

# Health Savings Account (HSA) Transfer Request Form

Complete this form if you are intending to transfer funds to a Mercer Marketplace HSA. Submit the completed form 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 as the administrator and WEX Inc. as the custodian. **Please note:** Mercer Marketplace is unable to process this form and initiate the funds transfer. If you are attempting to close your Mercer Marketplace HSA, please use the HSA Distribution Request/Account Closure Form.

\*=Required Fields

## Step 1: Account Information

<input type="text"/>	<input type="text"/>
*Employer Name (Do not abbreviate)	*Accountholder Name (First, MI, Last)
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
*Social Security Number	*Accountholder Telephone
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
*Accountholder Address	*City *State *Zip

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

<input type="text"/>	<input type="text"/>
*Existing HSA/IRA Trustee or Custodian Name	*Existing HSA/IRA Account Number
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
*Custodian Address	*City *State *Zip
<input type="text"/> - <input type="text"/> - <input type="text"/>	
*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.

<input type="text"/>			
HSA Account Name of Former Spouse (First, MI, Last)			
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Spouse Address	City	State	Zip
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
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:

This transfer   close the HSA/IRA. HSA Account Holder/Beneficiary's Name

will will not

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



# HSA Transfer Request Form, continued

## 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.

## 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 and WEX Inc. 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/WEX Inc. 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 and WEX Inc. 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 and WEX Inc.

\*Transfer Signature of HSA Accountholder or Former Spouse

\*Date

## Step 6: Accepting HSA Custodian



Authorized Signature of Accepting HSA Custodian

This Health Savings Account (HSA) is a custody account with WEX Inc. serving as the custodian. Terms and conditions of the HSA are included in your HSA Agreement.

## Important HSA Transfer Information

<b>Eligibility for HSA Transfer</b>	You may only transfer funds into a Mercer Marketplace 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 HSA. All transfer funds will be coded as a transfer contribution. If excess contributions are transferred to the Mercer Marketplace HSA it is your responsibility to notify Mercer Marketplace 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.
<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> .