



Health Savings Account – Transfer Process Overview

There are four main steps to transferring your Health Savings Accounts (HSA) from your current administrator to HealthEquity. There are multiple factors that help make a transfer successful. HealthEquity's focus during the transfer process is to limit the time your employees do not have access to their HSA dollars. HealthEquity has completed numerous HSA transfers.

1 Establish a meeting with HealthEquity and current HSA administrator

During this meeting HealthEquity will explain our transfer process and request specific information from the current administrator. HealthEquity will create a timeline with key dates based on the information provided during this meeting.

2 Create employee communication

HealthEquity will provide a template letter for communicating to the current HSA accountholders about the transfer to HealthEquity. Key dates identified during the meeting with the current administrator will be included in this letter. The letter will also have the transfer form enclosed. HSAs are individually owned accounts that require a signature by each accountholder.

3 Create Bulk Transfer Request

Once the forms have been received from the employees, the forms will be mailed to the current administrator along with HealthEquity's contribution file (if current administrator agrees to send a bulk transfer).

4 Transfer of HSA funds to HealthEquity

HealthEquity recommends the current administrator send the funds via bulk ACH or wire. This will be determined during the initial transfer meeting (step 1). Funds that are sent ACH or wire will be posted to the individual HSAs at HealthEquity within 24 hours.

For any questions or assistance with HealthEquity's HSA transfer process, contact HealthEquity Client Services at (866) 382-3510.