

Instructions: Use the rollover request form to roll over funds into your HSA that have already been distributed to you from another custodian. Please return completed form and corresponding check to Avidia Bank, PO Box 370, Hudson, MA 01749. Questions about this form? Please call 630-773-2337.

**Account Holder Information:**

First Name		MI		Last Name			
Street Address		City		State		Zip Code	
Address Line 2		Social Security #	-	-	Phone #		
Email Address		Avidia Bank HSA Account Number					

**Request Amount:**

I currently have an HSA or MSA with another Trustee/Custodian and have been issued a check in the amount of \$\_\_\_\_\_.

**Rollover Requirements (To be an eligible rollover, all questions must be answered NO):**

Have more than 60 days elapsed since you received the distribution from your former custodial bank?	Yes	No
Have you made a rollover contribution to an HSA during the preceding 12 months?	Yes	No
Does your rollover contribution consist of assets other than those distributed from your former HSA?	Yes	No

**Rollover Rules and Conditions:**
**General Information**

A rollover is a way to move money or property from a Medical Savings Account (MSA) or HSA. The Internal Revenue Code (IRC) 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.

**Rollover**

**1. Timelines** - The fund you receive from the distributing MSA or HSA must be deposited into an HSA within 60 days after you receive them. When counting the 60 days, include weekends and holidays. There are generally no exceptions to the 60 day rule and the IRS cannot grant extensions. 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 picked up the check from the Trustee or Custodian or you receive the check in the mail.

**2. Twelve-Month Restriction** - You are entitled to one distribution per year per HSA which may be rolled over. Twelve (12) months must pass after receipt of one distribution which you roll over before you may take another distribution from the same HSA to roll over. The focus is on distributions out of an HSA. An HSA is created by executing a plan agreement, not by depositing a contribution into a separate investment within an existing MSA or HSA.

You are entitled to roll over the same assets only once in a twelve (12) month period. Twelve (12) months must elapse between the time you receive a distribution of the assets to be rolled over and the time you receive another distribution of those same assets for rollover purposes.

**Customer Instructions:**

Mail a check (payable to Avidia Bank) along with this form to: **Avidia Bank, P.O. Box 370, Hudson MA 01749.**

**Account Holder Authorization:**

I have read and understand the rollover rules and conditions of this form and I have met the requirements for making an HSA rollover. Due to the important tax consequences of rolling over assets to an HSA, I have been advised to seek a tax professional. All information provided by me is true and correct and may be relied on by the Custodian. I assume full responsibility for this rollover transaction and will not hold the Custodian liable for any adverse consequences that may result.

Name \_\_\_\_\_ Date \_\_\_\_\_

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The balance in your HSA is insured by the Federal Deposit Insurance Corporation (FDIC), and subject to applicable deposit limits.