

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

Use this form to authorize the rollover or transfer of HSA assets currently held by another Custodian/Trustee (Administrator) to your Optum Bank HSA. If you do not yet have an HSA with Optum Bank (the "Bank"), you may establish a new account online at OptumBank.com.

**IMPORTANT NOTE:** HSA Rollovers or Transfers will be applied to the calendar year in which the funds are received.

## PART 1: Optum Bank Contact Information

**By Mail:**  
Optum Bank  
P.O. Box 60099  
Newark, NJ 07101-8052

**By Fax:**  
1-866-314-9795

**Questions?**  
Please refer to the phone number on the back of your Debit Card.  
  
Customer Service Professionals are available from 8 a.m. to 8 p.m. Eastern time to assist you.

**IMPORTANT NOTE:** PLEASE DO NOT PROVIDE ANY CARD INFORMATION ON THIS FORM AS FORMS WITH DEBIT CARD NUMBERS WILL NOT BE PROCESSED AND WILL BE DESTROYED FOR YOUR PROTECTION.

## PART 2: Rollover or Transfer Request Options and Instructions to Current Administrator

### Option 1 – Rollover via Paper Check

I have received funds from my HSA at another Administrator and have included a check. I would like to rollover the funds to my Optum Bank HSA.

- Have an HSA established with Optum Bank
- Mail completed form along with a check to P.O. Box 60099, Newark, NJ 07101-8052.

The IRS Code limits the number of rollovers that may be taken, how quickly rollovers must be completed, and how the bank must report the transaction. If you need additional information, please contact your tax advisor. By selecting this option you are certifying to the Bank 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.

### Option 2 – Transfer and Close Current HSA (Trustee to Trustee Transfer)

I currently have HSA funds with a financial institution other than Optum Bank and I would like that financial institution to transfer all assets in my current HSA to my Optum Bank HSA and close my account at the current Administrator (closing fees at current Administrator may apply). I understand that I may need to liquidate HSA assets held in the investment portion of my account, with my current Administrator, prior to submitting this form. If I have not completed this process prior to Optum's receipt of this form, I hereby authorize and direct the current administrator of my HSA to liquidate investment funds on my behalf.

- Have an HSA established with Optum Bank
- Check with your current Administrator to determine their process for transfers and account closures and follow that process.
- Some Administrators may accept our form to initiate their process. If so, mail completed form directly to the current Administrator.

## PART 3: Information Required for Rollover or Transfer Request

### Section A: Your Optum Bank Account

Optum Bank Account Number (if available)

Account Holder Name

Account Holder Address

City, State ZIP

Daytime Phone Number

Group Id Number

**Section B: Account Being Transferred** – The name of the HSA being transferred must match the name on the Optum Bank HSA.

Social Security Number

Name of Administrator Holding your HSA

Account Holder Name

Phone Number of Administrator

Address of Administrator

Account Number at Administrator

## PART 4: Owner Authorization and Agreement of Terms

I have read and understand the rules and conditions referenced herein in this form, including but not limited to, those applicable statutes and rules in connection with HSA fund transfers and rollovers and I have met the requirements for making a transaction. Due to the important tax consequences when moving funds in an HSA, I have been advised to seek the advice of a legal or tax professional. All information provided by me herein is true and correct and may be relied on by Optum Bank. I assume full responsibility for this transaction and acknowledge that Optum Bank is an HSA custodian with no fiduciary responsibilities and as such shall not be liable for any adverse consequences that may result from any transfer or rollover conducted pursuant hereto.

**X** \_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Date

\*Optum Bank will process your request within 5 – 7 business days. Due to processing time at other financial institutions please allow 4 - 6 weeks for the funds to arrive.

**Instructions to current Administrator:** Transfer all assets in my account to the Optum Bank HSA established in my name. I understand that you will contact me with respect to the disposition of any other assets in my account that are not transferable. By signing below, I authorize Administrator to deduct any outstanding fees due Administrator from the credit balance in my account. If my account does not contain a credit balance, or if the credit balance in the account is insufficient to satisfy any outstanding fees due Administrator, I authorize you to liquidate the assets in my account to the extent necessary to satisfy that obligation.

**Accepting HSA Custodian:** Optum Bank, Inc. has received a request from the above named individual to accept a rollover of those certain HSA funds held at or by you. Please be advised that without verifying the validity or timing of whether or not such a rollover is permitted under applicable law, Optum Bank, Inc. is a Utah chartered FDIC-insured financial institution that automatically qualifies as a qualified HSA custodian under Internal Revenue Code 408(n) and as such, may accept all HSA and other rollover amounts. Please remit a check payable to Optum Bank as Custodian of the above mentioned account for the requested transfer amount, including account holder name, Optum Bank account number or SSN and form, and mail to: Optum Bank, P.O. Box 60099, Newark, NJ 07101-8052. For additional questions or concerns about this matter, please contact Optum Bank, Inc. at 1-866-234-8913.

**Authorized Signature of New Trustee or Custodian:**

*S. Lund*