

H.S.A. Advances – Page 1 of 2

The Board's deposits into employees' HSA accounts are made near the beginning of January, July, and October. Up to the Board's annual maximum, an employee can request that the Board make an advance deposit into their HSA account when the employee has incurred medical and pharmacy expenses that are at least approximately 90% of what the Board has previously deposited. For example, consider a single HSA in which the Board is scheduled to deposit \$750 in January, \$375 in July, and \$375 in October. If the employee incurs approximately \$675 (90% of \$750) in medical and pharmacy charges by March 1, for example, the employee can request that the Board deposit the \$375 which is scheduled for July.

To request the advance, please complete the attached form (**2nd page**) **and** print out the sheets from **Anthem.com** that verify your name and the total medical and pharmacy charges that have been applied to your HDHP/HSA deductible this calendar year.

To get those pages (based on the Anthem website as of 1/23/23):

- 1) Go to **www.anthem.com**
- 2) Click on “Login”, enter username and password
- 3) Near the bottom of the first (home) screen that you’re directed to, print out this information, **showing your name and “Plan Usage” details** which show how much of the deductible you have met for the calendar year.

*An alternative to giving us these pages from Anthem.com is to give us a recent **Explanation of Benefits (EOB)** you've received that lists the amount that has been applied to your deductible.*

To process your advance, we need the attached form (**2nd page**) and the above-mentioned documentation from Anthem that verifies your name and how much has been applied to your deductible. We **do not** need a copy of your WPCU bank statement.

Thank you. Please contact us with any questions.

West Carrollton Schools

Request that the Board of Education make an advance deposit into an employee's H.S.A. bank account

I hereby certify that the following is correct:

The attached documentation from Anthem (either an EOB or information from anthem.com) verifies how much has been applied to my deductible this year.

As of _____ (date), Board deposits of \$_____ have been made into my H.S.A. bank account for calendar year **2023**.

I am currently requesting that the Board advance deposit \$_____ into my H.S.A. bank account because I have previous and pending medical/pharmacy charges for calendar year **2023** that are at least approximately 90% of the amount the Board has deposited into my account for calendar year **2023**.

This advance deposit of \$_____ that I am requesting is regularly scheduled to be deposited into my account on **6/29/23 and/or 9/21/23**.

Employee name (printed) date

Employee signature

Request approved by:

Signature date

Treasurer's office use:

_____ transferred to employee's WPCU acct. on _____ by _____