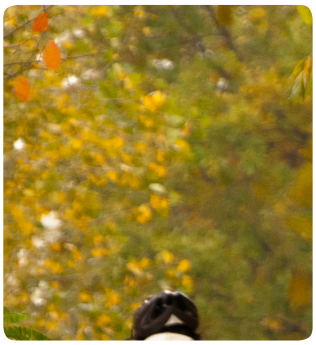

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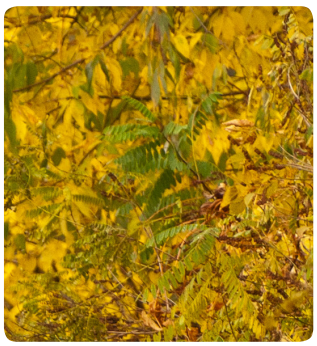

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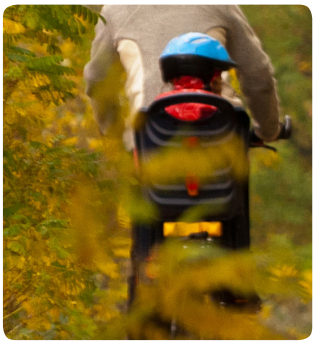

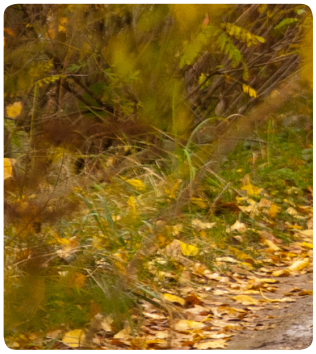
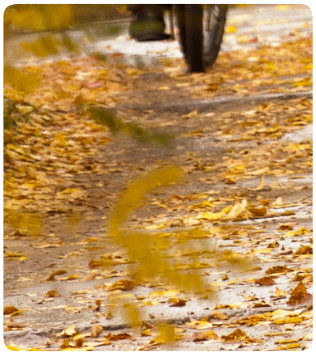

That Simple

BPAS Roadways HSA Guide

BPAS

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The HSA is a great way to stretch your benefit dollars and save money.

Enjoy tax savings and increased take-home pay—all with the convenience of a prepaid benefit card.

It's simple. Use pre-tax money in your BPAS Roadways HSA to pay for eligible out-of-pocket expenses. Unused funds rollover from year to year so you can spend funds as they accumulate or save them for down the road. It's like a 401(k) plan for health care.

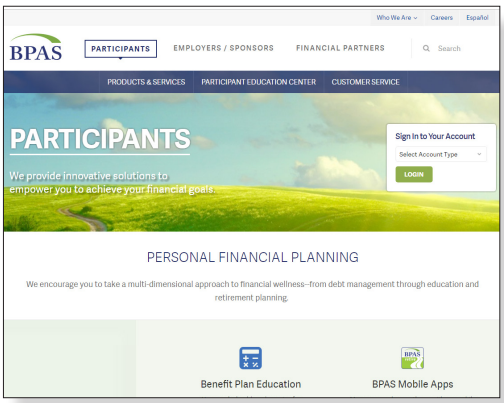
BPAS Roadways
Health Savings Account (HSA)

Activate Your BPAS Roadways HSA

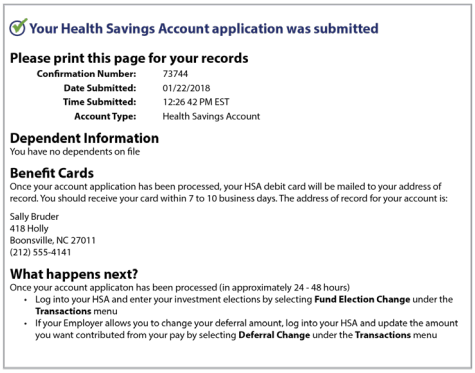
Important: You must accept ownership of your HSA by electronically signing the HSA Agreements regarding the operation of your account. You can accept ownership online and activate your account in the initial account set-up. Here's how:

1. Visit bpas.com and choose the **Participants** tab
2. In the **Sign into Your Account** box, choose **HSA** for your account type
3. Choose **BPAS Roadways HSA,** then click the login button
4. **If you have an existing BPAS account** for your retirement plan:
   - Enter your User ID and Password
   - Select BPAS Roadways HSA and continue to step 7 below

   If you don't have an existing BPAS account:
   - Your User ID is your Social Security Number (SSN)
   - Your password is your Date of Birth (mmddyyyy)
   - You'll be prompted to enter a valid e-mail address and create a unique User ID, password, and security question
5. Select **HSA Transactions** from the **Transactions** or left navigation menu. Confirm your mailing address under the **General Information** tab under the **Account Maintenance** menu; your HSA Benefit Card will be mailed to this address so **call your employer if your mailing address is incorrect**
6. Choose **Activate HSA** to be guided through a 4-step activation wizard. You must complete all 4 steps to activate your account:
   - Confirm your eligibility for an HSA
   - Answer a series of questions to authenticate your identity
   - Add dependents (if desired)
   - Review and electronically sign your HSA Agreements
7. Click **Submit** and that's it! Please make sure you see (and print) the Confirmation page. **If you don't see a Confirmation page, you have not completed the process!**



Confirmation



Your Health Savings Account application was submitted

Please print this page for your records

Confirmation Number:	73744
Date Submitted:	01/22/2018
Time Submitted:	12:26 42 PM EST
Account Type:	Health Savings Account

Dependent Information
You have no dependents on file

Benefit Cards
Once your account application has been processed, your HSA debit card will be mailed to your address of record. You should receive your card within 7 to 10 business days. The address of record for your account is:

Sally Bruder
418 Holly
Boonsville, NC 27011
(212) 555-4141

What happens next?
Once your account applicaton has been processed (in approximately 24 - 48 hours)
- Log into your HSA and enter your investment elections by selecting **Fund Election Change** under the **Transactions** menu
- If your Employer allows you to change your deferral amount, log into your HSA and update the amount you want contributed from your pay by selecting **Deferral Change** under the **Transactions** menu

HSA Advantages

- Earns interest and **you may invest your very first dollar** in nationally-recognized mutual funds
- **Stays with you and grows tax free** even if you change jobs
- Funds in the account stay invested and continue to grow year to year
- Use HSA funds right away or save for retirement
- **No time limit for reimbursement**
- Use HSA funds for retirement expenses without penalty at age 65
- No Required Minimum Distributions
- **Secure, easy-to-use online services** to track your account balance and manage investments, and more

How Does an HSA Work?

You contribute to the HSA with payroll deductions through your employer. **The amount of pay you put into an HSA won't count as taxable income so you'll have immediate tax savings**. Plus, your HSA accumulates investment returns. Your employer may also contribute to your HSA as long as total contributions don't exceed IRS limits. (Visit irs.gov to see current limits.)

Regardless of your age, contributions (by you or your employer) aren't taxable. Investment earnings aren't taxable. Distributions aren't taxable (as long as the money is used for eligible expenses).

Money goes in tax free, grows tax free and comes out tax free. How great is that?

Eligibility

HSAs work hand-in-hand with high deductible health plans (HDHPs). To contribute to the HSA, you must be covered by a qualified HDHP that satisfies minimum deductible amounts and out of pocket maximums. You're responsible for determining whether you're eligible for an HSA for the current year and each year in the future. While HSA eligibility requirements are summarized below, other circumstances may affect your eligibility to establish or contribute to an HSA. It's important that you review the HSA eligibility requirements provided under IRS Publication 969. (irs.gov/publications/p969).

To be eligible and qualify for an HSA:

- You have a qualifying HDHP or existing HSA that you will roll over or transfer
- You can't have any other disqualifying health coverage
- You can't be covered by a first-dollar full-coverage flexible spending account (FSA) or health reimbursement arrangement (HRA) (Note: you may be covered by a limited purpose or post-deductible FSA or HRA as well as a retirement or suspended HRA)
- You haven't received Veteran's Administration benefits within the past three months, except for preventive care (if you're a veteran with a disability rating, this exclusion doesn't apply)
- You can't be claimed as a dependent on anyone else's tax return
- You can't be enrolled in Medicare, Medicaid, or TRICARE

Beneficiary

Be sure to designate a beneficiary when enrolling. If your spouse is your beneficiary, your HSA will be treated as his/her HSA after your death. If you choose someone other than your spouse, the account stops being an HSA after your death and the fair market value of the account becomes taxable to your beneficiary.

The Scoop on Contributions

Start contributing to your HSA the first of the month following the effective date of your HDHP, or as defined by your employer. You may contribute to more than one HSA, but the total amount of all HSA contributions can't exceed the annual IRS limit.

Catch-up Contributions
If you're age 55 years or older during the calendar year, you may make an additional "catch-up" contribution of up to $1,000. When you become covered by Medicare, you're no longer allowed to make contributions to your HSA. You may, however, continue to use the remaining balance in your HSA.

Contributing Too Much
An excise tax of 6% for each tax year applies to excess contributions (over the IRS annual limit). If, however, you withdraw the excess contributions and net income attributable to the excess contributions before the tax-return deadline, the excise tax won't apply. While the withdrawal of excess contributions isn't taxed, earnings on excess contributions are taxed.

Ineligible Contributions
If you become ineligible for an HSA, you won't be able to claim a tax deduction for contributions made during the time you were eligible. You may also be subject to a 6% excise tax if the contributions and any attributable earnings aren't removed from the HSA within the time allowed for corrections.

Coverage Changes (Single to Family)
If your HDHP coverage changes from single to family coverage, you may increase your contribution on a prospective basis for the months you're covered under a family plan. If your HDHP coverage changes from family to single, you'll need to adjust the contribution on a pro-rated basis to ensure you don't contribute more than you're allowed.

Rollovers/Transfers
Easily transfer or rollover an existing HSA or Medical Savings Account (MSA) balance to your BPAS Roadways HSA. Simply complete and submit the appropriate transfer forms to BPAS.

- To avoid taxation, complete your rollover within 60 days from the date requested
- Federal tax law doesn't allow individuals to rollover unused balances from a Health FSA or a Health Reimbursement Arrangement (HRA) to an HSA
- You may complete a one-time transfer of IRA assets to fund an HSA; the amount transferred may not exceed the amount of one year's contribution
- Transfers aren't taxable as IRA distributions but you may not claim an IRA tax for the amount you transfer to the HSA

Distributions

Reimbursement/Withdrawal

Reimbursements for qualified expenses are distributed tax-free. If you're disabled or reach age 65, you may receive distributions for ineligible expenses without penalty; but you must report the distribution as taxable income. If your HSA funds are used for ineligible expenses, you'll be subject to regular income taxes and a 20% excise penalty. You may request direct deposit for distributions of less than $5,000. You will receive a check for distribution request of $5,000 or more.

Taxes/Substantiation

While you don't have to submit receipts to receive your reimbursement, you should keep receipts and documentation for each year's federal tax return (Form 8889 attached to Form 1040). Each year, BPAS will send you Form 1099-SA (distributions) and Form 5498-SA (contributions). Even though contributions aren't taxable to the employee, employers are required to report the amount of the HSA contribution on employee W-2 forms.

What's Covered

Your HSA dollars can be used for a variety of out-of-pocket health care expenses. The following list is a summary of eligible and ineligible expenses. For a more complete list, you may review Publication 502 at irs.gov.

Eligible Expenses

BABY/CHILD TO AGE 13

- Lactation Consultant*
- Lead-Based Paint Removal
- Special Formula*
- Tuition: Special School/Teacher for Disability or Learning Disability*
- Well Baby /Well Child Care

DENTAL

- Dental X-Rays
- Dentures and Bridges
- Exams and Teeth Cleaning
- Extractions and Fillings
- Oral Surgery
- Orthodontia
- Periodontal Services

EYES

- Eye Exams
- Eyeglasses and Contact Lenses
- Laser Eye Surgeries
- Prescription Sunglasses
- Radial Keratotomy

HEARING

- Hearing Aids and Batteries
- Hearing Exams

LAB EXAMS/TESTS

- Blood Tests and Metabolism Tests
- Body Scans
- Cardiograms
- Laboratory Fees
- X-Rays

MEDICAL EQUIPMENT/SUPPLIES

- Air Purification Equipment*
- Arches and Orthotic Inserts
- Contraceptive Devices
- Crutches, Walkers, Wheel Chairs
- Exercise Equipment*
- Hospital Beds*
- Mattresses*
- Medic Alert Bracelet or Necklace
- Nebulizers
- Orthopedic Shoes*
- Oxygen*
- Post-Mastectomy Clothing
- Prosthetics
- Syringes
- Wigs*

MEDICAL PROCEDURES/SERVICES

- Acupuncture
- Alcohol and Drug/Substance Abuse (inpatient and outpatient care)
- Ambulance
- Fertility Enhancement and Treatment
- Hair Loss Treatment*
- Hospital Services
- Immunization
- In Vitro Fertilization
- Physical Examination (not employment-related)
- Reconstructive Surgery *(due to a congenital defect, accident, or medical treatment)*
- Service Animals
- Sterilization/Sterilization Reversal
- Transplants (including organ donor)
- Transportation*

MEDICATIONS

- Insulin
- Prescription Drugs

OBSTETRICS

- Breast Pumps and Lactation Supplies
- Doulas*
- Lamaze Class
- OB/GYN Exams
- OB/GYN Prepaid Maternity Fees (reimbursable after date of birth)
- Pre- and Postnatal Treatments

PRACTITIONERS

- Allergist
- Chiropractor
- Christian Science Practitioner
- Dermatologist
- Homeopath
- Naturopath*
- Optometrist
- Osteopath
- Physician
- Psychiatrist or Psychologist

THERAPY

- Alcohol and Drug Addiction
- Counseling (not marital or career)
- Exercise Programs*
- Hypnosis
- Massage*
- Occupational
- Physical
- Smoking Cessation Programs*
- Speech
- Weight Loss Programs*

Ineligible Expenses

- Contact Lens or Eyeglass Insurance
- Cosmetic Surgery/Procedures
- Marriage or Career Counseling
- Lotions and Creams
- Personal Trainers
- Electrolysis

The IRS does not allow Over-the-Counter (OTC) medicines or drugs to be purchased under your HSA unless accompanied by a prescription and the prescription is filled by a pharmacist.

Note: This list is not all-inclusive; other expenses not specifically mentioned may also qualify. Also, expenses marked with an asterisk (*) are "potentially eligible expenses" that require a Note of Medical Necessity from your health care provider to qualify for reimbursement. Please visit irs.gov/publications/p502/ for a full list of eligible and ineligible expenses. Publication 502 should be used as a reference guide only.

The BPAS HSA Benefit Card

When you enroll in the HSA, you'll receive a free HSA Benefit Card. The BPAS HSA Benefit Card is a debit card that makes accessing your HSA funds **quick and easy**. If you're enrolled in the family plan, you may request one additional card at no charge.

When you use the HSA Benefit Card at a pharmacy or doctor's office, funds are automatically pulled from your HSA and paid to the provider, just like a credit card. No more writing checks or paying cash.

Use the card to pay for eligible expenses, like:

- Prescription drug co-pays
- Health plan deductibles
- Office visit co-pays
- Coinsurance
- Lasik surgery
- Eyeglasses/contact lenses
- Dental and vision services

Pay your healthcare bills with the debit card too. Simply write your HSA Benefit Card number and expiration date on the bill you receive from your healthcare provider and send it as payment. You may also give your HSA Benefit Card number to your healthcare provider over the phone.

A Few Details and Tips

Total Account Balance. You may start investing in your HSA with the first dollar contributed. Your employer may also contribute to your HSA as long as total contributions don't exceed IRS limits (visit irs.gov for current limits). Your Total Account Balance will fluctuate with the market. It will also be adjusted nightly by any transactions posted to your HSA Benefit Card account.

Available HSA Benefit Card Balance. Because your account is on an investment platform, it's subject to market fluctuation. To ensure you don't overdraw your account based on one day of market fluctuation, the HSA limits debit card availability to 90% of your previous day's Total Account Balance.

It's in the mail. You'll receive your HSA Benefit Card about two weeks after your account is activated. There's a $5 fee for additional or replacement cards.

Making a Purchase. Check your HSA "Debit Card Availability" balance online before making a purchase. Use the card for up to the exact amount of your available balance. If an expense is more than you have available, you may use cash to pay the remainder of the expense.

Three Words: Keep Your Receipts. The IRS requires that you use the card only for eligible expenses under the HSA. We recommend you keep your receipts in the event of an IRS audit.

The HSA Benefit Card is So Easy!

- It's **automatic**—funds are automatically sent from your HSA to the provider
- It's **instant**. One swipe and you're done
- It **keeps money in your pocket**. No need to pay cash at the time of purchase or wait for reimbursement checks
- **Track your Transactions** and keep notes on your healthcare expenses at bpas.com
- **Upload expense receipts** and attach them to your HSA transaction online

Point and Click

With our secure, robust online services, you'll find everything you need to manage your HSA online:

Account Summary:
Balance History
Fund and Source Totals
Fund and Source Details

Transactions:
Pending Web Transacions
Fund to Fund Transfers
Rebalance
HSA Contributions
Disbursements

HSA Transactions:
Transactions
Add Dependent
Benefit Cards
HSA Agreements

Account History:
Statement on Demand
Transaction Details
Rate of Return

Fund Information:
Fund Links
Fund Performance

Personal Information:
General Informaiton
Register a Mobile Device

Resource Center:
Plan Documents and Notices
Education
Newsletters
Quarterly Benefit Statements
Action Items

Account Maintenance:
Change Personal Data
Change Password
Preferences

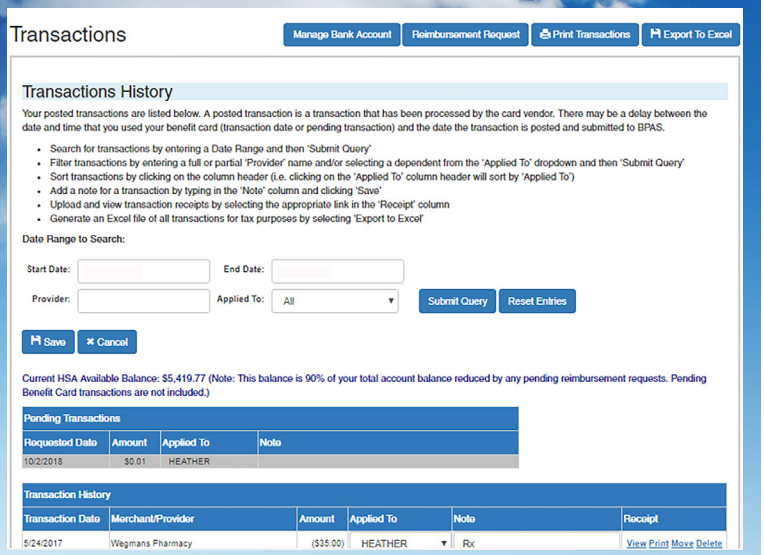
Filter & Manage Transactions
Select **HSA Transactions** under the **Transactions** menu

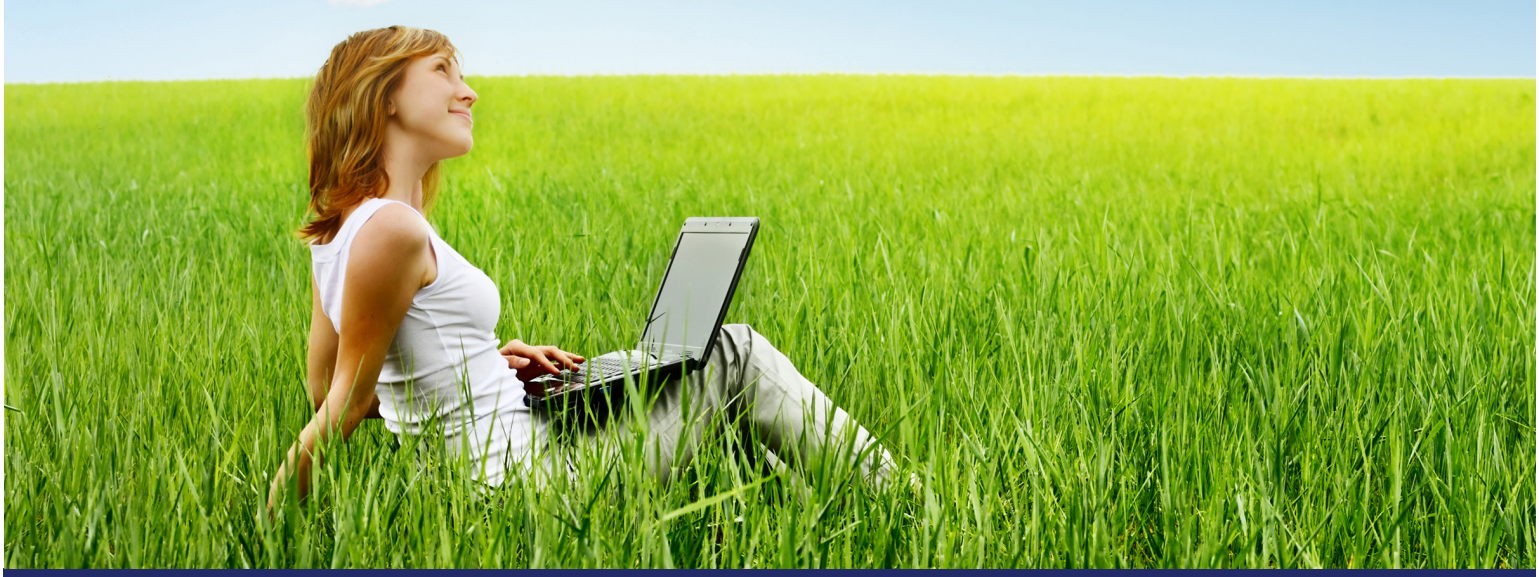
- Enter a note related to a transaction
- Upload your expense receipts
- Export expenses to an Excel spreadsheet

Manage Dependents and HSA Benefit Cards

- Add dependents (or a spouse)
- Request benefit cards

HSA Agreements
Review and print copies of the agreements you electronically signed during activation

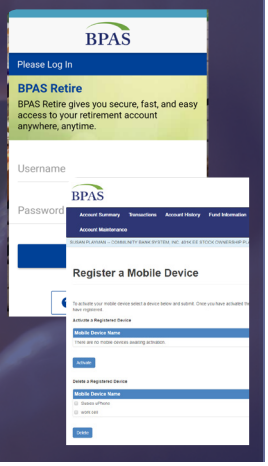




BPAS Mobile App—Anywhere. Anytime.

Check your account balance and track investments from anywhere. Download the free BPAS mobile app by searching BPASRetire from the app store or marketplace.

- Login using the ID and password you created for your online account at bpas.com
- You'll then be prompted to name your mobile device (e.g., Zoe's phone). This name will show in your online account at bpas.com
- Login to your account at bpas.com from a laptop or desktop computer.
- Under Personal Information, choose "Register a Mobile Device."
- Select your mobile device and choose "Activate."



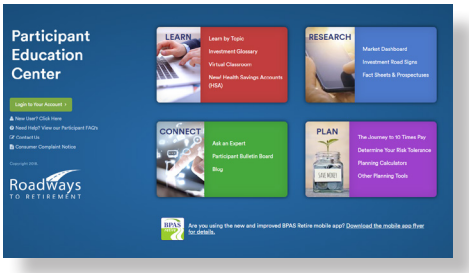
Participant Education Center

The Participant Education Center (bpas.pec.com) is a library of educational content and interactive tools designed to equip you with the information and inspiration you need to fully embrace your plan. It's available online and features four major modules.

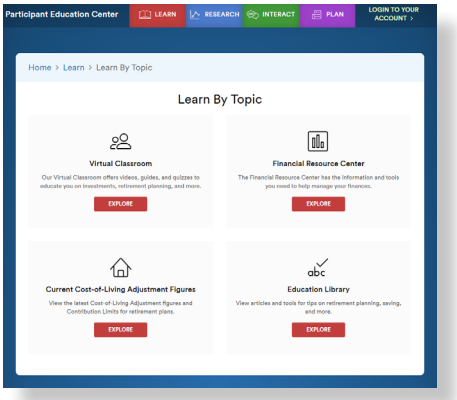
1. **Learn.** Here you'll find a variety of interactive learning tools and multi-media resources:
   - Financial Resource Center
   - Virtual Classroom
   - Investment Library
   - All About HSAs

2. **Research.** View market data along with a wealth of interesting facts, figures, market news, investment commentaries, and more:
   - Market Dashboard
   - Market Commentary
   - Mutual Funds Bulletin Board
   - Research Investments
   - Market News

3. **Connect.** Ask questions about retirement planning, investments, and compliance as well as find important updates and blog posts:
   - Ask an Expert
   - Participant Bulletin Board
   - BPAS Blog



4. **Plan.** Set an action plan for the future with tools designed to help you assess your risk tolerance and investment objectives:
   - The Journey to 10 Times Pay
   - Determine Your Risk Tolerance
   - Planning Calculators, including an HSA Savings Calculator and an HSA Goal Calculator
   - Other Planning Tools for Organizing your Finances



Questions? Let's Talk.

P 866-401-5272
W bpas.com

BPAS

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