

## Health Savings Account Contributions Form

### Step 1: Consumer Information

\*=Required Fields

\*Consumer Name (First, MI, Last)

 -  - 

\*Social Security Number

 -  - 

\*Day Telephone

\*Birth Date (MM/DD/YYYY)

\*Permanent Address

\*City

\*State

\*Zip Code

### Step 2: Contribution Information

Contribution Amount

Contribution for Tax Year

- Regular/Catch-Up  
 Transfer  
 Rollover  
 Mistaken Distribution

**Please make check payable to: Optum HSA Administrator for (your name). You must mail the check with the completed Health Savings Account Contributions Form to: Optum c/o Health Account Services, P.O. Box 6122, Fargo, ND 58108-6122. Please include only one check with each Contributions Form.**

### Step 3: Transaction Authorization

I certify that I am the HSA accountholder.

I am a representative of the HSA accountholder's employer, and I am authorized on behalf of the employer to execute this transaction

I have read and understand the instructions and any rules or conditions relating to and have met the requirements for making this transaction. I assume full responsibility for this transaction and will not hold Optum liable for any adverse consequences that may result. I have not received tax or legal advice from Optum and, if necessary, will seek the advice of a tax or legal professional to ensure my compliance with related laws. All information provided by me is true and correct and may be relied upon by Optum. If I have chosen rollover as the contribution type, I make an irrevocable election to treat this transaction as such.

\*Consumer Signature

Date

Please call Consumer Services at (877) 470-1771 with any questions.

## Health Savings Account Contributions Form

### Rules and Conditions Applicable to Contributions

**General Information**

Any contributions received will be deposited in the cash account. Funds above the minimum threshold will automatically be swept into an interest-bearing account once the amount above the threshold reaches \$100. You can set investment allocations for the mutual fund investments through your account login.

The IRS allows HSA accountholders to make contributions for the previous tax year through your normal tax-filing deadline (not including extensions), which is typically April 15th of the current year.

**Contribution Type****Regular/Catch-up**

Annual maximum contribution limit can vary from year to year. For current contribution maximums, visit our Frequently Asked Questions section at <http://mycdh.optum.com/faq.html>. If you are 55 years of age or older during the calendar year, you may make an additional "catch up" contribution of up to \$1000

**Transfer**

A transfer is a direct trustee-to-trustee transfer of funds. If there are non-cash assets, please describe on a separate page and attach to this form. Include for each asset the asset description, quantity of that asset in the HSA, quantity of that asset to be transferred, and whether to liquidate immediately, at maturity or transfer in kind.

**Rollover**

A rollover is a way to move funds from one HSA to another HSA. 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. The rollover only includes funds distributed from either an HSA, Archer Medical Savings Account, or an IRA established in your name.

The funds you receive from the distributing HSA must be deposited into another HSA within 60 days after you receive them. When counting the 60 days, include weekends and holidays. 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.

IRS Notice 2004-50, Q&A 55 indicates that only one rollover contribution may be made to an HSA during a one-year period. Twelve (12) months must pass after receipt of one rollover distribution before you may take another rollover distribution from the same HSA.

**Mistaken Distribution**

According to IRS Notice 2004-50, an HSA Custodian or Trustee may allow the return of mistaken distributions. The Custodian or Trustee may rely on the Account Owner's representation that the distribution was, in fact, a mistake.

**Signatures**

Your signature is required to certify that the information you have provided is true and correct and that you are aware of all the circumstances affecting this HSA contribution. It also certifies that you are eligible to participate in an HSA or authorized to make contributions on behalf of the HSA participant. Generally speaking, to be eligible, you must be covered by a high-deductible health plan (HDHP) and not covered by any other health plan that is not an HDHP, not entitled to Medicare benefits, and may not be claimed as a dependent on another person's tax return.

For more information about HSAs, see the free IRS Publication 969, Health Savings Accounts and Other Tax-Favored Health Plans (available from the IRS Website at [www.irs.gov](http://www.irs.gov)) or consult your tax advisor.