

# health accounts

All of Chevron's medical plans offer access to one of two tax-advantaged accounts, either the **Health Care Spending Account (HCSA)** or a **health savings account (HSA)**. These accounts are similar to the REG accounts you may use today.

The premise of these accounts is simple. You contribute money, and later you can use the money in your account to help pay for certain out-of-pocket health care costs. However, be sure to take a closer look. Their names sound similar, but they serve two very different purposes.

Enrolling in either health account is a voluntary choice, and the account you can use varies based on the medical plan you choose. **In addition, you can't be enrolled in both accounts at the same time.** The side-by-side comparison on the next page highlights how they're similar and how they're different.



See page 25 for HSA transition details.

## the health savings account (HSA) is exactly that, a savings account.

This account is designed for **long-term savings** so the focus is on putting in as much money as you can. This means there is no pressure to use the money in your account right away. If you want to pay for an expense out-of-pocket and keep the money in your account, you can. If you would rather use the money in your account, that's your choice, too.



See page 26 for Health FSA transition details.

## the health care spending account (HCSA) is a flexible spending account.

This account is a flexible spending account designed for **short-term spending**. The account only lasts for the calendar year, and any unspent and unclaimed money after the annual deadline will be forfeited. The focus for this account is on setting aside a small amount of money and spending it all during the calendar year.



## chevron does not offer a limited purpose FSA.

If you are enrolled in one of the REG HDHP plans, REG made a limited-purpose flexible spending account (FSA) available to you for dental and vision expenses. Chevron does not offer a limited purpose FSA.



### health savings account (HSA)

A personal account separate from your Chevron benefits.

You **must** enroll in a high deductible health plan to open or contribute, including:

- Chevron HDHP
- Chevron HDHP Basic

You can choose an HSA from any institution that offers them but open a **BenefitWallet HSA** and you can contribute via pre-tax payroll deductions.

#### **Chevron contributes to the BenefitWallet HSA.**

See page 24 for more details.

#### **The IRS limits your total annual contributions.**

See page 24 for more details.

#### **Any money you contribute is yours.**

It rolls over from year to year and you can use it to pay for qualified medical expenses now or at any time in the future, regardless of the medical plan you're enrolled in at the time. An HSA can be another part of your retirement savings.

#### **You can invest the money in your account.**

When you reach a certain balance, you can invest the money in your account among any of the investment choices offered by your HSA provider.

#### **There is a one-time account opening requirement.**

You do not need to re-enroll every year, but you should monitor your contributions against annual IRS limit changes.

**You can start, stop, or change your HSA contributions at any time** on the BenefitConnect website.

**If you retire or leave Chevron, you can take your HSA with you.** You can also rollover other HSA account balances into your BenefitWallet HSA.



### health care spending account (HCSA)

A flexible spending account plan is offered as part of your Chevron benefits package.

You **cannot** be enrolled in a high deductible health plan to participate. You *can* be enrolled in:

- Medical PPO Plan
- Medical HMO Plans

This is a benefit plan, so if enrolled, you'll contribute via pre-tax payroll deductions.

#### **Chevron does not contribute.**

#### **The IRS limits your total annual contributions.**

See page 26 for more details.

#### **This account does not roll over.**

The money you contribute must be spent by December 31 and you have until June 30 of the following year to submit claims for qualified expenses in the previous year. After that, any unspent and unclaimed money will be forfeited.

**You cannot invest the funds in your account, and your account does not earn interest.**

#### **You must re-enroll every year to participate.**

To participate in 2023, enroll December 12 through December 30, 2022.

**Your enrollment election to participate and the amount you choose to contribute applies until December 31, 2023.** It generally cannot be changed, unless you experience a qualifying life event

**If you retire or leave Chevron, your HCSA will not go with you.** You can access your HCSA if you elect to continue it through Chevron COBRA.

# health savings account (HSA)

## how to set up payroll deductions to a benefitwallet HSA

You will open the **BenefitWallet HSA** directly from Chevron's enrollment system, BenefitConnect. Enrollment instructions will be provided just prior to December 12, but the general steps are:

1. You must first enroll in either the **Chevron HDHP** or **HDHP Basic** on the BenefitConnect website.
2. The **BenefitWallet HSA** option will then be opened for you to select from your enrollment menu.
3. **Choose your contribution amount**; you can also choose to open an account but *not* contribute. Please see the IRS limits below for important considerations.
4. Read the requirements on the screen to **certify you meet IRS eligibility requirements**.
5. **Submit** your HSA election.
6. Enrollment and opening of your BenefitWallet HSA is a one-time requirement. Your **account automatically continues each year** as long as you remain enrolled in the Chevron HDHP or HDHP Basic. Your contribution percentage also automatically continues unless you change it, but you should monitor your contributions against annual IRS limit changes. You can start, stop or change your HSA contributions on the BenefitConnect website at any time during the year for any reason. You cannot decrease your contribution to less than what you have already contributed for the plan year.

Generally, this is all you need to do to enroll in and open your HSA. BenefitWallet will send information to you once your account opening is completed. However, in some situations, BenefitWallet may contact you directly if further information is needed to complete certain federal requirements before your account opening can be completed. If this occurs, be sure to respond to this request right away to ensure your account is opened as soon as possible and you remain eligible for any company contribution. In addition, no pre-tax contributions can be made unless you open a BenefitWallet HSA.

## how to receive the chevron company contribution to the HSA

To receive the applicable company contribution for 2023, you must be enrolled in the Chevron HDHP or HDHP Basic and be enrolled in the BenefitWallet HSA on **January 1, 2023**. You must enroll during your enrollment period, **December 12** through **December 30, 2022**, and your account must be open by **November 15, 2023**, to receive the 2023 contribution.

Your company contribution is based on the coverage level you choose for your HDHP or HDHP Basic medical election at enrollment. Legacy REG employees are eligible for the full Chevron company contribution amount for 2023 as follows:

- |                   |              |                    |                |
|-------------------|--------------|--------------------|----------------|
| • You only        | <b>\$500</b> | • You + child(ren) | <b>\$750</b>   |
| • You + one adult | <b>\$750</b> | • You + family     | <b>\$1,000</b> |

## 2023 HSA annual IRS limits

Your total contributions from *all* sources (company, payroll and personal contributions) to *all* HSA accounts (Optum, BenefitWallet, and others) cannot exceed these limits in 2023. The enrollment website will allow you to contribute up to the 2023 annual maximum, but it's your sole responsibility to track *all* contributions to *all* your HSA accounts and contribute accordingly to avoid a tax penalty.

- Individual: **\$3,850**
- Family: **\$7,750**
- Make an extra \$1,000 in catch-up contributions starting in the calendar year you turn age 55.

## **REG** what happens to your optum HSA

- Final payroll contributions, as applicable, will be taken from your REG paycheck on **December 16, 2022**. After this date, payroll contributions to this account are not available.
- To assist with the transition to Chevron health benefits, **November 30, 2022** is the last day to submit your **REG Physician Wellness Screening Form** to claim your 2022 stipend of Employer contributed HSA dollars. If you haven't yet already done so, download the form on [hr2.chevron.com/REG](https://hr2.chevron.com/REG) and submit your form to [REGPayroll@regi.com](mailto:REGPayroll@regi.com) before the deadline.

## **REG** three choices for your optum HSA account

1. **You can keep your Optum HSA and maintain this account separately.** If desired (and eligible) you can still also enroll in the Chevron HDHP or HDHP Basic, open a BenefitWallet HSA, and contribute to that account through Chevron payroll deductions. You can also continue to make personal contributions to your Optum account, but make sure you're eligible to do so under IRS rules. Remember, contributions you make to your Optum account also apply to the annual IRS HSA limit requirements. Contact Optum if you have further questions about maintaining your Optum HSA account.
2. **You can consolidate your Optum and BenefitWallet HSA accounts.** You can rollover your Optum HSA balance *after* January 1, and as long as BenefitWallet has confirmed your account is open. Access rollover instructions and forms on [hr2.chevron.com/REG](https://hr2.chevron.com/REG).
3. **You can rollover your Optum HSA into another institution's HSA.** Contact Optum and the other institution for further instructions.



## HSA transition checklist

- You can **open a BenefitWallet HSA** with the convenience of Chevron payroll deductions if you enroll in either the Chevron HDHP or HDHP Basic *and* you meet IRS eligibility requirements to open and contribute to an HSA. (See page 24 for more enrollment instructions.) Enroll **December 12** through **December 30, 2022**.
- You may receive a **Chevron company contribution** to the BenefitWallet HSA in 2023 if you meet the requirements. (See page 24 for more.)
- If you choose to open a BenefitWallet HSA, pay close attention to **2023 IRS contribution limits** to avoid a tax penalty. (See page 24 for more.)
- If you open a BenefitWallet HSA you'll receive a special purpose HSA debit card to use to pay for qualifying medical expenses.
- Qualifying medical expenses that occur on or after the date your account is open can be reimbursed from your BenefitWallet HSA, as long as you have enough money in your account.
- Decide if you want to **keep your existing Optum HSA, rollover to the BenefitWallet HSA, or rollover to another financial institution.**

# how the transition works

If you're a legacy REG U.S.-payroll employee eligible to participate in health and protection benefits, you'll have the opportunity to enroll in Chevron U.S.-payroll benefits starting **December 12, 2022**. Here's an overview of how this transition works. Additional enrollment instructions and reminders will also be sent via email, mailings to your home and online at [hr2.chevron.com/REG](https://hr2.chevron.com/REG) as the enrollment period approaches.

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## use resources to research your coverage choices and prepare for the move to chevron benefits

We're providing information about your Chevron health benefits in advance, so you have the opportunity to research network providers, transfer prescriptions (if necessary), gather documents for the required dependent verification process, and have a general understanding of Chevron's health and protection benefit program in advance of making enrollment decisions. **This guide**, the **Key Resources** section on page 5 and [hr2.chevron.com/REG](https://hr2.chevron.com/REG) are good starting points.

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## enroll for 2023 chevron benefits december 12 through december 30, 2022.

If you want to participate in Chevron health benefits starting **January 1, 2023**, you *must* enroll **December 12** through **December 30, 2022**. If you enroll, your coverage is effective January 1, 2023. **Coverage is not automatic; your action is required to enroll. If you miss this enrollment deadline, you will not have REG or Chevron health benefits as of January 1, 2023.** We strongly advise that you don't wait until the deadline and enroll as soon as possible. Enrollment instructions will be posted on [hr2.chevron.com/REG](https://hr2.chevron.com/REG) and sent via mail and email leading up to the enrollment period.

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## enroll by december 20, 2022 to ensure your coverage is ready to serve you on january 1.

While you have until December 30 to make your enrollment elections, we strongly encourage you to make your elections by **December 20, 2022**. When you enroll, it takes additional time for your new benefit plans, like Anthem medical or Delta Dental, to receive your enrollment data from the HR Service Center and to activate your coverage in their systems. If you submit your elections by this date, your new plans will have time to activate your coverage by January 1, 2023, and you're likely to receive any applicable ID cards timely. If you have known or planned care during that first week of January, enrolling quickly can help make your transition easier.

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## complete post enrollment activities and requirements

There may be additional action required of you to complete your dependent verification, apply for continuation of care, transfer your prescriptions, manage your new HSA account, designate beneficiaries, and more. You'll also receive ID cards and welcome information from your new plans. Watch for additional instructions and reminders between now and early January.

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The information in this newsletter applies to legacy REG U.S.-payroll employees who are eligible for Chevron U.S. benefits. This communication provides only certain highlights about changes of benefit provisions. It is not intended to be a complete explanation. If there are any discrepancies between this communication and the legal plan documents, the legal plan documents will prevail to the extent permitted by law. Oral statements about plan benefits are not binding on Chevron or the applicable plan. There are no vested rights with respect to Chevron health and welfare plans or any company contributions toward the cost of such health and welfare plans. Rather, Chevron Corporation reserves all rights, for any reason and at any time, to amend, change or terminate these plans or to change or eliminate the company contribution toward the cost of such plans. Such amendments, changes, terminations or eliminations may be applicable without regard to whether someone previously terminated employment with Chevron or previously was subject to a grandfathering provision. Some benefit plans and policies described in this document may be subject to collective bargaining and, therefore, may not apply to union-represented employees.