

# Health Savings Account (HSA) Transfer Request Form

Please complete this form fully and submit to the HSA Trustee/Custodian/Administrator that currently holds your HSA funds. They will then initiate a direct transfer of your funds to your HSA with Mercer Marketplace 365 as the administrator and HealthcareBank as the custodian. **Please note: Mercer Marketplace 365 is unable to process this form and initiate the funds transfer.**

\*=Required Fields

## Step 1: Account Information

\*Employer Name (Do not abbreviate) \_\_\_\_\_ \*Accountholder Name (First, MI, Last) \_\_\_\_\_  
- - - - -  
\*Social Security Number \_\_\_\_\_ \*Accountholder Telephone \_\_\_\_\_  
\*Accountholder Address \_\_\_\_\_ \*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

## Step 2: Existing HSA/IRA Trustee or Custodian Information

\*Existing HSA/IRA Trustee or Custodian Name \_\_\_\_\_ \*Existing HSA/IRA Account Number \_\_\_\_\_  
\*Custodian Address \_\_\_\_\_ \*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_  
- - - - -  
\*Custodian Telephone \_\_\_\_\_

## Step 3: Former Spouse Information

This section should be completed in full if the former spouse is receiving the HSA through a divorce settlement. Please include a copy of the divorce decree.

HSA Account Name of Former Spouse (First, MI, Last) \_\_\_\_\_  
Spouse Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
- - - - -  
Social Security Number \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Spouse Telephone \_\_\_\_\_

## Step 4a: Transfer Instructions

This section must be completed in full. Please provide the name of the HSA Accountholder/Beneficiary that will receive the funds from the transfer.

Directly transfer \_\_\_\_\_ or \_\_\_\_\_ of the HSA or IRA identified above. The amount of the partial transfer is: \$

all part

Please make checks payable to:

HSA Account Holder/Beneficiary's Name \_\_\_\_\_

This transfer \_\_\_\_\_ close the HSA/IRA.

will will not

Transfer check and a copy of this form should be sent to Mercer Marketplace 365, at PO Box 6161 | Fargo, ND 58108-6161.

## Step 4b: Asset Liquidation Instructions

Unless otherwise directed in writing below, I direct the current trustee or custodian of my transferring account to liquidate all assets immediately. I am aware of and acknowledge any applicable penalty for early withdrawal upon certificates of deposits or annuities (or other investment vehicle, as applicable) currently held in the account. If there are other specific liquidation instructions, include for each asset the description, quantity in HSA or IRA, quantity to be transferred and whether to liquidate immediately or at maturity. Specify other liquidation instructions as necessary.

# HSA Transfer Request Form, continued

## Step 5: Transfer Signature of HSA Accountholder or Former Spouse

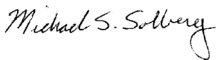
I hereby acknowledge that, due to the important tax consequences relating to transferring funds to an HSA, I have been advised to see a tax professional. State tax laws may vary, and I agree that Mercer Marketplace 365 and HealthcareBank makes no representation as to the tax effect of this transfer under state law. I also acknowledge that my decision to transfer funds to my Mercer Marketplace 365/HealthcareBank HSA is completely voluntary. I assume the responsibility for any consequences that my beneficiaries or I may experience relating to this transfer and I agree that Mercer Marketplace 365 and HealthcareBank shall in no way be responsible for those consequences. I authorize the transfer of the HSA assets in the manner described above and I certify all information provided by me is true and correct and may be relied upon by the transferring trustee or custodian, Mercer Marketplace 365 and HealthcareBank.

\*Transfer Signature of HSA Accountholder or Former Spouse

\*Date

## Step 6: Accepting HSA Custodian

HealthcareBank agrees to serve as the new Custodian for an account of the above-named individual, and as Custodian, we agree to accept the funds being transferred.



Authorized Signature of Accepting HSA Custodian

## Important HSA Transfer Information

<b>Eligibility for HSA Transfer</b>	You may only transfer funds into a Mercer Marketplace 365/HealthcareBank HSA from an HSA, Archer Health MSA or IRA. You may only transfer funds if you are the accountholder of the transferring HSA, Archer MSA or IRA, the surviving spouse of a deceased account holder or the former spouse of the accountholder who is receiving an interest in the HSA, Archer Health MSA or IRA pursuant to a divorce or separation agreement.
<b>One-Time Transfer from a Roth or Traditional IRA to an HSA</b>	IRA transfers count toward and are limited to your maximum HSA contribution for the year. The amount of your IRA transfer is not allowed as a deduction. Your funds will be returned in the event that the deposit amount, when added to your total cumulative year-to-date contribution, exceeds the maximum annual contribution threshold as determined by the IRS. Generally, only one transfer may be made during the lifetime of an individual. Penalties may apply if High Deductible Health Plan (HDHP) coverage does not continue for 12 months. This transfer option does not apply to SEP or SIMPLE IRAs.
<b>Excess Contributions</b>	You are not permitted to transfer excess contributions from an HSA, Archer Health MSA or IRA to a Mercer Marketplace 365/HealthcareBank HSA. All transfer funds will be coded as a transfer contribution. If excess contributions are transferred to the Mercer Marketplace 365 HSA it is your responsibility to notify Mercer Marketplace 365 and request a withdrawal of the excess amount. There may be additional IRS tax penalties when excess contributions are transferred to the new HSA.
<b>Investments</b>	Your HSA will be invested as provided under your HSA arrangement with Mercer Marketplace 365/HealthcareBank.
<b>Additional Information about HSAs</b>	See IRS Publication 969 Health Savings Accounts and other Tax Favored Health Plans for additional information about HSAs. This publication is available free from the Internal Revenue Service website: <a href="http://www.irs.gov">www.irs.gov</a> .

