

Activate Your Health Savings Account

You have learned about the Health Savings Account (HSA) and why it is a great tool. You and your family have elected either the CDHP 80 or CDHP 90 for health coverage. Now it is important you make sure to activate your HSA.

How do I activate my HSA online?

Once you enroll online in either the CDHP 80 or CDHP 90, you will be prompted to activate your HSA. It is important that you **activate your HSA as soon as possible** in order to receive your Bosch contributions and to elect your pre-tax payroll contributions. (NOTE: If you currently participate in the HSA, your HSA is already activated).

The fastest way to activate your HSA is to enroll online.

1. Log on to **www.ibenefitcenter.com** and begin the enrollment process.
2. While you are **enrolling online in either the CDHP 80 or CDHP 90**, you will be prompted to activate an HSA with BenefitWallet. The enrollment process will take you through the following screens in order to activate your HSA:
 - **Health Savings Account** – Read through the definition of an eligible HSA participant and then click “Continue.”
 - **Verify Tax ID** – Confirm that BenefitWallet has your correct Social Security number (or that your Social Security number is your Tax Identification Number) and that you are a US citizen or resident by clicking “Yes.” Click “No” if you are not a US citizen or resident or if you need to correct your Social Security number (or Tax Identification Number, if applicable) on file. Once you confirm your information, click “Continue.”
 - **BenefitWallet Agreements** – Read through the legal agreements and disclosures regarding the BenefitWallet Electronic Access Agreement and Bank Agreement. Be sure to print a copy for your files. If you acknowledge and accept this information, select “Agree” and then click “Continue.” **If you click “Disagree,” you will not be able to open an HSA online. Instead, you will need to complete this process by paper.**
 - **Choose Your HSA Contributions** – Enter the amount you want to contribute to your HSA per pay period. Remember, you do not have to contribute any personal funds. You will receive the Bosch HSA contribution no matter how much you contribute, and you can change your personal contribution amount at any time. Once you enter your per-pay-period HSA contribution amount, select “Continue.”

You have now completed the HSA activation process.

3. You now will be able to continue the enrollment process and view your other benefit options.
4. Watch your home mailbox for important information from BenefitWallet:
 - Welcome Kit, which includes important account information from BenefitWallet such as your signature card to designate a beneficiary and request a checkbook.
 - HSA debit card.
 - HSA debit card PIN.
 - Patriot Act request.

These items will arrive in four separate mailings for your security.

These instructions are for first-time HSA enrollees only

If you currently participate in the HSA through Bosch you do not need to activate again – and do not need to follow the instructions listed here. **You only need to activate if you are enrolling in the HSA for the first time.**

Recap of the HSA

A Health Savings Account, or HSA, is a tool that allows you to save money on a tax-free basis (up to the annual IRS limit) and use these funds for eligible healthcare expenses. In addition, you will automatically receive a tax-free Bosch contribution, which you can use to help pay for your healthcare expenses or save for the future. Each year, any unused funds will roll over and accumulate over time. This money will always remain yours, even if you retire or leave the Company for a new job.

How to activate by paper

If you choose to enroll in your benefits by phone, call **800-207-9012** (857-362-5996 internationally) to speak with a Bosch Benefits Center Representative between 9:00 a.m. and 6:00 p.m. Eastern time. Once you have enrolled in either the CDHP 80 or CDHP 90 option, the representative will explain the HSA activation process. You will automatically receive an HSA Activation Kit in the mail. You also may obtain the kit online at **www.ibenefitcenter.com**.

If you enroll in your benefits online but do not complete the HSA activation process at that time, you will not automatically receive an HSA Activation Kit. To get one, go online to **www.ibenefitcenter.com**. You also may request the kit by calling **800-207-9012** (857-362-5996 internationally).

After you receive your kit, complete the enclosed documents and return as instructed.

Why should I activate my HSA?

You must activate your account to receive your tax-free Bosch contribution and to contribute your own pre-tax payroll contributions to the HSA — so the earlier you do it, the more you will benefit.

Bosch generally makes its contributions to the HSA on a quarterly basis. If you are activating your HSA for the first time during Annual Enrollment, you will receive the first Bosch HSA contribution by April 15 and the remaining three by the middle of the first month of each quarter (July, October, and January).

If you are a new hire activating your HSA after Annual Enrollment, you will receive the current quarter's HSA contribution as soon as administratively feasible and the plan year's remaining quarterly contributions by the middle of the first month of each quarter.

When you enroll, be sure to follow the instructions and complete the entire enrollment process. If you log off or hang up before you receive confirmation that you have successfully completed the enrollment process, you will not have activated your HSA.

Do I activate even if I am not eligible to contribute to the HSA?

It is important for you to activate your HSA even if you are not eligible to contribute to the HSA.

Associates who are not eligible to contribute to the HSA are those who:

- Have non-high deductible health plan (non-HDHP) coverage (for example, are covered under a spouse's medical plan that is not an HDHP, such as a spouse's healthcare flexible spending account).
- Are enrolled in Medicare or Medicaid.
- Can be claimed as a dependent on someone else's tax return.
- Receive benefits through TRICARE/CHAMPUS.

Even if you are not eligible to contribute to the HSA, Bosch still wants to provide you with the HSA contribution, which will be taxable to you. Note that after Bosch makes the HSA deposit, if you do not withdraw that Bosch contribution from the HSA, you will incur an additional tax penalty (you must activate in order to receive the HSA contribution that you will later withdraw).

If you are not eligible to contribute to the HSA, here are the steps you should take:

1. Activate your HSA anyway, so that you still will receive the Bosch HSA contribution.
2. Withdraw the Bosch HSA contribution — you can do this after each deposit, or wait until the following year and withdraw it all at once by April 15. Contact BenefitWallet to request a Return of Excess Contribution Form, also available on the BenefitWallet site. You can access the site through **www.ibenefitcenter.com** or by clicking on the BenefitWallet link under the Health tab. When completing the form, be aware that there is a \$25 processing fee, which must be noted on the form (subtract it from your account balance). That amount will be deducted directly from your account. Once complete, submit the form.
3. You will then receive a check from BenefitWallet for the amount you requested (the value of the Bosch contribution, less the \$25 processing fee). You can also submit a check for \$25 with the form.
4. Do not close or deactivate your HSA. It needs to remain open so Bosch can continue to make contributions to it.
5. Be sure not to contribute your own funds to the HSA. If you do so by accident, your contribution will need to be withdrawn using a Return of Excess Contribution Form.