

INTERACTIVE HSA FUND TRANSFER & CONTRIBUTION GUIDE

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Note: Within each section, there are direct links to the corresponding forms.

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I. General Rules and Conditions Applicable to HSA Contributions

The Maximum Contribution Limits are listed below. The participant is responsible for not exceeding the IRS Maximum Contributions.

2021 Maximums	2022 Maximums
Single IRS Maximum: \$3,600	Single IRS Maximum: \$3,650
Family IRS Maximum: \$7,200	Family IRS Maximum: \$7,300

Any contributions received will be deposited in the cash account. If participants would like to have funds transferred into an interest-bearing account (\$1,000 cash account minimum) they must opt in and set a threshold amount. HSA participants can then set mutual fund investment allocations through their portal.

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

2. Contribution Types

The following contribution types can be made: Normal, Catch-Up, Mistaken Distribution, Transfer and Rollover.

2.1 Normal HSA Contribution

A direct contribution may be made to the HSA at any time throughout the year. This type of HSA contribution can be made by completing the [“Health Savings Account \(HSA\) Contribution Form”](#) and sending a check or money order to Mercer Marketplace. Participants may also make contributions to their HSAs by logging into the participant portal and entering a contribution from the designated bank account. The only contribution type that can be made through the participant portal is a normal contribution.

2.2 Catch-Up HSA Contribution

Per IRS regulations, if a participant is 55 years of age or older during the calendar year, an additional catch-up contribution of up to \$1,000 can be made. When making the catch-up contribution, the [“Health Savings Account \(HSA\) Transfer Request Form”](#) should be completed and sent to Mercer Marketplace with a check or money order.

2.3 Mistaken HSA Distributions

If there is an HSA distribution made by mistake, a contribution to the HSA can be made to replace the funds. This would be referred to as a mistaken distribution. If this occurs, the information can be reported to Mercer Marketplace by completing the [“Health Savings Account \(HSA\) Contribution Form”](#).

2.4 Transfer Contribution (direct transfer of funds from one administrator to another)

A direct trustee-to-trustee transfer of funds is where the current HSA custodian works with Mercer Marketplace to transfer HSA funds from one HSA to another. With this transfer, the current trustee or custodian works directly with the Mercer Marketplace HSA custodian (HealthcareBank) to get funds transferred to the Mercer Marketplace HSA. Please note that the current custodian may require a different form to be completed. If applicable, and unless otherwise directed in writing, any liquidation of non-cash assets in the current HSA will be completed with the current HSA custodian. The transfer process can be initiated by completing the [“Health Savings Account \(HSA\) Transfer Request Form”](#) and providing it to the current HSA custodian. If the previous custodian has a different transfer form that participants must use, Mercer Marketplace can also accept their forms in place of the HSA Transfer Request Form.

I. Eligibility for HSA Transfer

- a. If HSA funds will be transferred to a Mercer Marketplace HSA, they must be transferred from a different HSA, an Archer MSA or an IRA. Only the accountholder of the transferring account, the surviving spouse of a deceased accountholder or the former spouse of the accountholder who is receiving an interest in the pursuant to a divorce or separation agreement may transfer funds from a previous HSA to the new HSA with Mercer Marketplace.
2. One-Time Transfer from a Roth or Traditional IRA to an HSA
 - a. IRA transfers count toward and are limited to the maximum HSA contribution for the year. An IRA transfer is not allowed as a deduction. Funds will be returned to the participant in the event that the deposit amount, when added to the total cumulative year-to-date contribution, exceeds the maximum annual contribution, 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.

3. Excess Contributions

- a. Participants are not permitted to transfer excess contributions from an HSA, Archer MSA or IRA to a Mercer Marketplace HSA. All transfer funds will be coded as transfer contributions. When participants begin to review their accounts through their participant portals, this will appear as a transfer contribution. If excess contributions are transferred to the Mercer Marketplace HSA, it is the participant's responsibility to notify Mercer Marketplace and request a withdrawal of the excess amount. Additional IRS tax penalties may apply when excess contributions are transferred to the new HSA.

2.5 HSA Rollover Contribution (transfer of funds from participant to administrator)

A rollover is a way to move funds from one HSA to another. The participant should follow these steps to move the funds to the Mercer Marketplace HSA: 1. Request a check for the funds from their previous HSA, 2. Complete the HSA Contribution Form mentioned below and 3. Send the check from the previous custodian — endorsed — to Mercer Marketplace or write a personal check to Mercer Marketplace for the HSA funds.

By completing the “[Health Savings Account \(HSA\) Contribution Form](#)”, the participant is certifying to the trustee or custodian that the rules and conditions applicable to the rollover have been satisfied and that there is an understanding that the rollover election is irrevocable. The rollover may only include funds distributed from an HSA, an Archer MSA or an IRA established in the participant's name.

For participants to be eligible to roll over funds to their Mercer Marketplace HSA, the following must be true:

1. Timeliness — 60 Days

- a. More than 60 days have not elapsed since the funds were received from the previous HSA. (When counting the days, be sure to include weekends and holidays. Receipt of the funds generally means the day the funds are in hand. For example, the 60 days would begin on the day following the day a check is received from the current trustee or custodian. After 60 days, an additional tax may be applied. Please see a tax advisor for more details.)

2. Twelve-Month Restriction

- a. The participant must be sure that the actions listed below have not been taken:
 - i. No previous funds have been rolled over from other distributions from the distributing HSA during the preceding 12 months.
 - ii. The assets involved in this rollover transaction have not been previously rolled over from one HSA to another within the past 12 months.
 - iii. The participant has not made a rollover contribution to the HSA during the preceding 12 months.

3. Eligible Plan Funds

- a. The rollover deposit does not consist of funds other than those distributed from either an HSA or IRA.

3. IRS Resources

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 at www.irs.gov.

4. Over-Contributing

If a participant contributes funds in excess of the IRS HSA maximum, the excess contributions and any income they've earned from the contributions can be removed before the tax return deadline (typically April 15th). If the excess contributions are not removed, the amount over the maximum is taxed at 6% each year they remain in the account. If there are additional questions about excess contributions or a tax return deadline, a tax advisor should be contacted.

5. Forms and Guides

The following forms and guides will help with transfers and contributions. Please only complete the forms that would apply to your situation. For additional questions, please contact our Participant Services team.

Our Participant Services team is available to assist Monday through Friday from 7 a.m. to 10 p.m. EST.

Phone: 877-248-0510 | Fax: 855-717-6571

Email: mercermarketplaceaccounts@serviceaccount.com

Mail: Mercer Marketplace, P.O. Box 6161 | Fargo, ND 58108-6161

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 HealthCare Bank 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

*Employer Name (Do not abbreviate)

*Accountholder Name (First, MI, Last)

*Social Security Number

*Accountholder Telephone

*Accountholder Address

*City

*State

*Zip

Step 2: Existing HSA/IRA Trustee or Custodian Information

*Existing HSA/IRA Trustee or Custodian Name

*Existing HSA/IRA Account Number

*Custodian Address

*City

*State

*Zip

*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.

HSA Account Name of Former Spouse (First, MI, Last)

Spouse Address

City

State

Zip

Social Security Number

Date of Birth (mm/dd/yyyy)

Spouse Telephone

Step 4: 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: HealthcareBank FBO

HSA Account Holder/Beneficiary's Name

This transfer close the HSA/IRA.

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

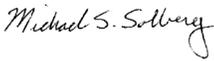
I hereby acknowledge that, due to the important tax consequences relating to transferring funds to an HSA, I have been advised to see a tax professional. State tax laws may vary, and I agree that Mercer Marketplace and HealthcareBank makes no representation as to the tax effect of this transfer under state law. I also acknowledge that my decision to transfer funds to my Mercer Marketplace/HealthcareBank 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 HealthcareBank 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 HealthcareBank.

*Transfer Signature of HSA Accountholder or Former Spouse

*Date

Step 6: Accepting HSA Custodian

HealthcareBank agrees to serve as the new Custodian for an account of the above-named individual, and as Custodian, we agree to accept the funds being transferred.



Authorized Signature of Accepting HSA Custodian

Important HSA Transfer Information

Eligibility for HSA Transfer	You may only transfer funds into a Mercer Marketplace/HealthcareBank 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.
One-Time Transfer from a Roth or Traditional IRA to an HSA	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.
Excess Contributions	You are not permitted to transfer excess contributions from an HSA, Archer Health MSA or IRA to a Mercer Marketplace/HealthcareBank 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.
Investments	Your HSA will be invested as provided under your HSA arrangement with Mercer Marketplace/HealthcareBank.
Additional Information about HSAs	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: www.irs.gov .



Health Savings Account (HSA) Contribution Form

Use this form to deposit funds into your HSA. Any contributions received will be deposited into a cash account. If you would like to have funds transferred into an interest bearing account (\$1,000 cash account minimum), you must opt in and set a threshold amount. You can set investment allocations for mutual fund investments through your online account.

* = Required Fields

Step 1: Participant Information

*Employer Name (If sponsored by an employer plan)

*Participant Name (First, MI, Last)

*Day Telephone

*Social Security Number

Step 2: Contribution Information

See Page 2 for Rules and Conditions Applicable to Contributions.

*Contribution Amount

*Contribution for Tax Year

*Contribution Type

Normal

Catch-Up

Rollover

Mistaken Distribution

Please make checks payable to Mercer Marketplace. You must mail the check with the completed Health Savings Account Contribution Form to: Mercer Marketplace, PO Box 6161, Fargo, ND 58108-6161. Please include only one check with each Contribution Form.

Step 3: Participant Authorization for Normal, Catch-Up, Rollover and Mistaken Distribution Contributions

I certify that I am the HSA account holder or an individual authorized to execute this transaction. I have read and understand the instructions and any related rules or conditions and have met the requirements for making this transaction. I assume full responsibility for this transaction and will not hold Custodian or Mercer Marketplace liable for any adverse consequences that may result. I have not received tax or legal advice from Custodian or Mercer Marketplace and, if necessary, will seek advice of a tax or legal professional to ensure my compliance with related laws. All information provided above is true and correct and may be relied upon by Custodian and Mercer Marketplace.

If I have chosen rollover as a my contributiontype, I make an irrevocable election to treat this transaction as such.

*HSA Participant Signature

*Date



HSA Contribution Form, continued

Rules and Conditions Applicable to Contributions

General Information	<p>Any contributions received will be deposited in the cash account. If you have opted in and set an investment threshold amount, funds will be transferred into a default interest bearing account or to your investment allocations set by you, once the amount above the threshold reaches \$100. You can set investment allocations for the mutual fund investments through your online account.</p> <p>The IRS allows HSA participants to make contributions for the previous tax year through your normal tax-filing deadline (not including extensions), which is April 15th of the current year (unless April 15th falls on a weekend, in which case the deadline would be the next business day).</p>
Contribution Type	<p>Normal Contribution 2020 Maximum Contribution Limits Single: \$3,550 Family: \$7,100</p> <p>2021 Maximum Contribution Limits Single: \$3,600 Family: \$7,200</p> <p>Catch-Up If you are 55 years of age or older during the calendar year, you may make an additional catch-up contribution of up to \$1,000.</p> <p>Rollover A rollover is a way to move funds from one HSA to another HSA. The Internal Revenue Code limits how many rollovers may be taken, how quickly rollovers must be completed and how the Trustee or Custodian must 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.</p> <p>For an HSA rollover to be eligible, the following statements must be true:</p> <ul style="list-style-type: none">• Timeliness – 60 Days<ul style="list-style-type: none">• More than 60 days have not elapsed since you received the distribution from the distributing HSA.• Twelve Month Restriction<ul style="list-style-type: none">• You have not received any other distributions from the distributing HSA during the preceding 12 months which you also rolled over.• The assets involved in this transaction have not been previously rolled over from one HSA to another within the past 12 months.• You have not made a rollover contribution to the HSA during the preceding 12 months.• Eligible Plan<ul style="list-style-type: none">• The rollover deposit does not consist of funds other than those distributed from either an HSA or IRA. <p>Timeliness: 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.</p> <p>Twelve Month Restriction: 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 months must pass after receipt of one rollover distribution before you may take another rollover distribution from the same HSA.</p> <p>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.</p>
Signatures	<p>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. 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.</p>

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) or consult your tax advisor.