

# Tailored to your healthcare needs



## What is an LPFSA?

A Limited Purpose Flexible Spending Account (LPFSA) only reimburses you for eligible dental and vision expenses such as contacts, prescription eye glasses, vision correction surgery, dental fillings, root canals, orthodontia, etc. An LPFSA is available to employees who are enrolled in a High Deductible Health Plan (HDHP) as well as an HSA. By establishing an LPFSA, you can save money on taxes by using your LPFSA dollars for your dental and vision while preserving your HSA funds for other purposes.

## Getting started is easy!

Your LPFSA contributions will be deducted from your paycheck in equal amounts each pay period on a pre-tax basis. When determining your contributions, please remember that PayFlex's LPFSA can only be used for dental and vision expenses. To get started, review your prior year dental and vision expenses. This will help you avoid any forfeitures at the end of the year.

**Quick Tip:** Find out how much you can save  
[Login to HealthHub.com > My HealthHub Resources > Planning Tools](#)

## Using your PayFlex Card® with an LPFSA

The PayFlex Card® makes it simple to access your LPFSA funds to pay for eligible dental and vision expenses. Dental and vision expenses purchased with your PayFlex Card will be deducted from your LPFSA until exhausted, leaving all other qualified expenses to be deducted from your HSA balance.

## Getting reimbursed

If you did not use your PayFlex Card for your LPFSA purchases, you will need to submit a claim for reimbursement. For quick and easy reimbursement, simply submit your expenses online at HealthHub.com. You can also elect to have your reimbursement deposited directly into your checking or savings account by enrolling in direct deposit online.

**Quick Tip:** Enroll in direct deposit  
[Login to HealthHub.com > Financial Center > Enroll in Direct Deposit](#)

### Reimbursement Methods

- Online:** [www.HealthHub.com](http://www.HealthHub.com)
- Fax:** 402.231.4310
- Mail:** PayFlex Systems USA, Inc.  
PO Box 3039  
Omaha, NE 68103-3039

## HealthHub Mobile™

The HealthHub Mobile™ application makes it easy to access your account balance(s), claims activity, a listing of eligible expenses and much more. You can even submit a claim! Login at HealthHub.com and visit the [Consumer Center](#) for more information.

## Shop online with your LPFSA!

Through HealthHub's Consumer Center, you can buy items such as glasses, contacts, prescription drugs, durable medical equipment and certain over-the-counter items using your PayFlex Card. If an item is not identified as "FSA eligible" you will need to use a form of payment other than your PayFlex Card.

## Access account information you need on My Dashboard

Login to HealthHub.com to view a snapshot of your account:

- Account Balance
- News You Can Use
- Upcoming Claim Payments

**Quick Tip:** View your claim history and payments  
[Login to HealthHub.com > Financial Center > Select Account](#)

## Request for Documentation letters

If you received a Request for Documentation letter, this means you are required to provide documentation to verify that you used your card to purchase an eligible item or service, as regulated by the IRS. If you do not respond, your card will be deactivated until you provide the requested documentation or payment.

**Quick Tip:** Sign up for eNotify to receive important e-mail notifications  
[Login to HealthHub.com > Settings > Change Email](#)

## How to respond

Select one of the following options:

1. Upload, fax or mail an itemized receipt OR Explanation of Benefits (EOB) for the transaction(s) listed;
2. Upload, fax or mail an itemized receipt or EOB for another eligible item incurred during the plan year; or
3. Send a personal check or money order for the expense you are unable to provide documentation.

# Your option for tax-free flexibility



## What is an HSA?

An HSA is a Health Savings Account that is tax-exempt for contributions, earnings and withdrawals for qualified medical expenses. An HSA is only offered in conjunction with a high deductible health plan (HDHP) and is used to save and pay for qualified medical expenses. The major differences between an HSA and a Flexible Spending Account (FSA) are:

- An HSA is portable, meaning that if you leave your employer, you can take your HSA funds with you.
- There is no "use it or lose it" provision with an HSA. If you don't use the money in your account by the end of the year, it just stays there and collects interest on a tax-deferred basis.
- An HSA includes a banking partner, that offers you several investment options that suit your needs.
- An HSA does not require third party substantiation for transactions; however, you should keep records of these transactions in the event of an IRS audit.

## Getting started is easy!

The maximum amount that can be contributed to an HSA in a tax year is established by the IRS and is dependent on whether you have single or family coverage for the HDHP. For 2011, the contribution limits are: \$3,050 for single coverage and \$6,150 for family coverage. The 2012 contribution limits have been increased to a maximum of \$3,100 for single coverage and \$6,250 for family coverage. If you enroll in an HSA based on the IRS eligibility regulations anytime between January 1 and December 1 of the current tax year, you are allowed to make the full contribution regardless of the date you actually enroll in the HDHP.

## Transferring funds from an IRA

You are allowed a one-time, tax-free trustee-to-trustee transfer of IRA funds into an HSA. Funds transferred from an IRA are subject to the maximum contribution limits and should be included in your total annual contribution. Also, just like a rollover from an HRA or FSA, you must remain covered under a HDHP for 12 months after the transfer occurs. Otherwise, the funds transferred will be treated as taxable income and subject to a 10% excise tax.

## Using your PayFlex Card®

You will receive a PayFlex Card® for your HSA. If you currently have an active PayFlex Mastercard®, your HSA funds will be loaded directly to your current card. The PayFlex Card is a MasterCard which can be used for all qualified expenses. If you did not use your PayFlex Card for your HSA purchases, you will need to request reimbursement online at HealthHub.com.

## Requesting reimbursement

If you do not use your PayFlex Card for your healthcare purchases, you can obtain reimbursement online provided funds are available in your HSA. To get started, login to HealthHub.com, click on the Financial Center and select Health Savings Account.

## Your investment options

With UMB, a participant has the following investment options:

- Interest Bearing Account - you will automatically be enrolled in this option.
- Money Market Sweep - using Fidelity Money Market Mutual Funds.
- Brokerage Investment - choose from 185 funds.

Both the Money Market and Brokerage investment options require maintaining a \$1,000 minimum balance in the account along with any minimum investment amounts required by the fund. After your initial \$1,000 investment, you are able to establish an automated recurring purchase into your brokerage account with a minimum of \$100 for each additional purchase. For detailed information on these investment options, please visit HealthHub.com.

### HSA Quick Tip:

Account statements will be mailed to you by UMB Bank on a monthly basis

## HealthHub.com has everything you need

- Check your HSA balance
- Obtain reimbursement
- View interest rates
- Transfer funds from another HSA
- Enroll in a brokerage account
- Change beneficiaries
- Access frequently asked questions
- Download and print various forms

## Questions?

Contact PayFlex's Customer Service at 800.284.4885, Monday - Friday, 7am - 7pm and Saturday, 9am-2pm CT.

\*All participant funds are separately insured by the FDIC pursuant to Treasury Regulation 12 C.F.R. § 330.5.