



Health Savings Account – Death Distribution Form

Use this form to authorize a distribution of assets from a deceased account holder’s HSA. If you have any questions about HSAs or completing this form, please contact accounts@hrpro.com at (248) 543-2644

Process:

1. Complete all sections of this form.
2. **Attach a notarized copy of the death certificate** and any other documentation as requested below.
3. Refer to IRS publication 969 for more information regarding the death of an HSA account holder. <https://www.irs.gov/forms-pubs/about-publication-969>
4. Email, mail, or fax completed form and documentation to:
 Email: accounts@hrpro.com
 Address: 1025 N. Campbell Rd | Royal Oak, MI 48067
 Fax: (248) 543-2296

Accountholder Profile Information:

Consumers Name (First, MI, Last)			
Birth Date		Social Security Number	

Beneficiary Information (Beneficiary completed this section with his/her information)

Name (First, MI, Last)				SSN#		
Beneficiary Type	<input type="checkbox"/> Spouse <input type="checkbox"/> Non-Spouse Beneficiary <input type="checkbox"/> Estate (see below for documentation requirements)					
Address						
City			State			Zip
Email Address				Day Telephone		

Processing Options (choose one)

<input type="checkbox"/> I am the non-spouse beneficiary listed on the HSA requesting HRPro to close the HSA and send a check. By completing this section, I understand that any amounts I receive will need to be included in my gross income, except for any funds used to pay for medical expenses incurred by the deceased HSA Account Holder (and paid by me within one year of the Account Holder’s death). The check will be made payable to the listed beneficiary and sent to the beneficiary’s address.
<input type="checkbox"/> I am the surviving spouse beneficiary and direct HRPro to: Open a new HSA account for me. <i>Please complete and submit the Enrollment Form along with this Form.</i> Transfer the funds to my existing HSA at HRPro. Transfer the funds to my HSA at a different HSA provider. <i>Please send a completed Transfer Form from your existing HSA custodian along with this request.</i> Close the HSA and send me a check. <i>Note that IRS taxes and penalties may apply if not used for qualified medical expenses.</i>
<input type="checkbox"/> I am the executor of the Estate of the Decedent and direct HRPro to: Close the HSA and send a check. <i>Include proof of your authority to act with regard to the HSA (for example, letters of testamentary, court appointment, small estate affidavit, etc.) along with the death certificate. The check will be made payable to the estate and sent to the requestor.</i>

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Rules, Conditions & Signature

I certify that all information is true and correct and may be relied upon by HRPro. I understand if the HSA includes invested assets, these funds will be liquidated and distributed as cash. Due to the important tax consequences relating to the death of an HSA Account Holder, I have been advised to see a tax professional. State tax laws may vary, and I agree that HRPro makes any representation as to the tax effect of this distribution under state or federal law. I assume full responsibility for this transaction and will not hold HRPro liable for any adverse consequences that may result. I am the individual authorized to execute this transaction. I have read and understand the instructions, rules and conditions relating to this transaction.

Signature of HSA Beneficiary		Date	
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