

HEALTH & BENEFIT ACCOUNTS

Health Savings Account contribution form

Instructions: There are three ways to make a contribution to your Health Savings Account (HSA).

- 1. You can make fast and easy contributions online.** Log in to the member website and select "Contribute to HSA" from the homepage. Follow the online instructions and your pending account balance will be updated immediately.
Note: You can also set up recurring contributions through the member website.
- 2. Make an electronic contribution directly from your bank account.** Just use the Bank of America routing number 053201610 and your HSA account number to apply the contribution to your HSA. Wires not accepted.
- 3. Mail-in form. Follow the instructions for completing and mailing this form below.** Please note all forms not containing an account number will be returned to you via mail. To find your account number go to the member website and log into your account, select the Account tab and it will display under Account Summary. Contributions must be made by check only. Cash cannot be accepted. Your check must be made payable to: Bank of America (include your account number on your check).

Note: Please include only one check with each contribution form. HSA contributions cannot be accepted at Bank of America Banking Centers.

Please allow 5-10 business days from mailing to see the balance updated on your account.

Please mail form and signed check to:

Bank of America
PO Box 74008368
Chicago, IL 60674-8368

We're here to help you 24 hours a day, 7 days a week.



Customer Care Center:

800.718.6710



Online Chat:

myhealth.bankofamerica.com

All fields are required.

Step 1: Customer information

Customer name (First, middle initial, last)

Last four digits of Social Security Number

HSA account number

Your HSA number can be found by logging into the member portal at myhealth.bankofamerica.com, click Account Summary under the Account tab then select the VIEW hyperlink next to ACCOUNT NUMBER.

\$

Deposit amount

Continued on next page.

Step 2: Deposit information

Select deposit type (select only one option)

Current year contribution

10 Regular

Prior year contribution

(Must be received before tax filing deadline)

40 Regular

Please specify the year the contribution should be applied to:

Prior year contributions must be postmarked before tax filing deadline.

Other contribution types

31 Transfer

32 Rollover

33 Mistaken distribution

Please specify the date of the original transaction:

Rules and conditions applicable to contributions

General Information

Contributions received will be deposited into the cash account. If you have set your investment threshold, any funds deposited over this amount and in excess of the Investment Transfer Threshold will automatically be transferred into your investment account.

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

Contribution Type

Regular: Annual maximum contribution limits can be found on the member website.

Prior Year: Contributions can be made for the prior year until tax filing deadline.

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. Catch-up contributions can be applied for current or prior year.

Transfer: A transfer is a direct trustee-to-trustee transfer of funds.

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.

For more information see the free IRS Publication 969, Health Savings Accounts and other tax-favored health plans by visiting the IRS website at www.irs.gov or contacting your tax advisor.

Important information: This Health Savings Account (HSA) is a custody account with Bank of America serving as the custodian. Terms and conditions of the HSA are included in your HSA Agreement and Cardholder Agreement. Bank of America deposit products that are held in the HSA are FDIC insured, subject to FDIC insurance limits.

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