

# Health Savings Account (HSA) Distribution Request Form



Please use this form to submit requests for a distribution.

**Did you know that using your HSA card is a safer, faster method of payment?** Using your HSA card gives you the power to purchase qualified medical expenses at all merchants that accept Visa Debit Card®.

Personal Information			
Last Name	First Name	M.I.	Social Security # (XXX-XX-XXXX)
Street Address	City	State	Zip Code
E-mail Address (Optional)	Phone (XXX-XXX-XXXX)	Allternate Phone (XXX-XXX-XXXX)	
Health Insurance Carrier /Insurance Provider			
Distribution Request			
Amount	Date	Amount	Date
1)		9)	
2)		10)	
3)		11)	
4)		12)	
5)		13)	
6)		14)	
7)		15)	
8)		16)	
<b>Total \$</b>			
I hereby request distribution of the amount listed above from my HSA. I understand that I am responsible for determining whether or not the distribution from my HSA is used for the payment of qualified medical expenses and therefore qualifies for favorable tax treatment. I further understand that I should retain supporting documentation for any expenses that I pay for using my HSA distribution in case the Internal Revenue Service conducts an audit on my HSA. In addition, I understand that, if the reimbursements for the expenses listed above are not for qualified medical expenses, I may be subject to income tax and/or penalties.			
Account Holder Signature		Date	

**Note:** Distributions will be in the form of a check unless direct deposit has been previously established. Distribution requests will be processed within 4 business days. Please allow up to 10 additional business days to receive a check or 2 additional business days to receive direct deposit. **To set up direct deposit, visit our web site at [www.wellsfargo.com/hsa](http://www.wellsfargo.com/hsa).**

Fax completed form to (888) 824-3868, or mail to:  
Wells Fargo Health Benefit Services, P.O. Box 45600, Salt Lake City, UT 84145-0600

Questions? Please contact our Customer Service Center at (866) 890-8309.  
Web site: [www.wellsfargo.com/hsa](http://www.wellsfargo.com/hsa)