

Account Holder Instructions

Complete this form by entering the Account Holder Information below, and provide this first page to your current HSA trustee or custodian to initiate a trustee-to-trustee transfer of funds from an existing Health Savings Account (HSA) or Archer Medical Savings Account into a BenefitWallet HSA. You should always check with your current trustee/custodian to determine if they need any additional information to initiate the transfer. Your current trustee/custodian can send funds to The Bank of New York Mellon via check. The transfer can only be processed if *your account is open*.

Trustee/Custodian Instructions – Transfer via Check

Send this completed form with a trustee/custodian check payable to The Bank of New York Mellon to:

U.S. Mail:

BenefitWallet
P.O. Box 535161
Pittsburgh, PA 15253-5161

Courier/Overnight:

BenefitWallet/HSA Operations
500 Ross Street, Suite 154-0510
Pittsburgh, PA 15262-0001



Account Holder Information

Complete and sign this form. Provide it to your current HSA trustee/custodian to initiate a transfer into your BenefitWallet HSA,

Note: Your account number can be found in the upper right corner of your BenefitWallet Welcome Kit cover letter, account holder statements as well as on the member portal and your BenefitWallet checks and deposit slips.

Current Trustee/Custodian Information:

Account Holder Name (as listed with current trustee/custodian)	
Trustee/Custodian Name	
Address	
City, State, Zip	
Account Number	

Transfer Funds To

BenefitWallet Account Number:* 9500

Your account number can be found in the upper right corner of your BenefitWallet Welcome Kit cover letter, account holder statements as well as on the member portal and your BenefitWallet checks and deposit slips.

- Please transfer 100% of my account balance
- Please transfer \$ _____

Account Holder Name (print): _____

Account Holder Signature: _____

Date of Signature: _____



General Information

There are two ways to move funds from an existing HSA Account into a BenefitWallet Account:

- A Rollover
- A Trustee-to-Trustee Transfer

Note: Funds cannot be moved into a Health Savings Account directly from 401(k), 403(b) or 457 plans.

Are there differences between a rollover and a trustee-to-trustee transfer into a BenefitWallet Account?

	Rollover	Trustee-to-Trustee Transfer
Generally	A rollover involves the deposit of funds by you into a BenefitWallet Account via a check written by you from your existing HSA or a personal check. The custodian/trustee of your existing account is not involved in a rollover transaction.	A trustee-trustee-transfer involves the direct movement of funds from your existing HSA by the trustee of that HSA via check into your BenefitWallet HSA.
Permitted Frequency	One rollover per year per HSA	Unlimited
Tax Reporting	The Bank of New York Mellon will report the rollover on IRS form 5498-SA. Your current trustee is not required to report the rollover but will report the distribution on Form 1099-SA.	None required
Fees	The Bank of New York Mellon does not charge a fee. Your current trustee may charge a fee.	The Bank of New York Mellon does not charge a fee. Your current trustee may charge a fee.

How do I rollover funds *into* a BenefitWallet Account?

Send a check written by you from your existing HSA or a personal check made payable to The Bank of New York Mellon and a BenefitWallet deposit slip to:

U.S. Mail:

BenefitWallet
P.O. Box 535161
Pittsburgh, PA 15253-5161

Courier/Overnight:

BenefitWallet/HSA Operations
500 Ross Street, Suite 154-0510
Pittsburgh, PA 15262-0001

Make sure to check the box on the deposit slip labeled **Check here if this deposit is a rollover**. Personalized deposit slips can be found at the back of your BenefitWallet checkbook. You can also download deposit slips from www.mybenefitwallet.com.

How do I initiate a trustee-to-trustee transfer into a BenefitWallet Account?

Complete this form and provide it to your current trustee. Check with your current trustee for any additional information required. Your current trustee must send funds directly to The Bank of New York Mellon via check.

How do I initiate a trustee-to-trustee transfer from a BenefitWallet Account?

Contact the BenefitWallet Service Center at 1.877.472.4200 for instructions.

Contact your personal tax advisor if you need information regarding how the rollover or trustee-to-trustee transfer rules apply to your personal tax situation.

