

# Your 2025 HSA User's Guide

*make it yours*



**Save with an HSA now, thank yourself later.** A Health Savings Account (HSA) is a smart way to set yourself up for success. You can use it to pay for expenses now or for future expenses. If you don't use all your HSA money by the end of the plan year, any remaining balance will roll over year after year.

## How the HSA Works

Your HSA is a personal bank account that works with the Bronze Plus and Silver medical coverage levels. It allows you to set aside tax-free money through payroll deductions to pay for qualified healthcare expenses.

You decide how much money you want to save in your HSA (up to the annual maximum), and you can start, stop, or change your contributions at any time. So if you didn't elect to set aside money in an HSA when you enrolled in your medical coverage, you can still enroll through the RELX Benefits Center at [www.relxbenefitscenter.com](http://www.relxbenefitscenter.com).

## What's Great About the HSA?

There are a number of advantages to setting aside money in an HSA.

- **It's tax-free when it goes in.** You can put money into your HSA on a before-tax basis through convenient payroll deductions. Not only do you save money on qualified expenses, but your taxable income is lowered.
- **It's tax-free as it grows.** You earn tax-free interest on your money, except in NJ and CA where state taxes are applicable. The interest you earn even earns interest.
- **It's tax-free when you spend it.** When you spend your HSA dollars on qualified healthcare expenses, you don't pay any taxes. That means you're saving money on things like your medical, dental, and vision coinsurance and deductibles. See page 3 for more information on qualified expenses.
- **It's always your money.** Just like a bank account, you own your HSA, so it's yours to keep and use even if you change medical options, leave the company, or retire.



## Attention First Timers!

Is this your first time enrolling in an HSA? When you enrolled and elected to contribute money to an HSA, your information was sent to HSA Bank to begin setting up your account.

## Get Your Debit Card

Once your account is open, you'll receive a welcome letter and HSA debit card in the mail. The debit card gives you instant access to your HSA dollars once you activate it.

If you **don't** receive your HSA debit card before your benefits begin, contact HSA Bank at **1.833.227.7074** to request one be mailed to you.

## Manage Your HSA Throughout the Year

You're in complete control of your HSA—you decide how and when to use it. Log on to [www.hsabank.com](http://www.hsabank.com) to track your HSA balance, use tools, view claims, request additional cards, and more.

## Growing Your HSA

You can use your HSA to get a head start on saving for future healthcare expenses. In fact, you can grow your HSA into a 401(k)-like nest egg for healthcare. Here are three ways:

### 1 Your contributions

For 2025, you can contribute up to \$4,300\* if you're covering just yourself, or \$8,550\* if you're covering yourself and your family. Most of your RELX colleagues take advantage of saving on a before-tax basis, but you can also contribute directly to your HSA, outside of payroll deductions, with after-tax funds and take the taxable income deduction when you complete your taxes.

If you're age 55 or older (or will turn age 55 during the plan year), you can also make additional before-tax "catch-up" contributions to your HSA—up to \$1,000.\*

### 2 Interest

Your account earns tax-free interest, except in NJ and CA where state taxes are applicable. Over time, the interest you earn even earns interest!

### 3 Investment earnings

You can invest your HSA balance that exceeds \$1,000. This is a great way to put your money to work for you and an opportunity to grow your HSA more quickly. For more information on your investment options, log on to [www.hsabank.com](http://www.hsabank.com).

**Note:** You will not be able to use your invested HSA balance for qualified expenses unless you move the funds out of your investment account.



## Already Have an HSA?

If you currently have money in an HSA, you can continue to use it to pay for qualified healthcare expenses.

\*Limits subject to changes per IRS regulations. For more information, go to [irs.gov](http://irs.gov).

## Using Your HSA

When it's time for you to pay for healthcare or prescription drugs, you can pay for your qualified expenses in one of three ways:

### 1 Use your HSA debit card

Just use it when you're ready to pay for qualified healthcare expenses, and the funds will be taken directly from your account. Make sure you only use the card on qualified expenses, and that you have enough money in your HSA to cover them. Log on to [www.hsabank.com](http://www.hsabank.com) to check your balance beforehand.

### 2 Pay out of pocket

If you prefer, you can pay for your qualified expenses up front and pay yourself back through your HSA later. To get started, just log on to [www.hsabank.com](http://www.hsabank.com) or contact HSA Bank. You'll be able to transfer money from your HSA to your regular bank account.

### 3 Set up direct payments to your providers

Another option is to have HSA Bank make direct payments to your provider from your HSA. Log on to [www.hsabank.com](http://www.hsabank.com) to set up direct payment.



## Keep Receipts

Always remember to save your receipts when you make payments from your HSA, in case you need to prove to the IRS how you spent your HSA funds.



## Qualified Expenses

Find a complete list of qualified expenses at [www.irs.gov/publications/p502](http://www.irs.gov/publications/p502). Keep in mind, if you use money from your HSA to pay for nonqualified expenses—such as child care, cosmetic surgery, health club fees, teeth whitening products, or vitamins—you'll pay taxes on that money and pay an additional 20% penalty tax if you're under age 65.

## Success Stories

The following profiles show different ways you can use the HSA to pay for expenses and save for the future. They are for illustrative purposes only.

### Using the HSA Debit Card

This is Tom's first year in the Bronze Plus option. He would like to start saving for future healthcare expenses, but right now he's focused on his immediate healthcare expenses.

Tom uses his HSA debit card to pay for medication. He also uses it to pay the bill after visiting the doctor's office. By the end of the year, he has used up most of the funds in his account. The remaining money rolls over to the following year so he can use it to pay future expenses.



### Paying Yourself Back Later

Tina started contributing to her HSA in January. Her account balance is growing, but it's not large enough (yet) to pay for an emergency she just had. Tina knows that by the end of the year, her HSA will have more than enough money to pay for the emergency. She decides to pay for the expense out of pocket now, and reimburse herself from her HSA later. When her account balance is large enough, Tina will just log on to [www.hsabank.com](http://www.hsabank.com) to request that money is transferred from her HSA to her regular bank account.



Tina knows she has the option to increase her contributions at any time—to be able to reimburse herself sooner—but she would prefer to keep her contributions the same for now.

### Saving for the Future

Carrie is a few years into her career, and she's learning a lot about saving now for her future. She knows that while she's younger and healthy, she can pay for her medical expenses out of pocket, if needed, and she can use her HSA to build an account balance to use for qualified medical expenses later when she has a family and even in retirement. Her HSA balance rolls over from year to year, and she's maximizing her savings as much as possible. She has the option to invest the balance that exceeds \$1,000. It's a great addition to her other retirement savings because it's tax-free.



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