



your health

benefitwallet health savings account reminders

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If you will be participating in either the High Deductible Health Plan (HDHP) or the new HDHP Basic for 2017, both of these plans are compatible with a health savings account (HSA), including the BenefitWallet HSA. As announced earlier this year, to help you build your HSA account more quickly from the start, in 2017, Chevron will prefund up to a maximum of \$500, \$750 or \$1,000 to the BenefitWallet HSA for eligible employees enrolled in the Chevron HDHP or HDHP Basic in 2017. **Here are some reminders about 2017 account enrollment, opening and funding.**

if don't currently have a benefitwallet HSA account

As a reminder, if you don't currently have an open a BenefitWallet HSA in 2016, you were required to make an open enrollment election by October 28, 2016 to receive the company contribution. Enrollment in the BenefitWallet HSA is *not* automatic. In addition, you must timely complete your responsibilities to complete the opening of the BenefitWallet HSA. **See page 2 for complete account opening instructions.**

If you did not enroll in the BenefitWallet HSA during open enrollment, you can still enroll and open an account at any time outside of open enrollment; *however, you will not be eligible to receive the 2017 company contribution.* You can enroll in the BenefitWallet HSA on the **Benefits Connection website** or by calling the **HR Service Center**. Do not contact BenefitWallet directly to enroll, but you should call BenefitWallet 1-855-234-7722 for all other questions about your account.

if you currently have a BenefitWallet HSA in 2016

If you already have a BenefitWallet HSA because you are currently participating in the Chevron HDHP or you participated in the Chevron HDHP in the past, there was no further action required of you during open enrollment to receive the 2017 company contribution. However, remember that your employee 2017 contribution amount was automatically reset to \$0 for 2017. This is because the Chevron company contribution does apply to the 2017 maximum annual contributions allowed by the IRS, so you'll need to adjust your 2017 employee contribution, if desired. You were able to change your employee contribution at open enrollment (October 17 through October 28, 2016), but if you still need to adjust your employee contribution, you can do it at any time from the [Benefits Connection website](#) or by calling the [HR Service Center](#). Call BenefitWallet 1-855-234-7722 for all other questions about your account.

account funding

When you first enroll in the BenefitWallet HSA, know that typically the effective date will be pending until you complete the account's opening requirements (see below for instructions). This is important to know because you can only use your account to pay for eligible expenses that occur on or after your HSA effective date.

If you meet the requirements and deadlines to receive the **company contribution**, Chevron will automatically deposit the amount that corresponds to your coverage level into your open BenefitWallet HSA. If you are an active, eligible employee on January 1, 2017, the deposit to your account will generally occur by the end of January 2017. **But remember, your company contribution cannot occur until you have timely completed the requirements (if any) to complete the opening of your HSA.** [Read more about company contribution requirements.](#)

Due to year end processing, the first account funding cycle in January will not occur until the *end* of January. This means your **employee contributions** and any applicable **company contribution** will not appear in your account as of January 1, 2017. After the first payroll cycle, contributions will appear in your account with less delay. Remember, you are still permitted to use your applicable employee and company contribution amount for eligible expenses that are incurred as of January 1 (or your account effective date) and after. Call **BenefitWallet at 1-855-234-7722** for instructions if you need to use the company contribution funds prior to the deposit appearing in your account.

how to open your BenefitWallet HSA

You must make an election from the Benefits Connection enrollment website or by calling the HR Service Center; do not contact BenefitWallet directly to enroll. **After you enroll, if BenefitWallet requires any further information or action from you to complete your account opening, you'll receive additional information from them in the mail. If you made an election to enroll in the BenefitWallet HSA during open enrollment, Benefit Wallet mailed welcome kits the second week of December.** And keep in mind, BenefitWallet may not have a record of your new account until on or after January 1, 2017.

if you enrolled online ...

- **If you agreed to open your account electronically**, BenefitWallet collected personal information — as required by federal banking regulations under the USA Patriot Act — that is needed to open a bank account. After you completed this step, you are typically done with opening your account, unless BenefitWallet contacts you requiring further information. You will receive a Welcome Kit from BenefitWallet in the mail in early December.
- **If you didn't agree to open your account electronically**, BenefitWallet has mailed a kit to you in early December. It's your responsibility to complete and return all the required information in the kit to timely open your BenefitWallet HSA account. Note that your contributions and the company contribution to your account will be delayed until you have returned the required information and your account opening is processed. This means your account *may* not be available for use right away in January, if you delay.

if you enrolled by phone ...

If you enrolled by phone with the HR Service Center, BenefitWallet mailed a kit to you in early December. It's your responsibility to complete and return all the required information in the kit to timely open your BenefitWallet HSA account. Note that your contributions and the company contribution to your account will be delayed until you have returned the required information and your account opening is processed. This means your account *may* not be available for use right away in January, if you delay.

other reminders

Payroll deductions

The BenefitWallet HSA is the only HSA in which Chevron payroll deductions are available. If you enroll in the BenefitWallet HSA through Benefits Connection, payroll deductions will be automatically set up for you based on your enrollment election. No further action will be required from you to start payroll deductions.

IRS Limits

The IRS limits how much you can contribute to your HSA for each year. Chevron's contribution amount applies toward the 2017 maximum annual contributions allowed by the IRS. Be sure to take this into account when you elect or make and changes to your HSA contribution level for 2017. Monitor your contributions carefully. It is your responsibility to track the total contributions during the year — including your contributions, Chevron's contributions, and contributions from other sources. Chevron cannot track your contributions against the maximum annual limit. [Read more about the IRS limits.](#)

Who is eligible to participate in an HSA?

Because there are federal tax advantages to using an HSA, the IRS has strict rules about who can open and contribute to an HSA, how it's used, and how taxes work. You're responsible for making sure you are eligible to open and contribute to an HSA because Chevron does not determine your eligibility for an HSA beyond meeting the requirement to be enrolled in the Chevron HDHP or HDHP Basic. We've listed some of the [most common requirements here](#). You should consult your tax advisor and read the full eligibility requirements available at www.irs.gov in **IRS Publication 969** to ensure you're eligible to open and contribute to an HSA.

contact benefitwallet

If you have questions about your HSA account, please call **BenefitWallet** directly at **1-855-234-7722** or go to www.mybenefitwallet.com.

The information in this communication applies to U.S.-payroll employees. 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. There are no vested rights with respect to Chevron health care plans or any company contributions towards the cost of such health care 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.