

Health Savings Account (HSA) Contribution Reversal Form



Instructions — Complete all fields below and return signed form to one of the following:

Online: Log in to your HSA Bank account. If you haven't created your username and password yet, please do so at hsabank.com and then log in. Next, select Resources from the left navigation, and in the Secure Document Upload section, click Upload.

Email: hsaforms@hsabank.com; Mail: HSA Bank, P.O. Box 939, Sheboygan, WI 53082

Call 800-357-6246 for assistance.

Note: If you're an employer and need additional assistance, please contact our Business Relations department by email at BusinessRelations@hsabank.com or by phone at 866-357-5232, Monday–Friday, 7 a.m. – 7 p.m. CT.

Section A – Accountholder information										
First Name:				MI:		Last Name:				
Mailing Address:										
City:				State:				ZIP Code:		
Account Number (8 or 12 digits from your summary or Member Website):										
OR										
Full 9-digit Social Security Number:						-			-	
<i>Account Number OR full Social Security number is required.</i>										
Section B – Eligibility										
<input type="checkbox"/> Accountholder is currently eligible or was previously eligible for this HSA, please complete section C.										
<input type="checkbox"/> Accountholder was NEVER eligible for this HSA; all contributions will be removed and account will be closed.										
If any distributions occurred on the account, all distributed funds must be returned with this form to complete the request. If the account is/was tied to investments or if funds were received via transfer to this account, this option cannot be selected. Section C must be completed to process this reversal.										
Section C – Contribution reversal details - If your request includes reversals for different tax years, complete one line below for each tax year										
Reverse a total of \$ _____ in contribution(s) made in _____ tax year that is applied to _____ tax year										
Reverse a total of \$ _____ in contribution(s) made in _____ tax year that is applied to _____ tax year										
Reversals can only be processed for current and prior year. If the requested amount is greater than the available balance, only the available balance will be reversed.										
Section D – Contribution correction requested by										
<input type="checkbox"/> Accountholder (If selected, funds will be sent to the accountholder; please disregard section E.)										
<input type="checkbox"/> Employer (If selected, Section E must be accurately completed AND signed for funds to be sent to the employer. If incomplete or inaccurate, funds will default to the accountholder.)										
Accountholder Signature: By signing below, I authorize HSA Bank to reverse the above contribution(s) from my Health Savings Account to correct the contribution error and return the funds. I understand that by completing this form, the contribution(s) will be reversed from my account if the account has a sufficient balance, and that the contribution(s) will not be included on tax reports if the error occurred this year. However, if the balance of the amount is not enough to cover the request, only the available amount will be processed. If the error occurred last year, I understand that I may receive corrected tax forms and that I should consult with a tax advisor.										
Accountholder Signature:								Date:		
Section E – Employer information - section must be fully completed for funds to be returned to employer										
Employer Name:										
Attention to (Optional):										
FUNDS WILL BE MAILED TO THE EMPLOYER ADDRESS ON FILE.										
Employer Signature: By signing below, I authorize HSA Bank to reverse the above contribution(s) from the accountholder's Health Savings Account to correct contributions made in error. I understand that by completing this form, the contribution(s) will be reversed from the account if the account has a sufficient balance, and that the contribution(s) will not be included on tax reports if the error occurred this year. However, if the balance in the account is not enough to cover the request, only the available amount can be processed. If the error occurred last year, I understand that the accountholder may receive corrected tax forms and that he or she should consult with a tax advisor. If the accountholder has not signed this form, I attest that the reason for submission is due to a verifiable administrative error within the IRS guidelines.										
Employer Signature:								Date:		