



Understanding Your HEALTH SAVINGS ACCOUNT

For Associates Enrolled in the Consumer Plan and Enhanced Consumer Plan
Don't miss out on MONEY from American Greetings!

Open your Health Savings Account (HSA) to receive the full contribution from American Greetings – between \$300 and \$1,000 depending on the plan you choose and the number of people you are covering. You will also be able to earn up to \$550 for Associate only and Associate + children coverage and \$980 for Associate + spouse and Family coverage for completing wellness activities. Learn more about your HSA, eligibility rules, how to earn Wellness Rewards and other important information on [AGBenefits.com](https://www.agbenefits.com).

What is a Health Savings Account?

- HSAs are like checking accounts that allow eligible associates enrolled in a consumer plan to pay for qualified health expenses with pretax dollars.
- Qualified medical, dental and vision expenses as defined by the IRS are located at www.irs.gov (Publication 502). **Some examples include:** medical plan deductibles and coinsurance; medical, dental and vision care expenses and services. You can also utilize Optum's Qualified Medical Expense tool to search the most common eligible expenses by visiting www.optumbank.com/resources/medical-expenses.
- HSAs are governed by the IRS tax rules and you must be enrolled in an eligible high deductible healthcare plan in order to open an HSA. American Greetings consumer plans are considered eligible high-deductible healthcare plans.
- Money deposited up to the maximum allowed into an HSA is tax free, interest is earned tax free and withdrawals for qualified expenses are tax free.
- HSA deposits roll year over year – the “use it or lose it” rule does not apply to HSA accounts.
- Open the account when you first elect a consumer plan. You do not need to open it each year. You will elect your annual deposits each year.
- Eligible HSA contributions are not subject to federal taxes. They may be subject to state/local taxes. Check with your tax advisor and read IRS Publication 969 for more information.
- You may use your HSA funds to pay for qualified expenses for you, your spouse and eligible tax dependents – even if they are not covered under your American Greetings plan.

Note: Expenses for an adult child or a domestic partner cannot be paid from your HSA unless that person qualifies as your tax dependent.

Who is eligible to open & contribute to an HSA?

You can open the account as long as you meet these requirements:

You are enrolled in the Consumer Plan or Enhanced Consumer Plan **AND** you are not:

- Covered by another health plan (for example, a spouse's plan) that is not a high-deductible health plan.
- Enrolled in Medicare or TRICARE, a military benefits program.
- Eligible to be claimed as a dependent on someone else's tax return.

- A recipient of Veterans Administration (VA) benefits (except for preventive care) within the past three months. Veterans with a disability rating from the VA are eligible.
- If you and/or American Greetings are contributing to your HSA, you may enroll in a limited purpose healthcare FSA (Flexible Spending Account), for eligible dental and vision expenses only.

Note: If an associate that falls in one of the non-allowable categories and opens an HSA, it will be funded by American Greetings but the associate is responsible for applicable taxes and penalties.

Why do I have to open an HSA with Optum Bank?

- You must open an HSA with Optum Bank in order for you to receive the contribution from American Greetings.
- American Greetings will not make-up contributions that are missed because your account is not opened.
- Opening an account allows for automatic funding of your payroll HSA contributions.

How do I open my account?

Opening your account is easy! Follow these steps to open your account:

1. Go to [AGBenefits.com](https://www.agbenefits.com) and log in to myAGBenefits.
2. Complete your enrollment. If you enroll in a consumer plan, you will be prompted to read and agree to the Health Savings Account authorization.
3. The authorization allows American Greetings to submit the information necessary to Optum Bank to open your HSA. It also allows American Greetings to deposit both your and the company-paid contribution to your HSA.
4. You can agree to the authorization (and make other changes to your account) at any time during the year by logging into myAGBenefits.

How much can I save?

- There is no minimum amount. The most that may be contributed to your HSA tax free – a combined limit of AG contributions and your payroll contributions – in 2025 is **\$4,400 for individual** coverage and **\$8,750 for family** coverage.

Note: The American Greetings contribution and any Wellness Rewards earned count toward the IRS limit.

- If you are 55 or older, you can make a catch-up contribution and save an **additional \$1,000** in your HSA. Eligibility for the catch-up contribution is based off of the AG employee's age.

Health Savings Accounts (HSAs) are designed to help you save and pay for your healthcare expenses.



How do I change my payroll deduction or make a deposit into my HSA?

You can change the amount of your HSA contribution at any time during the year by:

- **Calling** the AGBenefits Service Center at **877-213-6240** or by going to **AGBenefits.com** and logging into myAGBenefits.

Deposits can be made by:

- Setting up an electronic contribution at optumbank.com, mailing a check to Optum Bank or e-transfer from an account at another financial institution. Instructions and tax reporting information can be found at optumbank.com. By depositing directly to Optum Bank, you will not save on payroll taxes. You can transfer/rollover funds from another eligible HSA into your Optum Bank account. The transfer/rollover form can be found at optumbank.com once you are logged into your account.

What fees are associated with my HSA?

- American Greetings pays the monthly account maintenance fee (\$1) for a basic default account. There is no fee associated with online bill pay and debit card payments.
- You are responsible for certain transaction-based fees such as ATM withdrawal fees, wire transfer fees charged by your personal bank, monthly investment and/or maintenance fees if another investment account type is selected.
- If opting into receiving paper statements, you will incur a \$1.50 paper statement charge each quarter.
- A complete fee schedule is provided when you open your account and is available at optumbank.com.

How do I pay for expenses with my HSA funds?

After your account is opened at Optum Bank, you will be mailed a debit card and other account information. You can pay for expenses (doctor's bills, pharmacy, etc.) using the debit card OR:

- Online bill pay at optumbank.com.
- You can pay for eligible expenses and reimburse yourself from your HSA by check or electronically at optumbank.com

Optum Bank does not track your expenses or verify your eligibility.

Be sure to keep your receipts and good records of all of your HSA transactions in the case the IRS requests that you show proof you used the funds for qualified medical expenses. One way to keep track is to use Optum Bank's digital receipt storage feature. Log into optumbank.com for more information.

What if I accidentally use my Optum Bank HSA debit card for a non-eligible expense?

- Log into optumbank.com to complete the "Withdrawal Correction Form" to redeposit the non-eligible expense amount.
- Your debit card from Optum Bank is NOT a credit card. You will have access to your available HSA balance to help pay or reimburse for eligible expenses with the debit card or by accessing cash at any ATM (fees may apply).
- Remember, funds used for purposes other than qualified medical expenses are taxable as income and subject to a 20% tax penalty if you are under 65 years old. Once you turn 65, spend on non-qualified expenses are subject to income tax only.

How do I find out my HSA balance?

- Log into your account on optumbank.com or view on the Optum Bank app.
- Call Optum Bank at 800-791-9361.
- If you signed up for paper statements, watch for them to arrive to your home quarterly from Optum Bank.
- Monthly statements will be accessible online. Monthly statement notifications will be sent electronically if you have opted into electronic delivery.

What information is available at optumbank.com or the Optum Bank app?

- Go to optumbank.com to access your account, view your account balance, access your monthly bank statement, pay or reimburse eligible expenses with online bill pay, download forms, update your personal information, add a beneficiary, arrange deposits from other banks, manage your investments and access tools and resources.

What happens to my HSA if I leave American Greetings?

- You own the account so the balance is yours if you leave American Greetings.
- You may continue to use the funds for eligible expenses or save to cover future expenses.
- American Greetings will no longer pay the monthly account maintenance fee.



Where do I go for more information?

AGBenefits.com

AGBenefits Service Center (877) 213-6240

Monday - Friday 9:00 am - 6:00 pm

