



RRD BENEFITS
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Staying connected.

A guide to your
Health Savings Account



Save with an **HSA**.

A Health Savings Account (HSA) is a smart way to save and pay for your health care. Think of it as a 401(k) for health care. An HSA lets you save tax-free money to pay for eligible health care expenses now and in the future. After age 65, you can even withdraw HSA funds for non-health care expenses without a tax penalty,* so an HSA is one more way you can save for retirement.

An HSA is not an RRD-sponsored benefit plan, but rather an individual account set up with an HSA custodian in your own name. This guide will help you get the most from your HSA and the benefits it offers.

* Non-qualified distributions before age 65 are taxable and subject to an additional tax of 20% of the distribution (except in certain cases involving death or disability of the account holder).

3 reasons to save in an HSA

The benefits are hard to beat. Here's why you should save as much as you can (up to the IRS contribution limits) in an HSA:



Help Pay Your Deductible

You can use your HSA to pay for eligible health care expenses, including your deductible (the amount you pay before the Plan begins paying benefits).



Save on Taxes

An HSA has triple-tax advantages at the federal level:*

- You can contribute tax-free dollars to your HSA, which reduces your taxable income.
- Your HSA can grow by earning tax-free interest and investment earnings if you choose to invest your HSA funds.
- You pay no taxes when you use money from your HSA to pay eligible expenses for yourself and your eligible dependents. (Your dependents don't need to be HSA-eligible or enrolled in your Medical Program option. See IRS publications 969 and 502 at [irs.gov](https://www.irs.gov).)



Invest in Your Future

Your unused account balance rolls over from year to year. Money in your HSA is always yours, even if you change Medical Program options, leave the company or retire.

You earn interest on money in your HSA. If you choose to let your HSA grow (instead of using it now to pay for eligible health care expenses), you may invest the money in a choice of investment options.

Reduce your taxes

Contributions to your HSA reduce your taxable income, which can save you hundreds of dollars in taxes each year. Use the calculator at [healthequity.com/calculator/hsa-contribution](https://www.healthequity.com/calculator/hsa-contribution) to see how much you can save.

* Tax treatment of HSAs may differ in your state and is subject to change at any time. Please consult with your tax adviser for more details and the specific tax rules that may apply in your state.

Eligibility

You can contribute to an HSA if you enroll in RRD's HSA Value or HSA Advantage medical option and you don't have any disqualifying medical coverage.

Disqualifying Medical Coverage

You cannot contribute to an HSA if you have other medical coverage, including Medicare (Parts A, B, C and/or D), TRICARE, or a full-use Health Care Flexible Spending Account (FSA) or Health Reimbursement Account (HRA) (including a spouse's FSA or HRA). Having access to certain telemedicine programs that provide medical care with no charge per use before your Medical Program deductible is met, or to another employer's onsite medical clinic that provides significant medical care, may also disqualify you from HSA eligibility. Limited-use FSAs and HRAs (for dental, vision and postdeductible medical expenses) will not disqualify you from contributing to an HSA. Receipt of Veterans Administration (VA) benefits or Indian Health Services (IHS) benefits may also disqualify you from making HSA contributions for the next three months, except where the benefits are preventive in nature, are for dental or vision care, or (in the case of VA benefits) are received for a service-connected disability.

If you are making HSA contributions through payroll, you must notify the RRD Benefits Center if you acquire any disqualifying coverage during the year, so your HSA contributions may be stopped.

Medicare and Your HSA

Once you enroll in Medicare (generally at age 65), you can no longer contribute to your HSA.* However, you may continue to use the existing balance in your HSA to pay for eligible out-of-pocket health care expenses, tax-free. This includes premiums, deductibles, copays and coinsurance under Medicare. This does not include MediGap premiums.

Eligible Dependents

Eligible dependents for the HSA are different than for the Medical Program or FSA. Under the HSA, you generally can submit claims only for a child who is a tax dependent on your federal income tax return, which means a child under age 19 (or age 24 if a full-time student), except that:

- Children of divorced parents are considered a child of both parents for the HSA, and
- Restrictions on a child's income that may prevent you from claiming the child as a dependent on your income tax return don't apply to the HSA.

Likewise, your domestic partner (or your domestic partner's children) generally must be considered your federal tax dependents in order for their health care expenses to be eligible for reimbursement from your HSA. As with other non-qualified HSA expenses, if you submit a claim for an ineligible dependent, the distribution will be subject to income taxes and possibly a 20% penalty tax. Adult children and domestic partners who are enrolled as dependents in your HSA Value or HSA Advantage option through the Medical Program, but are not your tax dependents, may be able to contribute to their own HSA up to the \$7,200 maximum that applies to coverage levels other than employee only.

* This occurs even if just the automatic Medicare Part A coverage goes into effect when you start collecting Social Security retirement benefits. So unless you delay receiving Social Security retirement benefits and Medicare, you need to stop any HSA contributions you may be making to avoid any tax consequences. Please contact the Benefits Center at **1-877-RRD-4BEN (1-877-773-4236)** for questions or assistance.

Make your HSA work for you.

Go to rrd.bswift.com or call the RRD Benefits Center at **1-877-RRD-4BEN** (1-877-773-4236) to authorize RRD to deposit part of your paycheck into your HSA. (This automatically opens your HSA.) The amount you choose to contribute is deducted evenly from your paychecks for the year. You will receive a welcome kit from HealthEquity with more information about your account.

Already Enrolled?

Consider increasing your contribution. See “Ways to Contribute” on page 5.

Designate a Beneficiary

It’s easy to designate a beneficiary. Log in to rrd.bswift.com for single sign-on to HealthEquity. From the home page, select “My Account,” “Add Individuals,” and then “Beneficiaries.” You can also find a beneficiary designation form at healthequity.com/doclib/forms/beneficiary.pdf. Mail the completed form to HealthEquity at 15 W. Scenic Pointe Drive, Suite 100, Draper, UT 84020 or fax the form to **1-801-727-1005**.

HealthEquity

Although RRD has arranged for only one HSA custodian, HealthEquity, to accept HSA contributions made through RRD payroll, RRD does not endorse HealthEquity and the HSA Program is not an RRD benefit plan. You may establish an HSA with any HSA custodian you choose. (See “Ways to Contribute” for more information on making contributions outside of RRD payroll.)



Contribute

The IRS sets limits for how much you can contribute, and those limits may change each year:

2021 HSA Contribution Limits

- **Employee only coverage:** \$3,600 (\$50 more than 2020)
- **Other coverage levels:** \$7,200 (\$100 more than 2020)
- **Catch-up contribution*:** \$1,000

Contribute as much as you can to your HSA, subject to the above limits. The money rolls over each year and is always yours. If you participated in an HSA during 2020, your same HSA contribution amount will automatically continue in 2021. This means if you want to contribute the new maximum, you will need to increase your 2021 contribution accordingly. You may change your HSA contribution at any time during the year, even without a qualified status change.

Contribution Rules for Married Couples

If both you and your spouse are eligible for an HSA, you may each set up your own accounts. The total annual contribution for those two accounts can't exceed \$7,200 (unless one or both of you qualify to make age-based catch-up contributions). This is true even if both of you work for RRD and have separate coverage. For example, if you have employee only coverage and your spouse has family coverage, your two accounts combined cannot exceed the \$7,200 maximum for family coverage. Any catch-up contributions for your spouse age 55 or older must be made to his or her own HSA and cannot be made to your HSA. Please see IRS Publication 969 for more information about contribution limits.

Ways to Contribute

Contributing to your HSA is easy — and flexible. You can contribute on a pre-tax basis through RRD payroll to an account with HealthEquity, and/or you can make direct contributions on your own to an account with HealthEquity or any other HSA custodian, and claim a deduction for those contributions on your income taxes. The easiest way to contribute to your HSA is to go to rrd.bswift.com or call the RRD Benefits Center

at **1-877-RRD-4BEN (1-877-773-4236)** to authorize RRD to deposit part of your paycheck into your HSA. This payroll deduction will be spread evenly across your paychecks throughout the year.

Or you can contribute to your HSA for the 2021 tax year through ways other than payroll deductions (up until April 15, 2022):

- Set up an electronic funds transfer between an account at another bank and HealthEquity. Find an electronic transfer of funds form at healthequity.com/doclib/forms/eft.pdf. Note special rules apply. For example, you can transfer (“roll over”) funds from an IRA to your HealthEquity HSA *only once per lifetime*; you can also roll over funds from another HSA to your HealthEquity HSA on your own once per year. Or if you arrange for a direct trustee-to-trustee transfer, you may transfer funds between HSAs an unlimited number of times per year. Contact HealthEquity at **1-844-281-0928** to learn more about transferring funds.
- Send a check and contribution form to HealthEquity at 15 W. Scenic Pointe Drive, Suite 100, Draper, UT 84020 or fax the form to **1-801-727-1005**.

Changing Your Contribution

You may change your HSA contribution amount at any time during the year. Contact the Benefits Center at **1-877-RRD-4BEN (1-877-773-4236)** or go to rrd.bswift.com. (Look on the left side of the enrollment screen where it says “Change My HSA Contribution.”) Please note, although you may make changes to your HSA contributions at any time during the year, any changes made will be reflected on your payroll check as soon as practicable.

* If you are age 55 or older in 2021 and not enrolled in Medicare. This is based on your age, not your spouse's. If your spouse is age 55 or older, your spouse may make a separate \$1,000 catch-up contribution to his or her own HSA (but not to yours).

Use it

Once you have opened your account and saved money in your HSA, you can use it to pay for eligible health care expenses for yourself, your spouse and your eligible dependents incurred on or after the date your HSA was established, even if you haven't elected Medical Program coverage for them. (See page 2 for information on eligible dependents.) Expenses incurred prior to establishing your HSA are not eligible. You'll receive a VISA® HSA Debit Card from HealthEquity you can use to pay for eligible expenses. You also have the option to save the money in your HSA for future expenses, including eligible health care services when you retire.

Find Your Balance

It's good to know how much you have in your HSA. You have 24/7 access via Customer Service at **1-844-281-0928** or HealthEquity Online Banking at [healthequity.com](https://www.healthequity.com).

Qualified Health Care Expenses

The IRS defines which expenses you can pay with an HSA. Eligible expenses include most medical care and services, prescription drugs and over-the-counter medications with a doctor's prescription, non-cosmetic dental care, vision care, orthodontia, COBRA coverage premiums, qualified long-term care policy premiums, health insurance premiums for individuals receiving unemployment compensation, and Medicare and retiree health insurance premiums for those age 65 or older (but not Medigap premiums).

Coordinating with a Flexible Spending Account

Certain rules apply if you contribute to both an HSA and a Health Care FSA. In that case, you will only be permitted to participate in a limited-use Health Care FSA. In a limited-use Health Care FSA:

- You can use your FSA for eligible out-of-pocket dental and vision expenses at any time.
- You can use your FSA for eligible medical and prescription drug expenses after you've met your Medical Program deductible. You must meet your deductible first — even if the expense isn't covered by your medical option. These rules also apply to expenses for eligible dependents who aren't covered under your medical option.
- You can't be reimbursed by both accounts (HSA and FSA) for the same expense.

Invest it

In addition to maintaining a standard interest-bearing cash account, you have the option to participate in an investment program once your HSA balance reaches \$1,000. You can decide to invest anything over that amount in a variety of mutual funds. You must maintain a minimum balance of \$1,000 to continue investing your money.

Any investment earnings are free from federal taxes, but state taxes may apply. Check with your tax adviser. To learn more, go to [healthequity.com](https://www.healthequity.com) and click on "Investment Dashboard" or check out [healthequity.com/doclib/hsa/hsa-invest.pdf](https://www.healthequity.com/doclib/hsa/hsa-invest.pdf).

NOTE: Different HSA custodians may offer different investment options. RRD does not endorse HealthEquity and does not oversee its investment offerings. You are free to establish an HSA with any custodian you choose, and you may even request a trustee-to-trustee transfer to move funds from HealthEquity to another HSA custodian if you prefer their investment options.

Report it

You don't pay taxes when you use your HSA to pay for eligible health care expenses, but you do have to report your HSA contributions and distributions when you file your federal income taxes each year.

Report Your HSA Contributions

- Your Form W-2 from RRD will show the amount you contributed to your HSA via payroll deductions. If you made contributions outside of payroll and don't have a record of them, contact HealthEquity.
- After April 15, HealthEquity will send you IRS Form 5498-SA. It will include your total HSA contributions – payroll deductions plus other contributions – you make to your HealthEquity HSA. (You can contribute to your HSA for the 2021 tax year through ways other than payroll deductions until April 15 of the following year.)

Calculate Your HSA Deduction

IRS Form 8889 lists the steps to calculate your deduction.

Report Your HSA Use

- Your distributions from your HealthEquity HSA will be listed on IRS Form 1099-SA, which HealthEquity will send you after January 31.
- You must keep records showing how you've used your HSA distributions, but you don't send those records with your tax returns.

Watch for these forms in the mail

- **W-2:** from RRD, arriving around January 31
- **IRS Form 1099-SA:** from HealthEquity, arriving after January 31 (issued only if you have received distributions from your HSA)
- **IRS Form 5498-SA:** from HealthEquity, arriving after April 15

If you need it sooner, you can find your Form 1099-SA on the HealthEquity Online Banking account website the second week of January.

You can get your payroll contributions from your W-2. Form 5498-SA includes additional contributions you make through April 15.

Track your contributions

You are responsible for ensuring you don't exceed the annual IRS limit, so track your contributions regularly. If your annual contributions exceed the permitted limits, you may have to pay a 10% penalty tax on the excess contributions. An additional 6% excise tax will be imposed for each year the excess contribution remains in the HSA.

To avoid the tax penalties, excess contributions (and earnings) must be removed by the HSA custodian and reported to the IRS on Form 1099-SA. Contact HealthEquity for more information.

Not enough money in your HSA?

If you don't have enough money in your HSA to cover your eligible expenses, you can pay the expenses out of pocket. You can reimburse yourself once funds are available in your HSA.

Maximize your HSA

HealthEquity's HSA Optimizer tool helps you get the most out of your HSA by reviewing your account and identifying steps you can take to improve its performance and maximize your savings.

Manage your HSA.

Take advantage of the resources that HealthEquity provides to make managing your HSA easy.

Online Member Portal

Use the online member portal at healthequity.com to check your balance, review transactions, view insurance claims, invest in mutual funds, pay providers and submit for reimbursement. The HealthEquity member portal homepage is an interactive dashboard that gives you all the information you need to manage and build your health savings.

Account Balance

If you've invested any money or have another account such as an FSA, your balances are displayed here. Click on each type of account to view balance details and your transaction history.

Quick Links

This panel contains common action items such as making contributions and payments, requesting reimbursement, viewing claims and accessing your investments.

FSA Plan Information (if applicable)

If you elect a limited-use Health Care FSA to supplement your HSA, there's a widget for each additional account. It includes your current balance and important plan dates. Click on the links provided for a comprehensive overview of your reimbursement account(s).

Resources

This widget displays tools and links to help you become a better consumer of health care and improve your overall wellness.

To Do

Your to-do list features helpful reminders and alerts to keep you up to date with your account. This includes any open claims that might require payment, unlinked receipts located in the documentation library, and any unread messages in the message center. Clicking on each item takes you to the page where you can view and resolve any outstanding items.



Mobile App

HealthEquity's mobile app gives you easy, on-the-go access to your HSA (and limited-use Health Care FSA, if you have one). The free app provides comprehensive tools to help you manage transactions and maximize your health savings. Use the mobile app to:

- Access your account(s).
- Take a photo with your device to initiate claims and payments.
- Send payments to providers.
- Reimburse yourself for out-of-pocket expenses.
- Manage debit card transactions.
- View the status of claims.
- Store your itemized receipts, provider statements and Explanation of Benefits (EOBs).
- Manage and allocate your HSA investments.

Easy, on-the-go access

Download the HealthEquity mobile app for free on the Apple App Store or Google Play.

Debit Card Access

Your HSA comes with the added benefit of a convenient debit card for quick and easy access to your funds. Once you activate your HSA Debit Card, you can use it like a regular credit card to pay for plan-allowed medical expenses. (Remember, you can only spend what is available in your account.) Use the member portal or the HealthEquity mobile app to check your balance anytime, anywhere.

Account Mentors

HealthEquity's account mentors are available 24/7 to help you. Call **1-866-346-5800**.

How to:

Begin or change your HSA contribution.

Go online to rrd.bswift.com or contact the RRD Benefits Center at **1-877-RRD-4BEN (1-877-773-4236)**.

Designate a beneficiary for your HSA.

Find a beneficiary designation form at healthequity.com/doclib/forms/beneficiary.pdf or call **1-844-281-0928**.

Return the completed form to HealthEquity at 15 W. Scenic Pointe Drive, Suite 100, Draper, UT 84020 or fax it to **1-801-727-1005**.

Get a list of HSA qualified health care expenses. Refer to IRS Publication 502 at irs.gov or go to learn.healthequity.com/qme.

Check your HSA balance and monitor your contributions. Access your HSA 24/7:

- Customer Service at **1-844-281-0928**
- HealthEquity Online Banking at healthequity.com

Replace a lost debit card. Contact HealthEquity at **1-844-281-0928** or healthequity.com.

Get information about investing your HSA. Go to healthequity.com/doclib/hsa/hsa-invest.pdf.

Find forms and information to help you prepare your tax return. Refer to IRS Publication 969 and Form 8889 at irs.gov. (See "Report It" in this Guide for more about reporting your HSA contributions and distributions.)

Learn how to coordinate your HSA with an FSA. Contact the RRD Benefits Center at **1-877-RRD-4BEN (1-877-773-4236)**.

Find information about FSA rules, eligible expenses, claims and get answers to your HSA questions. Contact HealthEquity 24/7 at **1-844-281-0928** or healthequity.com.

Important

The descriptions provided in this guide are based on official Plan documents. Every effort has been made to ensure the accuracy of this material. In the unlikely event there is a discrepancy between this document, the SPDs, SMMs, any other materials summarizing the RR Donnelley Group Benefit Plan and the official Plan documents, the following documents will control:

- Where this document is intended to summarize existing benefit provisions the SPDs, SMMs, any other materials summarizing the RR Donnelley Group Benefit Plan and the official Plan documents, the official Plan documents will control.
- Where this document is intended to communicate a change to the SPDs, SMMs, any other materials summarizing the RR Donnelley Group Benefit Plan and the official Plan documents, this document will control.

RRD reserves the right to amend or terminate the Plan or Programs at any time for any reason. The HSA is not an employee benefit plan subject to the Employee Retirement Income Security Act (ERISA), although pre-tax contributions to the HSA are provided for under the RR Donnelley Flexible Benefits Plan.

Note

The descriptions in this document are to provide information and resources. RRD cannot provide tax, investment or legal advice. Federal and state tax regulations are subject to change. If tax, investment or legal advice is required, please seek the services of a licensed professional.

The logo for RRD, consisting of the lowercase letters 'rrd' in a bold, white, sans-serif font. The letters are positioned in the lower right quadrant of the page, set against a background of concentric, curved lines in shades of green and yellow that sweep across the bottom half of the document.

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