

Health Savings Account (HSA) Enrollment Process

Employees, Managers & HR Professionals



Eligibility Requirements

Below is a listing of the eligibility requirements for enrolling in a Health Savings Account (HSA):

- ◆ Must be enrolled in the PPO/HMO Health Investors Health Plan (HIHP).
- ◆ Are not covered by any other health plans that are not a qualified high deductible health plan. This would include Medicare.
- ◆ Cannot be claimed as a dependent on another's tax return.
- ◆ Do not use spouse's Flexible Spending Account Plan.

Before Enrolling

You should consider the following before enrolling in a Health Savings Account :

- ◆ Review all available information, including the FSA brochure located on the People First Health and Insurance website under the "Benefit Materials" tab.
- ◆ Determine expected Medical expenses for the upcoming year.
- ◆ The State will make monthly contributions for active employees (\$41.66 for individual or \$83.33 for family) whether or not you make contributions to the account.
- ◆ The Limited Purpose Medical Reimbursement Account can be used for eligible dental, vision and preventative services.

How Do I Enroll In A HSA?

1. Enroll in a PPO/HMO HIHP via the People First Enrollment System (<https://peoplefirst.myflorida.com>).
2. Determine whether you want to have a HSA.
 - If yes, continue to Step 3.
 - If no, click on the box in front of the following statement on the FSA/HSA page, *"I choose not to elect HSA and I waive employer contributions."* No further action needed.
3. Determine if you want to contribute to the account.
 - If yes, then enter the amount you would like to deposit in the "Annual Employee Contribution" field under the Health Savings Account section on the FSA/HSA page.
 - If no, continue to Step 4.
4. Complete the HSA Application and Disclosure Package and mail to:
HSA Operations
P.O. Box 1828
Columbus, GA 31901-1828
5. Provide any additional information requested by the custodian.
NOTE: Failure to provide required information to the custodian within 90 days will result in termination of participation and any employee contributions will be refunded.

Did You Know?

- ❓ You must complete, sign and return the HSA Application before the account can be established.
- ❓ You cannot use any contributions (including those from the State) until the account has been established.
- ❓ The HSA Package can be downloaded / printed from the People First website. The package is located under the "Benefits Materials" link.
- ❓ You are not permitted to have an HSA and a Medical Reimbursement Account (MRA). However, you can have an HSA and a Limited Purpose MRA.
- ❓ You can enroll in, cancel or modify contributions to your HSA for any reason on a monthly basis to be effective the first day of the following month.
- ❓ Employees can contribute up to \$750 for individual coverage or \$1,500 for family coverage per year.