



## Submitting a Health Savings Account (HSA) Trustee to Trustee Transfer Form

---

Complete this form only **after** you have established a HSA with Benefit Wallet. You will receive a package in the mail from Benefit Wallet, which will include your 14-digit personal account number. You will need to provide your 14-digit account number when completing the “Account Holder Information” on the form below.

### Questions?

Please contact Benefit Wallet at 1-877-635-5472 or contact the Publicis Benefits Connection (PBC) Service Center. Benefits Consultants are available Monday - Friday 9:00 am – 5:00 pm EST.

Phone: 1-800-933-3622

Email: [Benefits.SharedServices@us-resources.com](mailto:Benefits.SharedServices@us-resources.com)



**BenefitWallet®**  
**Transfer INTO BenefitWallet**

**Account Holder Instructions**

Complete this form by entering the “Account Holder Information” below, and provide this first page to your current HSA trustee or custodian to initiate a trustee-to-trustee transfer of funds from an existing Health Savings Account (HSA) or Archer Medical Savings Account **into a BenefitWallet HSA**. You should always check with your current trustee/custodian to determine if they need any additional information to initiate the transfer. Your current trustee/custodian can send funds to The Bank of New York Mellon via check or ACH (Automated Clearing House) Direct Deposit. The transfer can only be processed if *you have a signature* (electronic or master signature card) on file with BenefitWallet and your account is in “open” status.

**Trustee/Custodian Instructions -- Transfer via Check**

Send this completed form with a trustee/custodian check payable to The Bank of New York Mellon to:

**Mail**

BenefitWallet  
PO Box 535161  
Pittsburgh, PA 15253-5161

**Courier/Overnight**

BenefitWallet/HSA Operations  
500 Ross Street Suite 154-0510  
Pittsburgh, PA 15262-0001

**Trustee/Custodian Instructions – Transfer via ACH Direct Deposit**

Send an ACH direct deposit including the following information:

Receiving Bank:	The Bank of New York Mellon
Receiving Bank Address:	One Boston Place, Boston, MA, 02108
Bank Transit Routing number:	011001234
Receiving Bank Accounts:	[Accountholder Name]
Receiving Bank Account Number	[17-byte field beginning with 955 followed by the 14-digit BenefitWallet account number]

**Your BenefitWallet account number can be found in the upper right corner of your BenefitWallet Welcome Kit cover letter, monthly statements as well as on your BenefitWallet checks and deposit slips.**



**BenefitWallet  
Transfer INTO BenefitWallet**

**Account Holder Information – Complete and Provide to Current Trustee/Custodian**

Complete and sign this form. Provide it to your current HSA trustee/custodian to initiate a transfer *into* your BenefitWallet HSA,

**Note:** Your account number can be found on account holder statements, checks and deposit slips.

**Current Trustee/Custodian Information:**

Account holder Name (as listed with current trustee/custodian)	
Trustee/Custodian Name	
Address	
City, State Zip	
Account Number	

**Transfer Funds TO**

BenefitWallet Account Number 9 5 0 0

Your account number can be found in the upper right corner of your BenefitWallet Welcome Kit cover letter, monthly statements as well as on your BenefitWallet checks and deposit slips.

Please transfer 100% of my account balance

Please transfer \$ \_\_\_\_\_

Account holder Name (print) \_\_\_\_\_

Account holder Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

## General Information

There are two ways to move funds from an existing HSA Account into a BenefitWallet Account:

- A Rollover
- A Trustee-to-Trustee Transfer

Note: Funds cannot be moved into a Health Savings Account directly from 401(k), 403(b) or 457 plans.

### Are there differences between a rollover and a trustee-to-trustee transfer into a BenefitWallet Account?

	Rollover	Trustee-to-Trustee Transfer
Generally	A rollover involves the deposit of funds by you into a BenefitWallet Account via a check written by you from your existing HSA or a personal check. The custodian/trustee of your existing account is not involved in a rollover transaction.	A trustee-trustee-transfer involves the direct movement of funds from your existing HSA by the trustee of that HSA via check or ACH Direct Deposit into your BenefitWallet Account.
Permitted Frequency	One rollover per year per HSA	Unlimited
Tax Reporting	The Bank of New York Mellon will report the rollover on IRS form 5498-SA. Your current trustee is not required to report the rollover but will report the distribution on Form 1099-SA.	None required
Fees	The Bank of New York Mellon does not charge a fee. Your current trustee may charge a fee.	The Bank of New York Mellon does not charge a fee. Your current trustee may charge a fee.

### How do I rollover funds *into* a BenefitWallet Account?

Send a check written by you from your existing HSA or a personal check made payable to The Bank of New York Mellon and an BenefitWallet deposit slip to:

#### Mail

BenefitWallet  
PO Box 535161  
Pittsburgh, PA 15253-5161

#### Courier/Overnight

BenefitWallet/HSA Operations  
500 Ross Street Suite 154-0510  
Pittsburgh, PA 15262-0001

Make sure to check the box on the deposit slip labeled **Check here if this deposit is a rollover**. Personalized deposit slips can be found at the back of your BenefitWallet checkbook.

### How do I initiate a trustee-to-trustee transfer *into* a BenefitWallet Account?

Complete this form and provide it to your current trustee. Check with your current trustee for any additional information required. Your current trustee must send funds directly to The Bank of New York Mellon via check or ACH (Automated Clearing House) Direct Deposit.

### How do I initiate a trustee-to-trustee transfer *from* a BenefitWallet Account?

Contact the BenefitWallet Service Center at 1-877-472-4200 for instructions.

**Contact your personal tax advisor if you need information regarding how the rollover or trustee-to-trustee transfer rules apply to your personal tax situation.**