

HSA Transfer Instructions

Introducing P&A Group as your new Health Savings Account (HSA) administrator.

Welcome!

Your employer has contracted P&A Group to administer your company's Health Savings Account program effective January 1, 2025. Please note the steps you must follow in order to transfer your HSA balance, as well as important information during the transitional period to P&A Group.

New HSA Debit Cards

All newly enrolled HSA participants with P&A will receive a new HSA debit card in the mail. Your new card will arrive in a plain white envelope, like a normal credit card, so please keep an eye out for it.

Additional/replacement cards will be available for eligible dependents 18 years and older at no additional cost. To request an additional card, please contact P&A's Participant Support Center or log into your account at www.padmin.com.

P&A Participant Support Center

We appreciate your continued patience as we work through this HSA transition! Please contact P&A's Participant Support Center with questions about your new HSA.

Hours: M-F, 8:30 a.m. - 10:00 p.m. EST
Phone: (716) 852-2611
Web: Chat with an agent via online webchat at www.padmin.com.

How to Transfer Your HSA To P&A Group

Since HSAs are employee-owned accounts, whether you choose to move your funds to another custodian is your decision. If you would like to move funds and/or consolidate your HSA from one custodian into an HSA with P&A, you will be responsible to initiate the transfer.

Before you initiate the transfer, you will want to review the fees associated with retaining the HSA with a past custodian. If your HSA was with a custodian under your employer who is transitioning the HSA Administration to P&A, your HSA with the prior custodian will be moved to an independent HSA where monthly HSA account fees will be debited from your available balance. Additionally, if you are closing your HSA with another custodian, please reference the account closure fee, which can vary by custodian. Lastly, if you have invested any of your HSA funds, you will need to work with the prior custodian to liquidate the investments and turn off any auto-investment features that may be setup.

To transfer your HSA balance from your prior vendor to P&A Group please submit the request online by following the steps below.

1. Once you have received your P&A welcome email, you can submit the HSA transfer request online. Log into your P&A HSA at padmin.com. Click **Go to HSA Plan**.
2. At the top of your dashboard, click **Start My Transfer**. You can also go to the main menu and under **Resources** click **HSA Transfer**.
3. Click which custodian you are transferring funds from and follow the prompts on your screen to initiate the transfer process.

If you have another HSA, you can transfer it to your P&A HSA.

☒ Fidelity

☒ HealthEquity

☒ HSA Bank

☒ Optum

☒ Other

Important things to know:

- It takes about 4-6 weeks for your funds to transfer. You can check your previous custodian for the status during this time.
- Your previous custodian may deduct a transfer fee from your account.
- Some custodians require you to liquidate your investments before transferring funds.

Please note the transfer process is dependent on the processing times of the outgoing custodian and typically takes 4-6 weeks to be completed.

Reminders

- If you are transferring funds into a P&A HSA, you must complete the HSA transfer online by logging into your P&A account.
- If you are transferring funds out of a P&A HSA, you should use the form from the custodian in which the funds will be added.