



# HealthEquity and Optima

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## Employer HSA Enrollment Kit

January 2010

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## HealthEquity and Optima

HealthEquity and Optima have created a partnership to offer you and your employees an “Optima Equity HSA.”

The benefits of integration include:

- **Easy Enrollment** – forms sent to Optima at time of enrollment. Accounts automatically set up.
- **Better Experience** – claims automatically loaded to HSA website for easy online payment and better record keeping.
- **No Additional Costs** – set up and monthly administration fee included in premium.

HealthEquity is a leader in HSA administration. With over 6 years of experience and an outstanding service model, you can expect:

- **Outstanding Support** – HealthEquity is there 24x7 with a “live” person to answer your employees’ questions.
- **Dedicated Employer Team** – HealthEquity contacts each employer to set up HSA contributions and help answer all the questions – even the hard ones!

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### How to Setup Your Employee’s HSA

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1. Upon initial enrollment in the Optima Equity plan, your employees can elect to open an HSA by choosing “yes” to open an account on the plan enrollment application.
2. Employees electing to open an HSA later, can complete a separate HSA Authorization form.
3. Send Employee Optima plan application or HSA Authorization form to Optima.
4. Optima will enter the HSA election information in their system and send to HealthEquity.
5. HealthEquity will establish accounts for each employee and send out Welcome Materials.

***It is that simple!***

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## What to Expect

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Once HealthEquity receives the enrollment file from Optima:

- Your Employees will receive their debit card and welcome materials in 5-7 business days upon passing the Customer Identification Process (CIP) that is required by federal legislation.
- Your Company will receive an Employer Welcome Kit via email or mail within 5-7 business days. You will also receive a Welcome Call from HealthEquity to help set up contributions for your employees and answer any questions you have.



Enrollment Department  
4417 Corporation Lane  
Virginia Beach, VA 23462  
(757) 552-7401  
Attn: Enrollment Department

**Optima Equity  
Health Savings Account  
Employee Enrollment Form**

Employer Name:

**Health Savings Account Selection**

**Health Savings Account (HSA) Administration** – *If you have chosen a HSA eligible high deductible plan offered through your employer, you are eligible to establish a Health Savings Account (HSA). HealthEquity is Optima Health’s preferred vendor for HSA account administration. Do you want to establish a HSA account?*

Yes, please **do** establish a HSA account for me with HealthEquity

No, please **do not** establish a HSA account for me with HealthEquity

HSA Effective Date \_\_\_\_\_

HSA Termination Date \_\_\_\_\_

**Personal Information**

Name: First: \_\_\_\_\_ Last: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Gender:  M  F

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ *(for statements and notices)*

Insurance Coverage Effective Date: \_\_\_\_\_ Coverage Type:  Single  Family

**Signature**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit your completed form to Optima Health at the address listed above.

## FAQs

### **Where do I send the Employee Optima Enrollment application or HSA Authorization forms with the HSA election information?**

The Employee Optima Enrollment application or HSA Authorization form goes to Optima.

### **How do I make contributions in the HSAs?**

HealthEquity has an Employer Portal where you manage contributions and view reports. You will be receiving a Welcome Kit that will explain how to login to your portal. You will also receive a Welcome Call from HealthEquity to answer any questions you have.

### **How long does the process take?**

Setting up your employees HSAs with HealthEquity will automatically happen once the HSA Authorization Forms are sent to Optima. You and your employees will receive the Welcome Materials within 5-7 business days.

### **Who pays the set up fees and month administration fees?**

Optima will pay for the employee account set up fee and monthly account administration fee. It is free to you and your employees.

### **What if my employees want to contribute to their HSA?**

It is best for you to set up a process where you employees can take a payroll deduction for HSA contributions, and then you can send the contributions to HealthEquity through the employer portal. This allows you to save 7.5% in payroll taxes.

What is the most an employee can contribute into an HSA?

The amount changes year to year.

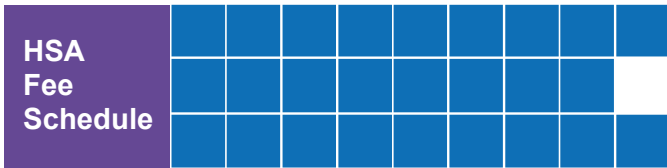
For 2009,

- The maximum annual HSA contribution for an eligible individual with self-only coverage is \$3,000.
- For family coverage, the maximum annual HSA contribution is \$5,950.

For 2010

- The maximum annual HSA contribution for an eligible individual with self-only coverage is \$3,050.
- For family coverage, the maximum annual HSA contribution is \$6,150

In addition, a catch up contribution for individuals who are 55 or older is increased by statute to \$1,000 for 2009 and all years going forward.



Below are the fees associated with the administration of your HealthEquity<sup>®</sup> Health Savings Account (HSA). With your current high deductible health plan (HDHP), you benefit from having your account setup fee paid for you by your health plan. In addition, you receive the discounted price associated with our other fees. If you choose to leave your current high deductible health plan (HDHP) you may be subject to additional fees.

Health Savings Account Administration Fees	
<b>One Time Account Setup</b>	Paid by Optima Health
<b>Monthly Maintenance</b>	Paid by Optima Health *
<b>Paper Statement</b>	\$1.00 (No charge for eStatements)
<b>Reimbursement Check</b>	\$2.00 for paper check. No fee for electronic funds transfer.
<b>Check Directed to Provider</b>	No Fee
<b>Debit Card Replacement or Additional Debit Card</b>	\$5.00
<b>Return Deposited Item</b>	\$20.00 per item
<b>Overdraft or Non-Sufficient Funds</b>	\$20.00 per item
<b>Stop Payment Request</b>	\$20.00 per item
<b>Excess Contribution Refund Request</b>	\$20.00
<b>Investments</b>	No Fee
<b>Account Closing</b>	\$25.00

\* Monthly maintenance fees are subsidized by Optima Health while you are covered by your current high deductible health plan. If you change health plans or employers your account may be directly charged up to \$4.95 per month.

HSA balances are FDIC insured and interest bearing. Interest is compounded and calculated monthly for each tier of account balances as outlined in the table below and is credited to the HSA monthly as of the last business day of the statement cycle. If the HSA is closed before the accrued interest is credited, no interest will be paid for that month. The interest rate for each Tier is subject to change at any time.

**Refer to your statements or call a HealthEquity Specialist for current rates and conditions.**

Health Savings Account Interest Rates			
Tier	Daily Account Balance	Interest Rate*	APY**
1	\$0 - \$2,000	0.25%	0.25%
2	\$2,001 - \$5,000	1.25%	1.26%
3	\$5,001 - \$10,000	1.75%	1.76%
4	Over \$10,000	2.25%	2.27%

\*This example illustrates Interest Rates as of January 1, 2009.

\*\*APY means Annual Percentage Yield.