navia benefit solutions

UMB Healthcare Services

Welcome to your UMB Health Savings Account (HSA)

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Thank you for choosing UMB Healthcare Services. 10

Congratulations!

Thank you for opening a Health Savings Account (HSA) with Navia Benefit Services and UMB Healthcare Services. We are here to help you and your family understand how to take full advantage of your HSA. Our goal is to provide you with an affordable, convenient and "worry free" approach to begin saving for your medical expenses. The Navia Benefits Portal provides easy to follow tutorials that will simplify your HSA. Additionally, we provide access to our staff of benefits service professionals.

Now that your account has been opened, let's get started!

The fundamentals

A Health Savings Account (HSA) enables you to save, invest and spend funds for qualified medical expenses on a tax-advantaged basis. Your funds grow tax-free,[1] and unused HSA funds roll over from year to year. HSAs are a convenient and easy way to save for future medical expenses.

Note: States can choose to follow the federal tax-treatment guidelines for HSAs or establish their own; some states tax HSA contributions. If you have questions about your tax implications, consult your tax advisor. HSA funds used to pay for non-qualified medical expenses are subject to income taxes on the amount and a possible additional 20% penalty, if you're under age 65.

What's next

This Welcome Kit provides an overview of how your HSA works, including how to access your account online, contribute and use your funds, maximize your contributions, and utilize beneficial online tools and resources within the Navia benefits portal. In addition, you will receive your Navia Benefits Card within 10 business days.

Use this guide to get started

Now that your account is open, you can begin contributing and using funds from your account to pay for qualified medical expenses. Read through this guide for helpful hints and guidance on how to take control of your healthcare costs and begin saving for your future medical expenses.

Visit http://www.naviabenefits.com or contact Navia at customerservice@naviabenefits.com or 1.800.669.3539 for more information.

[1]All mention of taxes is made in reference to federal tax law. States can choose to follow the federal tax-treatment guidelines for HSAs or establish their own; some states tax HSA contributions. Please check with each state's tax laws to determine the tax treatment of HSA contributions, or consult your tax adviser. Neither UMB Bank n.a., nor its parent, subsidiaries, or affiliates are engaged in rendering tax or legal advice and this document is not intended as tax or legal advice.

Managing your account

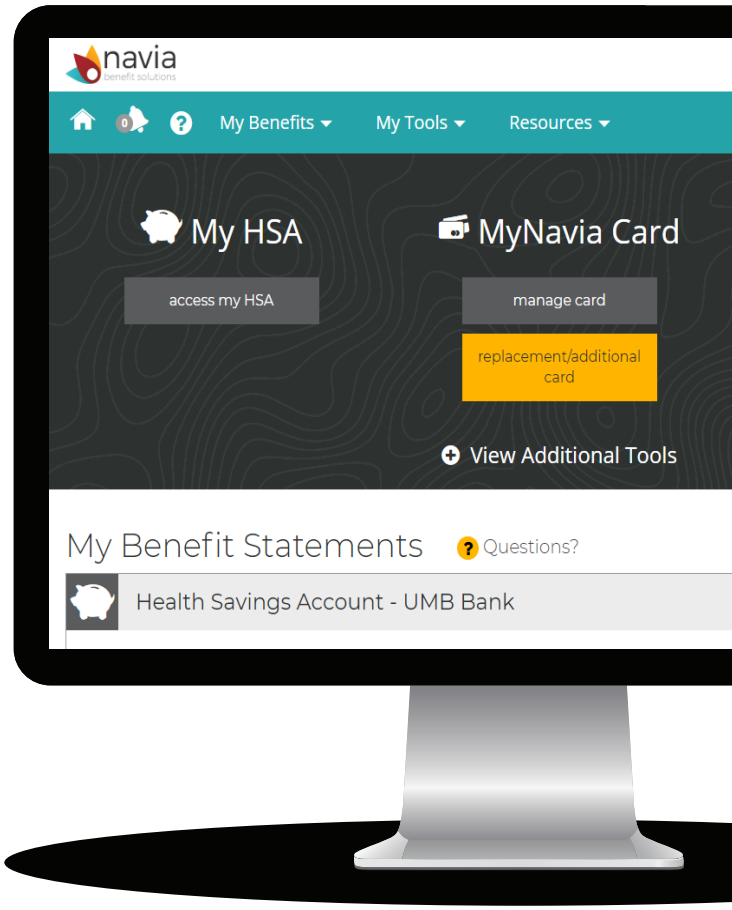
Online or on the go with your mobile device, Navia puts you in control. To get started, visit http://www.naviabenefits.com and select Register. During this process, you will be prompted to enter the Employer Code provided in your enrollment confirmation E-mail.

As part of the registration process, you will choose your own username and password. Once registered, you can sign-in to take control of your HSA. Log in, navigate to "Access My HSA" and get started! If you have any questions, feel free to contact Navia Benefit Solutions at customerservice@naviabenefits.com or 1.800.669.3539.

Online account access

You are getting much more than just an HSA; you have access to a suite of services through the Navia Benefits Portal that will simplify the use of your account. With a single user ID and password, you can:

- *View account and investment balances*
- *Review current and historical activity and balances*
- *Access your account through your mobile phone or tablet*
- *Monitor contributions and other account performance through graphs and charts*
- *Pay for medical bills with the Navia Benefits Card or the easy-to-use Bill Pay feature*
- *Access e-Statements*
- *Establish account alerts*
- *View and maintain account owner information*
- *Set up electronic transfers from other HSA accounts*
- *Invest your HSA dollars to maximize future savings[2]*
- *Access online videos, calculators and other useful tools*



Investments in securities through HSA investment account are: Not FDIC Insured • May Lose Value • No Bank Guarantee

[1,2]See page 10 for full disclosures

The MyNavia mobile application

When you're on the go, save time and hassles with the MyNavia mobile app. Check your balances, transactions, and claim details for all your reimbursement accounts.

Easy and Convenient

- Designed to work like other iOS and Android apps, making it easy to learn and use
- Shares user authentication with the Navia Benefits Portal. You can down load the app and log in immediately to gain access to their benefit accounts, with no need to register their phone.

Connects You with the Details

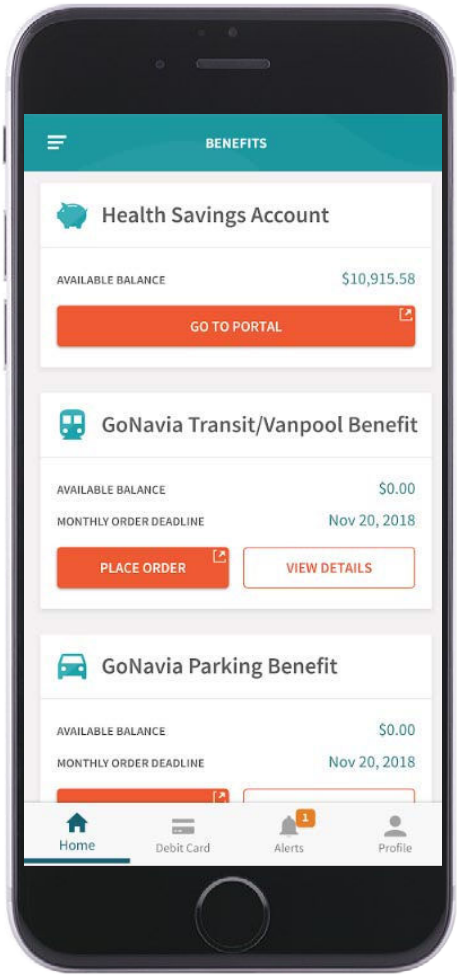
- Check available balances 24/7
- View activity in your accounts
- Monitor your investment portfolio

It's Secure

- No sensitive account information is ever stored on your mobile device and secure encryption is used to protect all transmissions.

Mobile Alerts

- The MyNavia mobile app supports a variety of alerts that empower you to proactively manage your accounts.



Contributing is easy

Contributing funds to your HSA through pre-tax payroll deductions helps lower your taxable income and allows you to build a “nest egg” for future health care expenses. Other contributions to your HSA may be made through the methods listed below; however, you'll get the best tax advantage and maximum savings through the pre-tax deductions made by your employer.

Contribution methods

You can contribute money to your account in several convenient ways including;

Payroll Direct Deposit

Your employer offers pre-tax payroll contributions to maximize your savings. Your HSA payroll deductions will be deposited automatically into your account following each pay period.

Funds Transfer

From the Navia Benefits Portal, you can request a funds transfer contribution from other financial institutions. Remember to maximize your pre-tax payroll deductions first, before making after-tax contributions to your HSA.

Account Transfer

If you have an existing HSA, you may be eligible to either rollover or transfer the funds to your new HSA. Required forms are available within the Navia Benefits Portal.

Checks

Contributions may be made using a check and corresponding HSA Contribution Form (which can be obtained on the Navia Benefits Portal). Mail checks to the address printed on the contribution form.

Maximizing your contributions

As you decide how much to contribute, it's important to note that contributing the maximum allowable amount helps you to get the most from your HSA. At the very least, you'll want to contribute enough to cover anticipated healthcare expenses. Because your balance rolls over year-to-year, there is no penalty for contributing more than you're able to use in one year. The tax advantages[1] of an HSA make it a powerful long-term savings vehicle.

The maximum annual contribution can be made even if you become HSA- eligible after your tax year begins, as long as you are covered under a HDHP on the first day of the last month of your tax year (December 1 for most taxpayers) and remain in a HDHP for the following 12 months. See IRS publication 969 for details. Contributions are allowed until April 15 for the previous calendar year. Additionally, if you are 55 or older, you are allowed to make a $1,000 catch up contribution.

Keep in mind that HSA contribution limits, established by the IRS, may change each year and you must not over contribute to avoid adverse tax consequences.

	2024 Contribution Limit	Catch-up Contribution*
Single	**$4,150**	**$1,000**
Family	**$8,300**	**$1,000**

*Participants age 55 or older may make additional contributions above the set HSA maximum. Catch-up contributions can be made any time during the year in which the HSA participant turns 55.

Catch-up contributions for account holders 55 and older

If you are age 55 or older, you may be able to make a catch-up contribution above the annual limit. Even if you join a qualified HDHP after the start of the year, you can contribute the maximum amount, as long as you have HDHP coverage for the last month of the taxable year and for the following 12 months. Catch-up contributions for the partial year of HDHP coverage must be pro-rated.

Does this sound complicated? Don't worry. There are tools on the Navia Benefits Portal that will help you monitor and manage your contributions. Contact Navia Benefit Solutions if you have questions at customerservice@naviabenefits.com or 1.800.669.3539.

[1]See page 10 for full disclosures

Using your HSA funds

HSA funds can be used to pay for qualified medical expenses, such as:

- Medical
- Dental
- Vision
- Prescription
- Medical Equipment
- Chiropractic

Go to http://www.naviabenefits.com and use the Eligible HSA Expense tool to see which types of expenses are qualified. You can also go to www.irs.gov and download Publication 502. Generally, qualified medical expenses are those expenses directly related to the alleviation or prevention of physical or mental illness. If you use HSA funds for medical expenses that are not qualified, they will be included in your taxable income. **(HSA withdrawals made for non-qualified expenses are subject to ordinary income tax and IRS penalties may be applicable to non-qualified expenses paid for with funds from your HSA. Additionally, state taxes may vary, so please consult your tax advisor.)**

Pay for qualified expenses

- Use your Navia benefits card where accepted, such as the pharmacy or doctor's office.
- Provide your Navia benefits card number on medical bills to use your HSA funds as the method of payment.
- Use online bill payment to pay for a healthcare expense where cards are not accepted.
- Set up your own bank account to reimburse yourself from your HSA for an out-of-pocket medical expense.

Automatically track your expenses

Keep track of your expenses and payments by using the Navia Benefits Portal to see balances, view transactions, and create reports. Be sure to keep receipts for all of your medical expenses for at least three years for tax-reporting purposes.

If you use your HSA funds for non-qualified medical expenses and are under the age of 65, you may incur a 20% penalty and owe income taxes on the amount used. After the age of 65, HSA funds can be used for any expense with no penalty, but you may still owe income taxes on those funds. Qualified medical expenses are always tax-free.

HSA investment options[2]

Are you a spender or saver?

Unlike other healthcare accounts, funds in your HSA do not expire and are not contingent upon your employment. Not only does your balance accrue interest, you have a unique opportunity to potentially grow your money even more by investing in a select list of mutual funds. There are no guarantees. Money invested may lose value and is not FDIC insured.

'Spender' or short-term investor: Competitive interest rates

The basic UMB Healthcare Services HSA deposit account is similar to an interest-bearing checking or savings account. Spenders will enjoy earning a competitive interest rate on all contributions, and the interest accumulates tax-free.

'Saver' or long-term investor: Powerful options

The UMB HSA investment account was designed for account holders who are interested in using their HSA as a long-term savings vehicle. You must maintain a balance in your HSA of $1,000 and anything in excess of that may be invested in increments of $1.00. After you access your account online go to the Investment tab and Documents and Forms tab to find out more information about investing.

HSA investment account choices[2]

You can view transactions, holdings, and statements online, update your account information or place a trade all from within the Navia benefits portal using your existing username and password. After establishing an investment account, you will have the ability to view your HSA balances and manage your portfolio holdings and transactions with ease.

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Useful tips and suggestions

Make the most of your HSA

- Contribute the maximum to your HSA.
- Manage your health care expenses wisely.
- Learn about and practice healthcare consumerism.
- Take good care of yourself and your family – a healthy lifestyle makes a big difference.
- Consider investing unused HSA funds and make your money work harder for you.

Your UMB HSA is triple tax-advantaged[1]. You can save tax-free with your HSA. You can fund your HSA with pre-tax or tax-deductible contributions. Balances grow tax-free and withdrawals are also tax-free as long as the money is used for IRS- qualified medical expenses.

Note: States can choose to follow the federal tax-treatment guidelines for HSAs or establish their own; some states tax HSA contributions. If you have questions about your tax implications, consult your tax advisor. HSA funds used to pay for non-qualified medical expenses are subject to income taxes on the amount and a possible additional 20% penalty, if you're under age 65.

[1,2]See page 10 for full disclosures

Recordkeeping for tax purposes

You will be responsible for retaining your quarterly statements with your HSA records and all receipts for qualified medical expenses. Online Statements are available for 18 months. Statements are generated at the end of each calendar quarter, so please access your account regularly. Consult your tax advisor to determine how HSAs are treated for state tax purposes for the state in which you file your taxes.

At year end, UMB Healthcare Services will send you the following:

- **1099 SA** – Received by January 31 and shows your annual distributions
- **5498 SA** – Received by May 31 and shows your annual contributions

When you receive these forms, if you feel there is an error, contact UMB Healthcare Services at 844-383-9826 and we will work with you to make corrections and provide a corrected form.

Thank you for choosing Navia and UMB Healthcare Services

For more information about HSAs, visit http://www.naviabenefits.com or contact Navia Benefit Solutions at customerservice@naviabenefits.com or 1.800.669.3539.

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This material is provided for informational purposes only and contains no investment advice or recommendations to buy or sell any specific securities.

Investors should carefully consider the fund's investment objectives, associated risks, charges and expenses before investing. To obtain a summary prospectus or prospectus obtaining this and other information (you must have already enrolled in the HSA Investment account through http://www.naviabenefits.com), log into the website and go to the "My HSA" tab, then select "Investment" and then "View/Trade Investments". This will lead you to the list of available funds and all their information. Please carefully read the summary prospectus or prospectus before investing.

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[2]UMB Investment Management selects mutual funds in various asset classes for inclusion in the UMB Investment program. UMB Investment Management is a department of UMB Bank, n.a. UMB Bank, n.a. is a wholly owned subsidiary of UMB Financial Corporation.

Funds in an HSA Deposit Account are held at UMB Bank, n.a., Member FDIC