HEALTH SAVINGS ACCOUNT (HSA) TRANSFER KIT:

› INDIVIDUAL TRANSFER

Your step-by-step guide to help individuals transfer their HSA balances from former custodians/trustees

As a WEX Health Partner providing Health Savings Accounts (HSAs), you may encounter opportunities to transfer HSAs from another custodian/trustee to your product offering. The purpose of this Transfer Kit for Individual HSA Transfers is to provide an overview of the steps you and your employer group need to take to assist individual accountholders to efficiently transfer their HSA account balances from former custodians/trustees to your HSA product offering powered by WEX Health.

Documents Included in the HSA Individual Transfer Kit

Included in the WinZip® file accompanying this Transfer Kit for Individual HSA Transfers are several templates that you can customize and send to individuals and transferring custodians/trustees. The templates included in this transfer kit are:

I-A. HSA Transfer Form - Individual OPTIONAL:

I-B Accountholder Welcome Letter from Partner

wex™

Individual Accountholder HSA Transfer Steps

Step 1

Educate and Enroll current HSA accountholder in your HSA product offering. (Contributions can start right away!)

Step 2

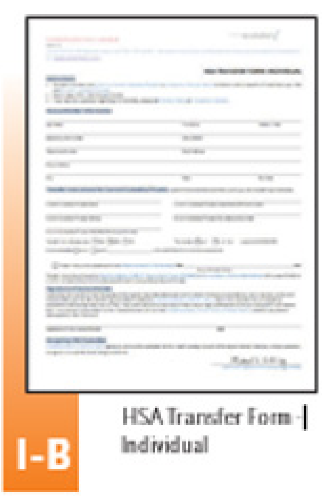
Notify current HSA accountholder that they can transfer their HSAs at any time using the HSA Transfer Form (I-A) for Individuals.

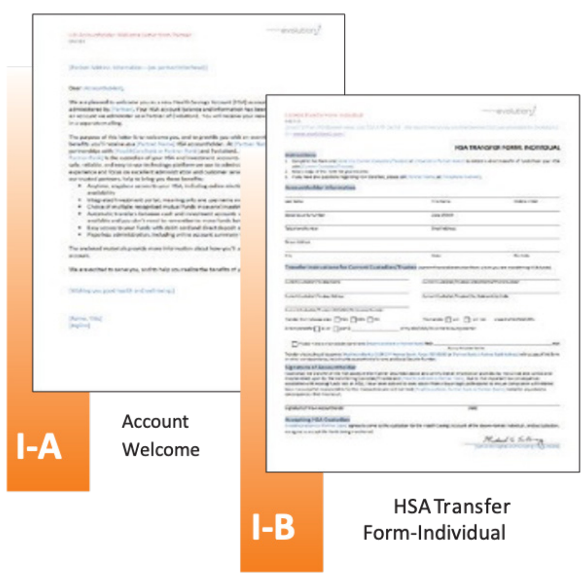
You may ask the individual to send the completed form back to you, or you may ask him/her to send it directly to the transferring custodian/trustee. NOTE: If the individual sends the form back to you, you will need to process the transfer on their behalf with the prior Custodian/Trustee.

Step 3

When HSA funds are transferred, you will post them in WEX Health Cloud and then you can send the Accountholder Welcome Letter (I-B) to your new accountholder.

NOTE: The prior custodian will send you a check, once received, please process as a transfer check contribution.





HSA Transfer Form-Individual (Document I-A)

Customizable information is shown in [red within brackets] throughout the form.

You may not customize the legal statement in the Signature of Accountholder section, with the exception of specifying the new custodian name [HealthcareBank or Partner Bank] and your company name in the [Partner Name] space provided. This legal statement is provided to protect you and the custodian bank.

Be sure to include the appropriate contact information so accountholders know how to get questions answered.

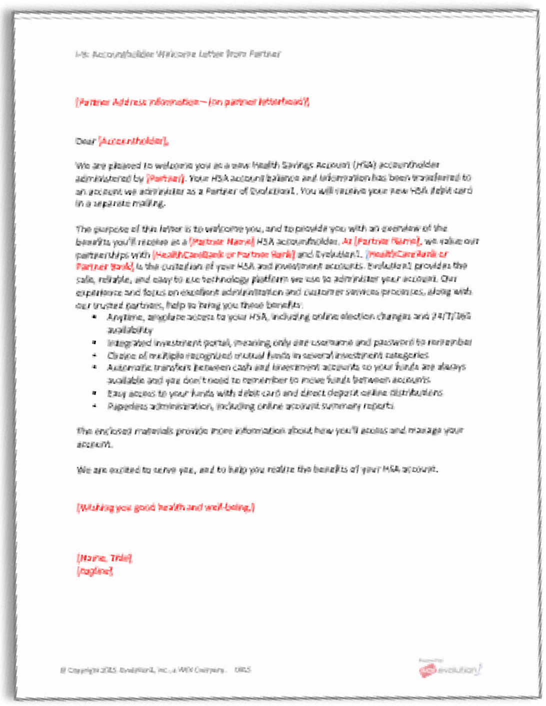
If HealthcareBank is your partner bank, you may use the signature provided in the template. If not, please replace it with the authorized signature of the accepting HSA custodian.

Accountholder Welcome Letter (Document I-B)

Customizable information is shown in [red within brackets] throughout the accountholder letter.

This letter should be printed on your company letterhead.

Be sure to include the appropriate contact information so transferring custodians/ trustees know how to get questions answered.



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If you have questions about the contents or the HSA transfer process described in this HSA Individual Transfer Kit, please contact your WEX Health Partner Service Manager.

You will also find useful background information about transferring HSA accounts via the Internal Revenue Service: https://www.irs.gov/publications/p969.