Acclaris
A Willis Towers Watson Company

HEALTH SAVINGS ACCOUNT (HSA) TRUSTEE-TO-TRUSTEE TRANSFER OUT FORM

First Name:	MI:	Last Name:	Social Security Number:
Street Address Line 1:			
Address Line 2:	City:	State:	Zip:
Daytime Telephone Number:	Evening Telephone Number:		

GENERAL INFORMATION

A trustee-to-trustee transfer is a way to move funds from the current custodian directly to a new custodian. There is no limit on the number of times this can occur. Fees may apply for account closure.

TRANSFER INSTRUCTIONS FOR CURRENT CUSTODIAN

Acclaris HSA Account Number:

☐ Transfer 100% of my account balance and close my account.

☐ Transfer $ _____.__

ACCLARIS, Inc. will send funds to the new custodian via check.

Please return the completed form to:
Acclaris, Inc.
P.O. Box 25172
Lehigh Valley, PA 18002-1234

Monthly maintenance fees may continue to be charged until the account is closed. This may change the amount of the transferred balance. Any funds invested in investment funds need to be transferred to the HSA prior to submission of this authorization to ensure proper fund movement and Form 1099-SA distribution reporting. Some custodians may require their own form in addition to this form. Please check with your future Trustee or Custodian for their requirements.

NEW CUSTODIAN INFORMATION

New Custodian Name:	New HSA Account Number:		
Address:	City:	State:	Zip:

ACKNOWLEDGMENT AND SIGNATURE

I have read and understand the transfer rules and conditions. Due to the important tax consequences of transferring funds to an HSA, I understand that I should see a tax professional. All information provided by me is true and correct and may be relied on by Acclaris, Inc.. I assume full responsibility for this funds transfer transaction and will not hold Acclaris, Inc. liable for any adverse consequences that may result. I hereby irrevocably designate this contribution as a trustee to trustee transfer contribution.

Signature of Account Owner:	**Date:**

PLEASE KEEP A COPY FOR YOUR RECORDS

Any relevant information missing on this form may delay or prevent the processing of your request.

GENERAL INFORMATION

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

1. **Rollover**: A Rollover is a cash distribution and redeposit with another custodian within 60 days. Either the account holder receives funds and redeposits in a new account or writes a check on an old account to a new custodian. The account holder is limited to using this approach once every 12 months. Acclaris, Inc. provides HSA Rollover forms online.

2. **Trustee-to-Trustee Transfer**: In a trustee-to-trustee transfer the current custodian moves funds to the new custodian directly. There is no limit under the tax laws on the number of times this can occur.

Comparison of rollover and trustee-to-trustee transfer:

	Rollover	**Trustee-To-Trustee Transfer**
Permitted Frequency	One rollover per 12 month time period, per HSA. The rollover redeposit with Acclaris, Inc. must be completed within 60 days after the day the distribution is made. If you fail to redeposit within this 60-day period, your distribution will be taxable to you and will be subject to additional penalty taxes (unless an exception applies).	Unlimited
Tax Reporting	Acclaris, Inc. is required to report the distribution on Form 1099-SA.	None required

NOTE: Acclaris, Inc. does not provide tax or legal advice. This summary is provided solely for general information purposes, and is not to be construed as tax or legal advice. Please consult with your own attorney or tax advisor to understand the tax and legal consequences of your HSA and your particular situation.