



HEALTH SAVINGS ACCOUNT
TRANSFER/ROLLOVER REQUEST FORM

\*\* For Transfer or Direct Rollover: Complete Part I-IV
\*\* For HSA Rollover involving a check: Complete Part I, II, and IV
(see the next page for Rules and Conditions)

FDIC Insured

PART I: Personal Information

First Name: MI Last Name:
Address State:
P.O. Box City Zip
Parish/County SSN Birth Date (MM/DD/YY)
Home Phone Business Phone

PART II: Request Type

Trustee to Trustee Transfer: I currently have Health Savings Account funds with another Trustee or Custodian and want to transfer the funds directly to Resource Bank.
Direct MSA to HSA Rollover: I currently have an MSA with another trustee and would like to directly rollover the funds to establish an HSA with Resource Bank.
HSA Rollover: I have been issued a check in the amount of \$ and closed my MSA or HSA. I would like to rollover the funds to establish an HSA with Resource Bank.
Rollover Qualification Questions: (For an eligible rollover, all questions must be answered NO)

- 1. TIMELINES - 60 DAYS: Have more than 60 days elapsed since you received the distribution from the distributing MSA or HSA? Yes No
2. TWELVE MONTH RESTRICTION
Did you receive any other distribution from the distributing MSA/HSA during the preceding 12 months, which you also rolled over? Yes No
Have the assets involved in the transaction been previously rolled over from an MSA or HSA to an HSA with the past 12 months? Yes No

IMPORTANT NOTE: Funds from an IRA or a SIMPLE IRA may not be rolled over to an HSA.

PART III: Transfer or Direct Rollover Information (Skip this section if you are completing an HSA Rollover involving a check.)

Current MSA/HSA Trustee or Custodian Information

Institution Name:
Address State:
P.O. Box City Zip
Current HSA Account Number: Phone Number

Transfer/Direct Rollover Instructions

Directly transfer/rollover: all or part of the account identified above. In the amount of: \$
Please make a check payable as follows: Resource Bank as a Custodian of the above mentioned account.
This transfer/direct rollover will will not close the account.

For Resource Bank Use Only
NEW Account Number

Transfer/Direct Rollover Type - Important: Be sure to attach a copy of the most recent statement of the account you are transferring.

- Immediately liquidate all assets and send the cash proceeds.
Send cash proceeds of all investments at maturity.
Send the assets at maturity for the investments listed below:
Investments Maturity Date

Immediately send all assets "in kind".

PART IV: Signature of Account Holder

Sign Here for either Direct Rollover or HSA Rollover involving a check:
I have read and understand the rollover rules and conditions on this form and I have met the requirements for making a rollover. Due to the important tax consequences of rolling over funds or property to an HSA, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by Trustee or Custodian. I assume full responsibility for the rollover transaction and will not hold the Trustee or Custodian liable for any adverse consequences that may result. I hereby irrevocable designate this contribution and or property as a rollover contribution.

Sign Here for Transfer: I authorize the transfer of the HSA assets in the manner described above, and certify that all of the information provided by me may be relied upon by the Trustee or Custodian.

Signature of Account Holder (for Rollover) Date
Signature of Witness (Required for ROLLOVER) Date

Signature of Account Holder (for Transfer) Date
Accepting HSA Custodian
Our organization agrees to serve as the New Trustee or Custodian for an account of the above-names individual, and as Trustee or Custodian, we agree to accept the assets being transferred.
Resource Bank 37; : 'Qeuj pgt Dnxf.'Ug0322, Covington, LA 70433
Authorized Signature of New Trustee Custodian Date

## **RULES AND CONDITIONS APPLICABLE TO ROLLOVER**

### **GENERAL INFORMATION**

A rollover is a way to move money or property from a Medical Savings Account or Health Savings Account to a Health Savings Account. The Internal Revenue Code (IRC) limits how many rollovers may be taken, how quickly rollovers must be completed, and how the Trustee or Custodian may report the transaction. By properly completing this form, you are certifying to the Trustee or Custodian 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.

### **ROLLOVER**

#### **1. Timelines**

The funds you receive from the distributing MSA or HSA must be deposited into an HSA within 60 days after you receive them. When counting the 60 days, include weekends and holidays. There are generally no exceptions to the 60-day rule and the IRS cannot grant extensions. Receipt generally means the day you actually have the funds in hand. For example, the 60 days would begin on the day following the day you pick up the check from the Trustee or Custodian or you receive the check in the mail.

#### **2. Twelve-Month Restriction**

You are entitled to one distribution per year per HSA which may be rolled over. Twelve (12) months must pass after receipt of one distribution which you rollover before you may take another distribution from the same HSA to rollover. The focus is on distribution out of an HSA. An HSA is created by executing a plan agreement, not by depositing a contribution into a separate investment within an existing MSA or HSA.

You are entitled to rollover the same assets only once in a twelve (12) month period. Twelve (12) months must elapse between the time you receive a distribution of the assets to be rolled over and the time you receive another distribution of those same assets for rollover purposes.