



# IRA Rollover Request Form

To expedite your individual retirement account (IRA) rollover of assets, please work directly with the Custodian/Trustee (Administrator) where your IRA funds are currently on deposit. Many Administrators require that you use their form. We recommend that you check with your current Administrator to be sure they will accept our form, before proceeding with this request.

Do not send this completed form to Optum Bank; it will not be processed. Please send this to your current IRA Trustee/Custodian/Administrator that currently holds your IRA funds. They will then initiate a direct transfer of your funds to your health savings account (HSA) with Optum Bank.

Questions? Please call us at the number on the back of your debit card if you have any questions while completing this form.

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## 1 IRA rollover request instructions

IRA rollovers will be applied to the calendar year in which the funds are received. Please start the rollover process no later than November 15 to ensure funds are applied to the contribution limit for the current calendar year. Due to processing time with other administrators, it can take up to six (6) weeks for the rollover to be received into your HSA. In order to use this form, you must have an HSA with Optum Bank. To open an account, visit us at [optumbank.com](http://optumbank.com).

In accordance with IRS rules, please note that an IRA rollover may only be done once during your lifetime. The IRA rollover will count toward your annual HSA contribution maximum. The special rule allowing contributions to your HSA for the previous year if made by your tax return filing deadline doesn't apply. Be sure that the amount of your IRA rollover does not exceed the annual contribution maximum for the calendar year of the transaction. For additional information on contribution limits that apply to your individual circumstances, visit [IRS.gov](http://IRS.gov), our website, or contact a tax advisor.

## 2 Information required for IRA rollover request

### Section A: Your HSA with Optum Bank

Account holder name:	Account # (if available) or last four digits of SSN:
Address:	City, State ZIP:
Group ID# or employer name:	Daytime phone #:

### Section B: Your IRA account — The name of the IRA must match the name on the HSA with Optum Bank.

Name of the IRA:	
IRA Administrator name:	Administrator phone #:
Account # at Administrator:	Amount to rollover: \$

Administrator address:

## 3 Owner authorization and agreement of terms

I have read and understand the rules and conditions of this form and I have met the requirements for making a transaction. Due to the important tax consequences when moving funds, I have been advised to see a tax professional. All information provided by me is true and correct and may be relied on by Optum Bank. I assume full responsibility for this transaction and will not hold Optum Bank liable for any adverse consequences that may result.

x

\_\_\_\_\_  
Authorized signature (physical signature required)

\_\_\_\_\_  
Date

**Instructions to current Administrator:** Transfer amount requested in my account to the Optum Bank HSA established in my name. I understand that you will contact me with respect to the disposition of any other assets in my account that are not transferable. By signing below, I authorize Administrator to deduct any outstanding fees due Administrator from the credit balance in my account. If my account does not contain a credit balance, or if the credit balance in the account is insufficient to satisfy any outstanding fees due Administrator, I authorize you to liquidate the assets in my account to the extent necessary to satisfy that obligation.

**Accepting HSA Custodian:** Optum Bank, Inc. has received a request from the above named individual to accept a rollover of those certain IRA funds held at or by you. Please be advised that without verifying the validity or timing of whether or not such a rollover is permitted under applicable law, Optum Bank, Inc. is a Utah chartered FDIC insured financial institution that automatically qualifies as a qualified HSA custodian under Internal Revenue Code 408(n) and, as such, may accept all IRA and other rollover amounts. **Please remit a check payable to Optum Bank as Custodian of the above-mentioned account for the requested IRA rollover amount, including account owner name, SSN and form, and mail to: Optum Bank, P.O. Box 60099, Newark, NJ 07101.**

Authorized signature of new Trustee or Custodian:

*S. Lund*