provided, you can begin accessing your funds.

#### [What your beneficiary needs to know](#)

In the event of your death, your beneficiary(ies) will need to complete the HSA Beneficiary Account Distribution Form\* or contact our Customer Care Center to have the form sent in the mail.

Go to Tools & Support > "Account Support & Forms"



## Link your bank account

Get reimbursed faster via direct deposit for out-of-pocket expenses when you link your personal bank account to your health and benefit account. If you have an HSA it's also convenient for making contributions to your account. You'll need your bank account and routing numbers to get started. Both of these can be found at the bottom of your checks.

1	<b>Add your bank account</b> Member website homepage > Accounts > "Profile" > "Banking/Cards" > "Add Account"  <i>After submitting the information requested, a pop-up screen will appear and explain the micro-deposit process, a security step required to make sure your account information is correct. Within the next 1 to 3 business days the micro-deposit amount will be processed. If we have your email on file, you'll receive an activation notice. If not, you'll need to check your bank account to confirm the micro-deposit amount.</i>
2	<b>Activate your bank account once you receive the micro-deposit</b> Under Tasks on the homepage, you'll see that "one or more bank accounts require activation"  Choose "Activation" > Enter the micro-deposit amount > "Submit"

## Add an authorized representative

Allow others to access your account information and/or make transactions on your behalf.



\*Forms can be found on the member website under Tools & Support > "Account Support & Forms"

### Authorized Caller

Someone who Bank of America can release your transaction history, claims activity, card details and statement information to. Contact Customer Care or complete the Authorized Caller Form.\*

### Power of Attorney

Someone who can contact Customer Care to access account information and make transactions on your behalf. Designate this person by mailing or faxing a completed Power of Attorney Form.\*



# Manage your account on the member website

Whether you want to check your balance, the status of a claim, make an HSA transaction or update your account information, it's easy on the [member website](#).

**Message Center** | Find notifications and quarterly statements (*HSA statements will include both Cash Account and Investment Account balances*)

**Check your balance(s)**

**Tasks** | See items that require your attention

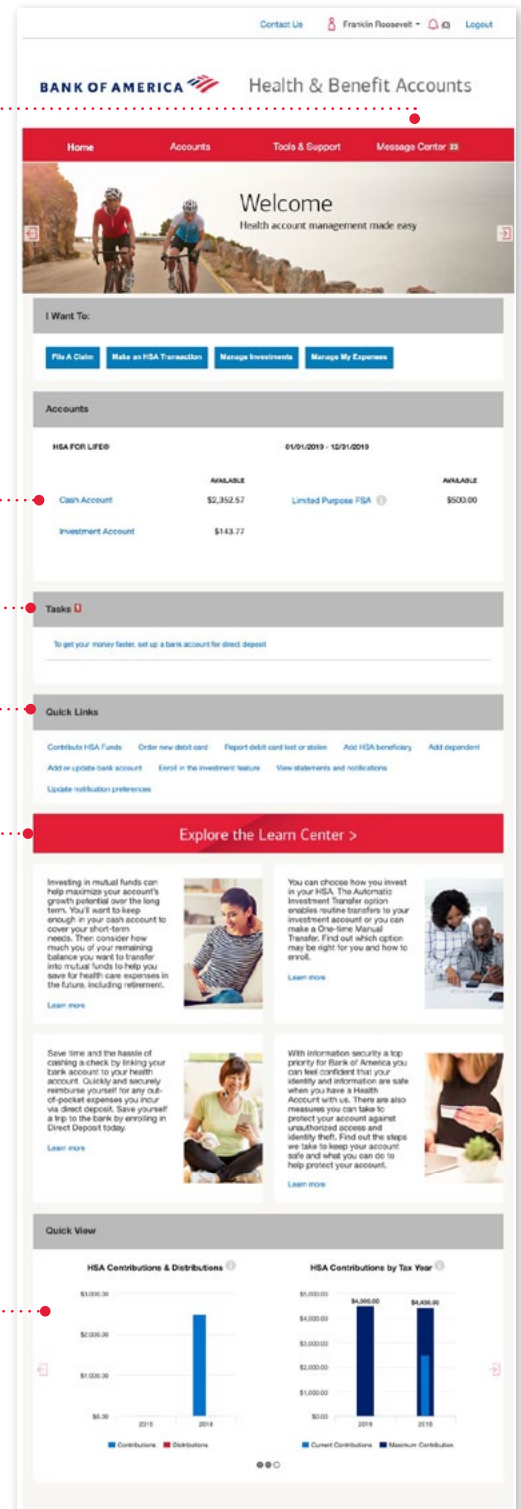
**Quick links** | Find a list of the most common functions

**Learn Center** | [Educational tools and support](#)

**Charts & graphs** | View your elections, contributions and spending for the year

## Good to know

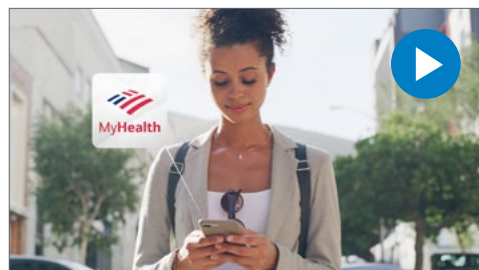
Find any form you need under [Tools & Support](#)





# Manage your account with the MyHealth mobile app

With the MyHealth mobile app, you can track and manage the details of your account...wherever and whenever you need.



[Watch the video.](#)

**My Accounts** | See your account balances(s) or click through to view transaction details

**File a claim** | Pay a provider or reimburse yourself from your HSA

**Make an HSA contribution or request an HSA distribution**

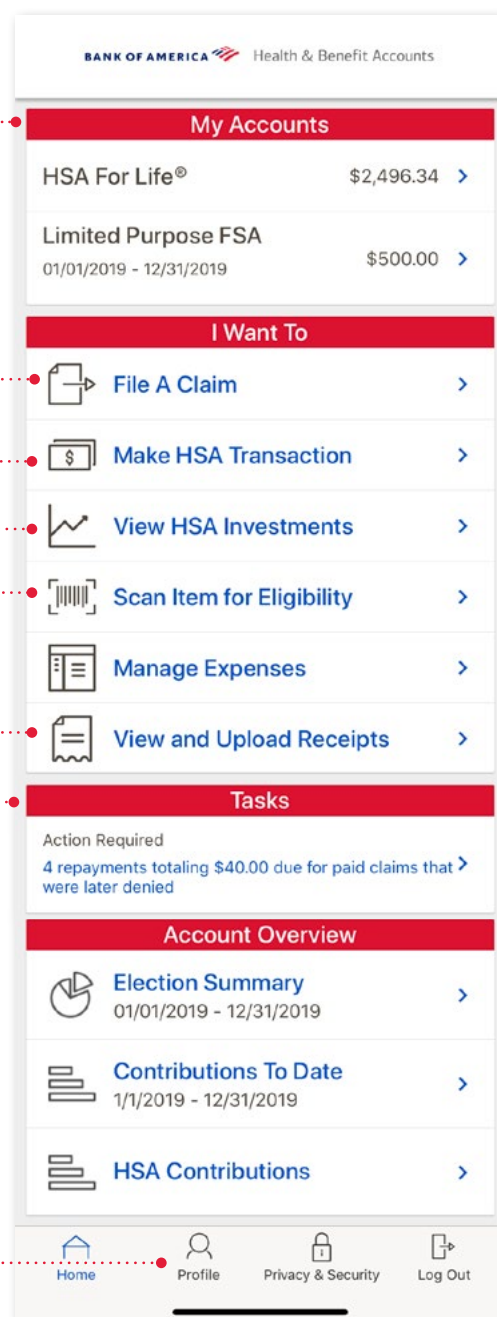
**View HSA Investments** | See your balance, summary of fund performance and graphs showing portfolio and election percentages

**Eligible Expense Scanner** | Find out whether an item is considered a qualified expense by the IRS

**Receipt Organizer** | Quickly upload and store receipts, invoices and Explanation of Benefits (EOB) documents

**Tasks** | See items that require your attention

**Profile** | Review statements, tax documents or manage your debit card



# Manage your account with the MyHealth mobile app (cont'd)

## Store and organize your receipts

Use the MyHealth mobile app to quickly upload and save any health care receipts. The Receipt Organizer feature allows you to keep all of your health-related expenses in one place so you can easily access them whenever you need them.

## Upload a receipt

1	Begin on the home screen > "View and Upload Receipts"
2	Choose the blue "add" button > take picture of your receipt
3	Choose "Camera" as the receipt upload method
4	A message will appear to let you know that your receipt was saved > "OK"

### Notes:

- The most recent receipt will show in the top left corner
- The upload date will be included with each receipt
- Used receipts will be marked with a green "USED" stamp

## View a receipt

Tap a receipt > choose "View"

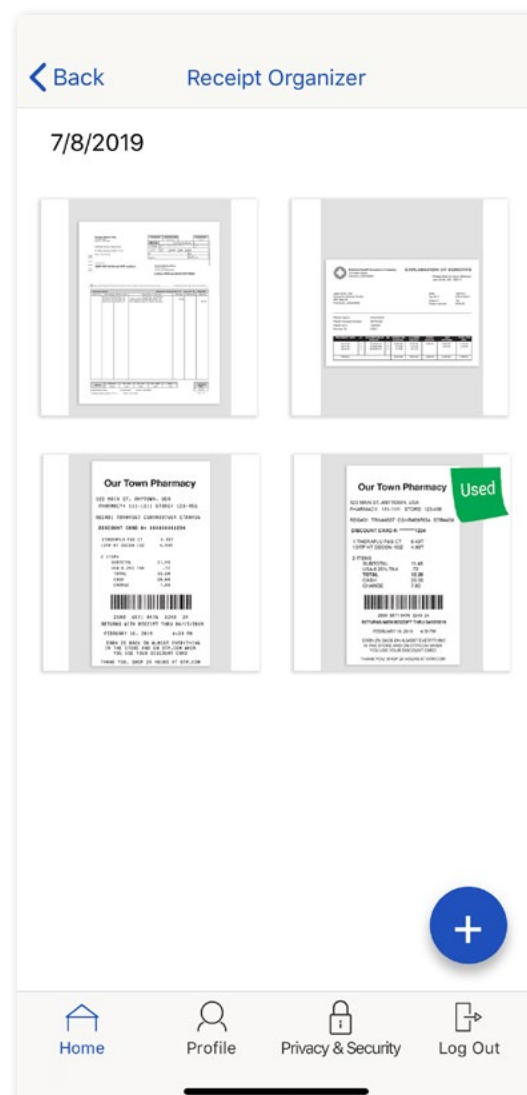
## Delete a receipt

Tap a receipt > choose "Remove"



## Download the MyHealth mobile app

Enjoy easy account management right at your fingertips.



## 3 ways to pay

Easily access the funds in your health account(s) to pay for qualified health care expenses.



### Qualified expenses?

As your account is tax advantaged, the IRS requires funds be spent only on [qualified health care expenses](#).

1

### Use your Health and Benefit Account Visa® debit card

It's the most convenient way to pay. Just swipe or insert your [debit card](#) at checkout, or use to pay bills you receive from your providers.

2

### Pay your provider

Pay directly from the member website or mobile app – just like online bill pay.

*Note: A check will generally be sent in 3-5 business days.*

3

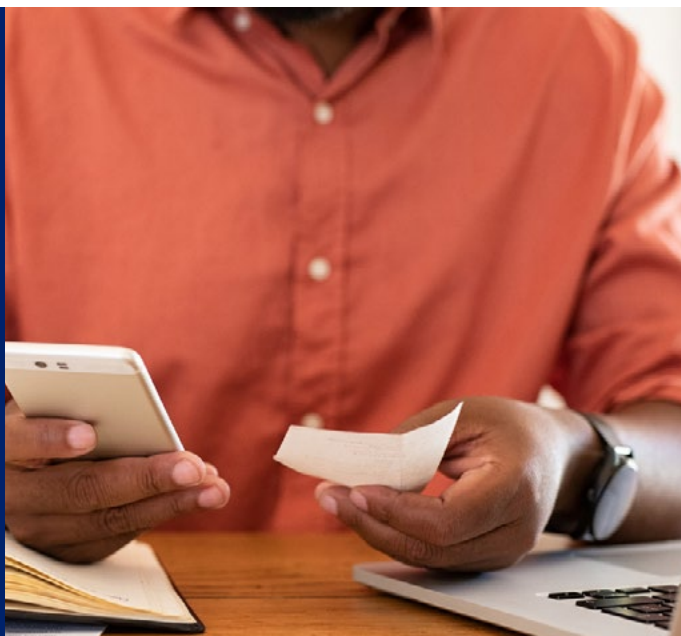
### Reimburse yourself

Pay out of pocket and then reimburse yourself through the member website or mobile app.

## Good to know

### Save your receipts!

Use the Receipt Organizer on the MyHealth mobile app to store your receipts so they'll be available when you need them.



# Health and Benefit Account Visa debit card

The easiest way to pay for qualified expenses is with your debit card. Use it at your provider's office, at the pharmacy and online.

*Note: If you have a Flexible Spending Account (FSA) you cannot use your debit card to pay for expenses incurred in the previous year. [Find out more](#) about grace period, carryover and run-out.*

## Good to know

### Order cards for each dependent

Any dependent on your account, age 18 or older, can have their own card. You can order up to 9 additional cards.

Member website > Accounts > "Banking" > "Issue Card"

## Do you have more than one account with us?

If so, your debit card knows which account to take the funds from based on the expense category.

Here's how it works:

### LPFSA + HSA | Dental and vision

**1st** When paying for dental or vision expenses, the money comes out of the **LPFSA** first, up to the available balance.

**2nd** If no more funds remain in the LPFSA, then dental and vision expenses will come out of the **HSA**.

### Health FSA + HRA | Qualified health care expenses

**1st** When paying for qualified health care expenses, funds will come out of the **Health FSA** first.

**2nd** Once funds are no longer available in the FSA, then the **HRA** is used.



*If you have multiple accounts and would like a debit card transaction applied to a different account, please contact Customer Care for assistance. For example: If an expense was applied to your HSA instead of your LPFSA.*



## Lost or stolen card

Report a lost or stolen card immediately on the [member website](#)<sup>4</sup> or by calling Customer Care at 1.800.718.6710.

### Dispute a transaction

If you suspect fraud or an error, contact Customer Care at the number on the back of your card.

1. Your debit card(s) will be canceled and reissued
2. Complete and return the Transaction Dispute Form\*
3. A provisional credit will be placed on your account within 10 days
4. Once your Transaction Dispute Form is received, the disputed charge will be researched

*Note: This can take up to 45 days.*

If the charge is confirmed as fraudulent, the provisional credit will become a permanent credit and you'll be notified by mail that the process is complete.

## Good to know

**Sign up for text alerts** to be notified when your debit card has been used. Go to the member website > [Message Center](#) > "Update Notification Preferences."

*\*The Transaction Dispute Form must be completed and submitted as soon as a disputed/fraudulent transaction is identified and must be received within 120 calendar days from original transaction date. Find the form on member website under Tools & Support > "Account Support & Forms."*

# HSA

## Health Savings Account

An HSA is a personal savings account that works in combination with an HSA-qualified health plan to let you set aside money on a pre-tax basis to help save for health care expenses. Your HSA can be used now, next year or even when you're retired.

### Topics

How an HSA works

See how others are using their HSA

Contribution limits

Four ways to contribute

Paying from your HSA

Enroll in investments

How to set up investments

Investments on the member website

Investments on the MyHealth mobile app

HSA tax time

## Good to know

[Learn](#) the top 5 ways to get the most from your HSA.

## How an HSA works



### **Save it**

Contribute pre-tax funds into your HSA, up to the annual maximum, when enrolled in an HSA-qualified health plan.



### **Use it**

Use funds from your HSA to pay for qualified health care expenses – now or in the future.



### **Never lose it<sup>5</sup>**

It's your account for life. Unused funds roll over from year to year because there are no “use-it-or-lose-it” rules.

## **Triple Tax Advantage<sup>6</sup>**

1

### **Tax-free contributions**

Pre-tax contributions lower your payroll taxes. Plus any other contributions you make into your account are deductible.

2

### **Tax-free interest and investment earnings**

Allows your money to grow faster over time.

3

### **Tax-free withdrawals for qualified health care expenses**

Gives you more buying power for your health care dollars.

*Neither Bank of America nor any of its affiliates provide legal, tax or accounting advice. You should consult your legal and/or tax advisor before making any financial decisions.*



## See how others are using their HSA

No matter what your age or life stage you're in, see how an HSA could help you pay for health care costs. Watch these videos to see how four different people have decided to use their HSAs.



*Starting out*



*Nearing retirement*



*Family friendly*



*HSA with an LPFSA*

## Contribution limits

The IRS sets annual contribution limits for HSAs which are based on individual or family coverage under an HSA-eligible health plan.

	2020	2021
Individual coverage	\$3,550	\$3,600
Family coverage	\$7,100	\$7,200
Catch-up contribution*	\$1,000	\$1,000

\*Starting at age 55

### What if you over contribute?

You are responsible for making sure that your annual HSA contributions do not exceed the IRS limit. If you have over contributed, log in to member website and follow these instructions to have those funds returned to you:

1	Go to Tools & Support > “Account Support & Forms” > download and open the “HSA Distribution Request Form”
2	In Step 2a > check the box for “Excess Contribution Removal” (Include the date of the excess contribution and we’ll calculate any applicable earnings adjustments)
3	Sign and mail or fax the form

*Note: If you send HSA contributions through payroll, you may want to stop your HSA payroll contributions for the remainder of the year.*

## Good to know

[How much should I contribute to my HSA?](#)



### Who can contribute?

You, your employer or anyone else can contribute to your HSA on your behalf.



### Contribution deadline

You may contribute funds for the current year up until Tax Day of the following calendar year.<sup>7</sup> (Be sure to choose the checkbox for the prior year to be sure the contribution is applied correctly).

Transaction Details

Tax Year \* ☐ 2020 ☒ 2019

Amount \* \$

Notes

1

## Payroll deduction

If you have an employer-sponsored plan, your election amount will be deposited into your HSA on a pre-tax basis each pay period.

*Note: Some employer-sponsored plans allow changes to your elections throughout the year. Check with your employer for more details.*

2

## Individual contributions

There are a few ways you can make a contribution to your HSA at any time.

**Member website** | Select “Make HSA Transaction” > follow the on-screen instructions

**MyHealth mobile app** | Select “Make HSA Transaction” > “Contribution” > follow the steps on-screen.

*Note: To make a contribution to your HSA directly from your bank account, you'll need to first [link your bank account](#).*

**Mail a check** | Complete the HSA Contribution Form\* > mail the form and check

*Note: Make sure the total of all employer, payroll and individual contributions do not exceed the applicable IRS limit.*

3

## Move funds from an existing HSA

There are two ways you can move funds from an HSA. In both cases you will complete the HSA Contribution Form.\* Neither of these options count towards your annual contribution limit.

**Trustee-to-trustee transfer** | A direct transfer from another trustee directly to Bank of America

*Note: There are no limits to the number of transfers you can make this way.*

**Rollover** | A check is sent to you from another custodian, then you send the check to Bank of America

*Note: You must roll over the amount within 60 days after the date of receipt. You can make only one rollover contribution to an HSA during a 1-year period.*

4

## Once-per-lifetime transfer or rollover

Move money from a traditional IRA or Roth IRA by using a Transfer Request Form.\*

A rollover from a traditional IRA or Roth IRA to your HSA is a qualified HSA funding distribution that is not included in your income, is not deductible, and reduces the amount that can be contributed to your HSA by you and other sources (including employer contributions). Rollovers that exceed annual HSA contribution limits based on your age at the end of the year and your HDHP coverage (self-only or family) at the time of the distribution will result in additional tax on the excess contributions. The rollover cannot be made from an ongoing SEP IRA or SIMPLE IRA. You can make only one qualified HSA funding distribution during your lifetime.

# Paying from your HSA

Using your debit card at the doctor, pharmacy, retailer or online is the easiest way to pay for qualified health care expenses.<sup>8</sup> You can also pay a provider or reimburse yourself through the member website or on the MyHealth mobile app.

## Pay a provider

Pay an invoice from your provider directly from your HSA – just like online bill pay. A check will generally be mailed within 3-5 business days.



## Recurring payments

You can also schedule a payment to recur monthly or weekly. You can pick the day and select the start and end dates.

## Member website

1	Select “Make HSA Transaction” > Choose “My HSA” as the account to pay “From”
2	Select “Me” or “Someone Else” for who you want to pay “To”
3	Select “Add a New Payee” or “Select a Saved Payee” > Enter the remaining required information > “Submit”

## MyHealth mobile app

1	Select “Make HSA Transaction”
2	Select “Distribution” > “Add a Payee” > follow the on-screen instructions



## Paying from your HSA (cont'd)

### Reimburse yourself

If you've already paid for a qualified product or service out of your own pocket, you can reimburse yourself from the funds in your HSA.

#### Member website

1	Select "Make HSA Transaction" > Choose "My HSA" as the account to pay "From"
2	Select "Me" for who you want to pay "To"
3	Enter the required information > "Submit"

*Note: If you've already set up direct deposit, the money will be in your account within 2 business days. Otherwise a check will generally be mailed within 3 business days.*

#### MyHealth mobile app

1	Select "Make HSA Transaction"
2	Select "Distribution" > "Me" > follow the on-screen instructions



## Good to know

**Save your receipts!** Since health accounts are tax-advantaged plans, the IRS requires you to provide proof that an expense is qualified. Use the Receipt Organizer on the MyHealth mobile app to store your receipts so they'll be available when you need to file a claim.

# Enroll in investments

One way to potentially maximize your HSA and help you with your long-term savings goals is to take advantage of the investment feature. When your HSA balance reaches \$1,000, you're eligible to start investing any portion of the balance above this level in select mutual funds.<sup>9</sup>

[Learn more](#) about investing your HSA.

You have two options when managing your investments:

## 1. Recurring automatic transfers

Money automatically transfers to your investment account once you reach the cash account threshold that you have set (must be at least \$1,000).

*Note: This option is for those who want to simplify account management.*

## 2. Manual transfer

Transfer money between your cash and investment accounts whenever you choose.

*Note: This option is for those who want more control over their investment transactions.*



### Which transfer option could work for me?

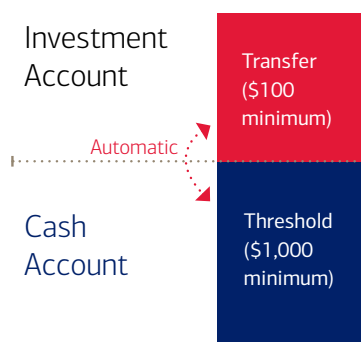
Recurring automatic transfers	Manual transfer
I like to simplify my account management	I prefer more control over my investment transactions
I don't want to worry about having to move money to investments as my balance grows	I like to plan my own investment transactions
I like that funds are automatically transferred between cash and investments to maintain your threshold.	I keep a close eye on investment performance and regularly make adjustments.

**Not sure?** You can change how you choose to invest at any time.

*Investing in securities involves risks, and there is always the potential of losing money when you invest in securities.*

# How to set up investments

## 1. Recurring automatic transfer



1	On the homepage of the member website > Accounts > "Investments"
2	Choose "Investment Account Setup" (top right)
3	Next to the question, "Would you like auto-investment transfer on?" > "Yes"
4	Enter your threshold amount > "Save and Next"
5	Select the funds you want to invest in by entering the percentage amount in the election box > "Submit" <i>Note: Be sure your total equals 100%.</i>

## 2. Manual transfer



### Need to pay for large expenses?

Don't worry once you start investing you can access funds from your investment account if needed. It's easy! Just complete a one-time transfer from your Investment Account to your Cash Account.

1	On the homepage of the member website > Accounts > "Investments"
2	Choose "Investment Account Setup" (top right) > "Manual Investing"
3	To choose the fund(s) and amount for your One-time transfer > "Next"
4	Enter the amount next to the applicable funds > "Next"
5	Review the Transaction Summary > check the box indicating that you have reviewed the investment disclaimer > "Submit" <i>Note: You will receive a confirmation message.</i>

## Easily manage your investments on the member website

We provide tools to help you research and choose your investment elections. Once you've set up your investments, you'll be able to view and manage your investment account as well.

### View fund performance

Lists funds available through your plan including fact sheets, prospectuses, ticker symbols, historical data and expense ratio.

Go to Accounts > "Education" > "Fund Performance"

Investments / Education

**Fund Performance**

The funds available through your plan are shown below.

FUND NAME	TICKER	FUND INFORMATION ⓘ	PRICE	3 MONTHS	YTD
+ ABC STABLE FUND VALUE	ABC	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$10.48	3.72%	3.97%
+ DEF BOND FUND	DEF	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$15.61	-8.91%	-11.40%
+ GHI BOND BOND FUND	GHI	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$9.54	0.73%	0.10%
+ JKL BOND FUND	JKL	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$10.15	-3.27%	-5.52%
+ MNO CAP GROWTH A	MNO	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$12.03	-4.71%	-8.08%
+ PQR CAP GROWTH A	PQR	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$18.58	-4.24%	-5.91%
+ STU SM CAP IDX	STU	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$11.05	-9.44%	-11.89%
+ VWX SM CAP IDX	VWX	<a href="#">Fact Sheet</a>   <a href="#">Prospectus</a>	\$15.41	-10.72%	-13.27%

### View your Rate of Return

Shows your investment performance for your account over a period of time.

Go to Accounts > "Investments"

Investments / Summary

Current Balance  
As of 11/12/2018  
**\$1,097.55**

Beginning Balance  
As of 08/13/2018  
**\$787.76**

Recent Activity  
As of 11/12/2018  
**\$310.12**  
[View Details](#)

Rate of Return  
08/13/2018 - 11/12/2018  
**4.14% A**  
[View Details](#)

**Portfolio %**

**Election %**

**Fund Name**

- ABC STABLE VALUE FUND
- DEF BOND FUND
- GHI BOND FUND
- JKL EQUITY FUND
- MNO GROWTH FUND

FUND NAME ⓘ	PORTFOLIO ⓘ	ELECTION ⓘ	BEGINNING BALANCE	PRICE	UNITS	ENDING BALANCE
ABC STABLE VALUE FUND	19.84%	20.00%	\$154.32	\$30.45	7.152	\$217.78
DEF BOND FUND	22.74%	20.00%	\$181.84	\$44.57	5.602	\$249.68
GHI BOND FUND	17.87%	20.00%	\$137.06	\$6.79	28.902	\$196.24
JKL EQUITY FUND	18.15%	20.00%	\$145.42	\$9.85	20.230	\$199.27



## Easily manage your investments on the member website (cont'd)

### It's easy to make changes

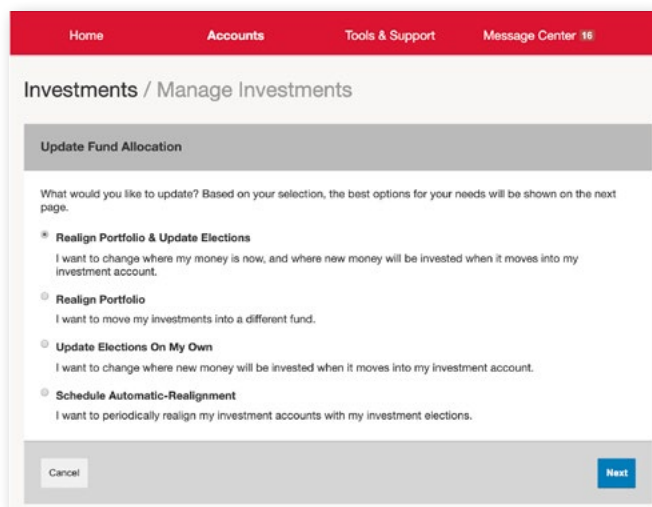
Your investment elections will guide how new money is invested when it moves to your investment account – you can update your elections at any time. Over time, the performance of the various funds in your investment account will shift the weighting of your portfolio and will be reflected in your portfolio % allocation.

### Realign your portfolio

Periodically adjust your account portfolio to maintain your desired level of asset allocation.

This is something you'll want to do if your long-term investing goals are based upon your investment elections. You have the option to do this manually or you can schedule automatic-realignment to have it done for you on a schedule you choose.

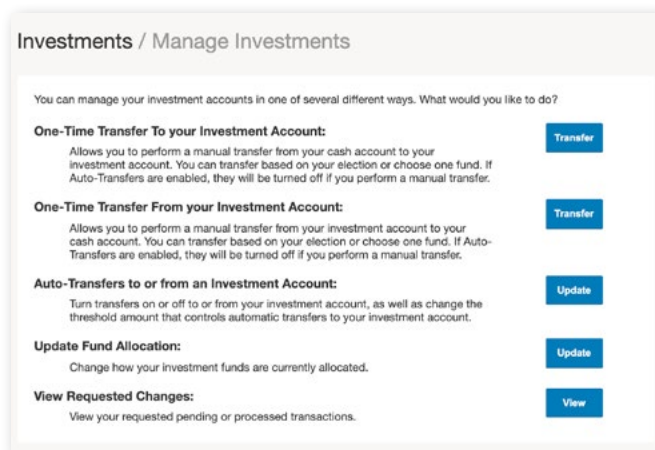
Go to Accounts > “Manage Investments” > “Update Fund Allocation”

A screenshot of the Bank of America member website's 'Update Fund Allocation' screen. The page has a red header with navigation links: Home, Accounts, Tools & Support, and Message Center 16. Below the header, the breadcrumb trail reads 'Investments / Manage Investments'. The main section is titled 'Update Fund Allocation' and contains a sub-header 'What would you like to update? Based on your selection, the best options for your needs will be shown on the next page.' There are four radio button options: 1. 'Realign Portfolio & Update Elections' (selected) with the description 'I want to change where my money is now, and where new money will be invested when it moves into my investment account.' 2. 'Realign Portfolio' with the description 'I want to move my investments into a different fund.' 3. 'Update Elections On My Own' with the description 'I want to change where new money will be invested when it moves into my investment account.' 4. 'Schedule Automatic-Realignment' with the description 'I want to periodically realign my investment accounts with my investment elections.' At the bottom of the form are 'Cancel' and 'Next' buttons.

# Easily manage your investments on the member website (cont'd)

## Make a one-time transfer

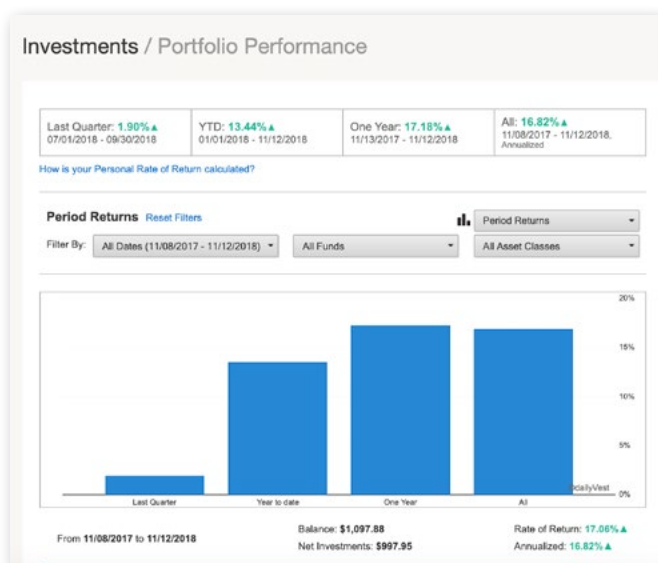
Make a transfer between your Cash and Investment Accounts whenever you want. This gives you more control over your investment transactions and is an easy way to move funds from your Investment Account to your Cash Account if you need to pay for a large health care expense.



Go to Accounts > “Manage Investments”

## Charts & graphs

We offer a variety of charts and graphs to help you manage your portfolio.



## HSA tax time

Since your HSA is tax-advantaged, the IRS requires that you report contributions and distributions on your tax return. We'll mail you both forms, but you can always access them online at any time during the year.

Begin on the member website > Message Center > "View Statements"

### Tax form timeline

#### Form 1099-SA

<b>Mailed to you by January 31</b>	Used for your tax returns to report distributions from your HSA during the previous calendar year.
--	--

*Note: You are not required to include the amounts as income unless they were used for non-qualified expenses.*

#### Form 5498-SA

<b>Mailed in May of each year</b>	Used to report contributions and/or rollovers into your HSA for the previous tax year.
---------------------------------------	--

*Note: This form is not needed for your tax returns.*

Good to  
know

### View quarterly statements

Your HSA statement will reflect activity for both your HSA Cash Account and any balance and transaction history in your Investment Account.

Go to Accounts > "Message Center" > "View Statements"

## We're here for you

If you have any questions,  
here's how you can  
reach us:



### **Call Customer Care**

Available 24/7

You can find the number on  
the back of your debit card.

800.305.5109 TDD



### **Online chat**

8:00 a.m. – 7:00 p.m. Eastern  
Monday – Friday

## Resources

Here are some additional  
online resources to help  
you learn more about  
your accounts.

[HSA FAQs](#)

[HSA Investment FAQs](#)

[Where do I find forms?](#)

Go to Tools & Support > “Account Support & Forms”

[Learn Center](#)

[Member website](#)

This document is intended to be a guide. Always consult your employer's plan document for specifics.

The computer screen images shown in this guide are intended to illustrate the functionality and services available to participants on the member website. They are not meant as exact representations of the screens available to you.

Neither Bank of America nor any of its affiliates provide legal, tax, or accounting advice. You should consult your legal and/or tax advisors before making any financial decisions.

Please consult your tax or legal advisor regarding specific use of Health Savings Accounts. Investments can lose money. Neither Bank of America nor any of its affiliates provide legal, tax, or accounting advice. You should consult your legal and/or tax advisors before making any financial decisions.

Bank of America does not sponsor or maintain the Flexible Spending Accounts (FSA) or Health Reimbursement Accounts (HRA) that you establish. The programs are sponsored and maintained solely by the employer. Bank of America acts solely as claims administrator performing administrative tasks pursuant to an agreement with, and at the direction of, the employer. The employer is solely responsible for ensuring such arrangements comply with all applicable laws.

1 This Health and Benefit Account Visa debit card program is issued by Bank of America, N.A. Visa is a registered trademark of Visa International Service Association, and is used by the issuer pursuant to license from Visa U.S.A. Inc.

2 Data connection required. Wireless carrier fees may apply. Mobile app not available on all devices.

3 Apple, the Apple logo, iPhone, and iMac are trademarks of Apple Inc., registered in the U.S. and other countries. App Store is a service mark of Apple Inc. Android, Google Play, and the Google Play logo are trademarks of Google, Inc.

4 Charges must be reported within 60 days of receiving statement.

5 "Never Lose it" refers to account portability and annual rollover of accumulated assets; it does not imply you cannot lose money. The investment portion of the HSA account is not FDIC insured, not bank guaranteed and may lose value.

6 About Tax Benefits: You can receive tax-free distributions from your HSA to pay or be reimbursed for qualified medical expenses you incur after you establish the HSA. If you receive distributions for other reasons, the amount you withdraw will be subject to income tax and may be subject to an additional 20% tax. Any interest or earnings on the assets in the account are tax-free. You may be able to claim a tax deduction for contributions you, or someone other than your employer, make to your HSA. Certain limits may apply to employees who are considered highly compensated key employees. Bank of America recommends you contact qualified tax or legal counsel before establishing an HSA.

7 You may want to consult with your financial advisor or tax professional to determine whether you've already contributed the maximum.

8 Withdrawals for non-eligible health care expenses are subject to income tax.

9 Mutual Fund investment offerings for the Bank of America HSA are made available by Merrill Lynch, Pierce, Fenner & Smith Incorporated ("MLPF&S"), a registered broker-dealer, Member [SIPC](#) and a wholly owned subsidiary of Bank of America Corporation ("BoFA Corp."). Investments in mutual funds are held in an omnibus account at MLPF&S in the name of Bank of America, N.A. ("BANA"), for the benefit of all HSA account owners. Recommendations as to HSA investment menu options are provided to BANA by the Chief Investment Office ("CIO"), Global Wealth & Investment Management ("GWIM"), a division of BoFA Corp. The CIO, which provides investment strategies, due diligence, portfolio construction guidance and wealth management solutions for GWIM clients, is part of the Investment Solutions Group (ISG) of GWIM.

Investments in mutual funds:

**ARE NOT FDIC INSURED**

**ARE NOT BANK ISSUED  
OR GUARANTEED**

**MAY LOSE VALUE**

10 Health FSA plans may be amended to permit a maximum of \$500 of unused amounts remaining at the end of a plan year to be carried forward to the subsequent plan year OR they may allow for a 2 ½ month grace period. Employers who so choose may only offer one of the available options: either the carry forward OR the 2 ½ month grace period. It is not permissible to have both provisions in the plan for a given year. Employers may also choose to offer neither option, so you should check with your employer if you have any questions.

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