



Q) Who qualifies for an HSA?

A) Employees who enroll in the medical plan and are under 65 years of age during the current plan year will qualify for an HSA.

Q) How does the HSA work?

A) The HSA is designed to help you pay for out-of-pocket medical expenses particularly to help toward your deductible. The HSA can also be used to pay for other health expenses such as out of pocket dental and vision expenses.

Q) Who can contribute to my HSA?

A) Both you and your employer can make contributions to your HSA plan through payroll deductions.

Q) How does my HSA get setup?

A) The Archdiocese will begin the process of automatically opening an HSA account on your behalf with HealthEquity upon your approval during the healthcare enrollment process. It is your responsibility to ensure that the process is completed. If you use a PO Box in your Paylocity profile, HealthEquity will not open your HSA for you. You will need to provide a physical home address. If your account has been flagged, you will receive a letter from HealthEquity asking to provide additional information. An email is also sent from HealthEquity about a week after the letter has been mailed.

Q) How often does my employer make HSA contributions to my account?

A) Employer contributions are made each pay period.

Q) How much does my employer contribute to my HSA each pay period?

A) For individual coverage the Archdiocese will contribute \$46.16 per pay period. For family coverage the Archdiocese will contribute \$92.32 per pay period.

Q) What are the maximum contributions allowed by the IRS for the calendar year of 2024?

Single coverage:	\$4,150 per calendar year if under age 55
	\$5,150 per calendar year if age 55 or older
Family coverage:	\$8,300 per calendar year if under age 55
	\$9,300 per calendar year if age 55 or older



Q) Can I contribute the max if I do not have a HSA the entire plan year?

A) No, you can only contribute a prorated amount based on the number of months you have a high deductible health plan. Please follow this [link](#) for more information.

Q) Will I receive a new HSA debit card each year?

A) If you previously have been enrolled in the HSA you will not receive a new HSA debit card. If you are a new HSA enrollee you will receive an HSA debit card from HealthEquity.

Q) How can I pay for my expenses?

A) When you incur a health expense and you want to pay for it using your health savings account you simply swipe your card, sign the receipt and keep a copy of the receipt for your records.

Q) Do I lose the funds in my HSA at the end of the year?

A) Your HSA works like most savings accounts – it does not end or close at the end of the calendar year. It continues to accept contributions and accrue interest (tax free) year after year. Upon termination, whatever funds remain in your account will be yours to keep.

Q) What is considered qualified expenses?

A) In general, qualified expenses include medical, dental and vision expense that are not covered by insurance. Some examples are, prescription drugs, doctor office visits, inpatient or outpatient services, laboratory and diagnostic testing, out of pocket dental expenses and out of pocket vision expenses. For more information on qualified expenses please review the [IRS Publication 502](#).

Q) What if I use my HSA funds toward a non-qualified expense?

A) If you pay for non-qualified expense using your HSA account you will be liable for taxes on the amount of the withdrawal plus a 10% penalty.

Q) Am I able to contribute additional funds to my HSA in addition to what the Archdiocese contributes?

A) Yes, you can make employee contributions in addition to what the Archdiocese contributes. This is optional and not a requirement.

Q) How can I begin to contribute to my HSA account through payroll deductions?

A) You will log into your Paylocity account, click on the HR & Payroll tab then click Bswift Benefits. Under life events select HSA. Changing your HSA contributions does not require documentation for a life event. You can change your employee contribution amount at any time during the year. It is your responsibility to keep track of your changes to ensure you do not over-contribute by the end of the year. Any over-contributions must be handled by the employee directly with the HSA vendor, HealthEquity.



Q) I will be 65 this year, can I contribute to the HSA?

A) Federal regulations prohibit employees who are Medicare eligible from participating in the HSA. The Archdiocese will setup an HRA (Health Reimbursement Account) for contributions.

Q) Can I contribute to an HSA outside of the Archdiocese?

A) Yes, if you are on a high deductible health plan elsewhere you can contribute to an outside HSA through payroll deductions. Contact HR@archindy.org to get the form to do so.

Q) What if I earn wellness funds?

A) Wellness funds will be deposited in your HSA account which will be accessible on your debit card.

Q) What happens when I cancel my insurance?

A) The money in your HSA is yours to keep and will roll over from year to year.

Q) Where do I go to change my name or address on my HSA?

A) You will be required to call HealthEquity at 866-346-5800 or log into the member portal at member.my.healthequity.com.

Q) Who should I contact if I have any questions?

A) Please contact HealthEquity at 866-346-5800.