

## Health Savings Account (HSA) Transfer/Rollover Request Form

- For HSA Transfer: Complete Parts 1-5.
- For an HSA Rollover involving a check: Complete Parts 1, 2 and 5.

*Note: Transfers may take 4 to 6 weeks depending on your previous Custodian/Trustee's processing time.*

**PART 1: ACCOUNTHOLDER INFORMATION** (Note – You must open an HSA with HSA Bank by submitting an application prior to completing this form).

First Name:	MI:	Last Name:
Street Address:	City:	State:      Zip Code:
Social Security Number:	Daytime Phone:	

**PART 2: REQUEST TYPE**

- Trustee to Trustee Transfer:** I currently have HSA funds with another Trustee/Custodian and want to transfer the funds directly to HSA Bank (Proceed to Part 3).
- Direct MSA or HSA Rollover:** I currently have a HSA or MSA with another trustee and have been issued a check in the amount of \$\_\_\_\_\_ and closed my HSA or MSA. I would like to roll over the funds into my existing HSA with HSA Bank. (Proceed to Part 5.)

**PART 3: TRANSFER INFORMATION** (All fields are required unless you are mailing a rollover check with this form.)

Current Custodian Name:	Current HSA/MSA Account Number:		
Custodian Address:			
City:	State:	Zip Code:	Phone:

**PART 4: TRANSFER INSTRUCTIONS**

- Transfer as cash. Liquidate investments, if applicable.
- Transfer investments in kind. (Only for accounts with securities such as stocks, bonds and mutual funds. Additional forms are required. Please contact our Client Assistance Center at (800) 357-6246 for more information on this process.)
- Partial Transfer. Please Transfer \$\_\_\_\_\_ to HSA Bank and **DO NOT** close my account with your organization.

**PART 5: ACCOUNTHOLDER AUTHORIZATION**

I have read and understand the rules and conditions on the bottom of this form and I have met the requirements for making the designated transaction. Due to the important tax consequences of the designated transaction I have been advised to see a tax professional. All information provided to me is true and correct and may be relied on by the Trustee or Custodian. I assume full responsibility for this transaction and will not hold HSA Bank liable for any adverse consequences that may result.

Accountholder Signature:	Date:
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**INSTRUCTIONS**

1. For rollovers: Attach a check payable to "HSA Bank" when submitting this form. Mail to HSA Bank, P.O. Box 939, Sheboygan, WI 53082-0939.
2. For direct transfers: Mail this form to the above address, or fax it to (920) 803-4120 along with a copy of your most recent statement for the account you are transferring to HSA Bank.

**ACCEPTING HSA CUSTODIAN**

HSA Bank agrees to serve as the New Trustee or Custodian for an account of the above-named individual, and as Trustee or Custodian, we agree to accept the assets being transferred. Please remit a check payable to HSA Bank as Custodian of the above-mentioned account for the requested transfer amount, and mail to HSA Bank, PO Box 939, Sheboygan, WI 53082-0939.

Authorized Signature of New Trustee or Custodian:

*Nicholas Rogoet*

**RULES AND CONDITIONS APPLICABLE TO ROLLOVERS AND TRANSFERS**

**General Information**

A rollover is a way to move money or property from a Medical Savings Account (MSA) or HSA. The Internal Revenue Code (IRC) limits how many rollovers may be taken, how quickly rollovers must be completed, and how the Trustee or Custodian must report the transaction. By properly completing this form, you are certifying to the Trustee or Custodian that you have satisfied the rules and conditions applicable to your rollover and that you are making an irrevocable election to treat the transaction as a rollover.

- Rollover
1. **Timelines** - The fund you receive from the distributing MSA or HSA must be deposited into an HSA within 60 days after you receive them. When counting the 60 days, include weekends and holidays. There are generally no exceptions to the 60-day rule and the IRS cannot grant extensions. Receipt generally means the day you actually have the funds in hand. For example, the 60 days would begin on the day following the day you pick up the check from the Trustee or Custodian or you receive the check in the mail.
  2. **Twelve-Month Restriction** – You are entitled to one distribution per year per HSA which may be rolled over. Twelve (12) months must pass after receipt of one distribution which you roll over before you may take another distribution from the same HSA to roll over. The focus is on distributions out of an HSA. An HSA is created by executing a plan agreement, not by depositing a contribution into a separate investment within an existing MSA or HSA.

You are entitled to roll over the same assets only once in a twelve (12) month period. Twelve (12) months must elapse between the time you receive a distribution of the assets to be rolled over and the time you receive another distribution of those same assets for rollover purposes.