

# HSA APPLICATION



Use this HSA Application to open a Health Savings Account.

**IMPORTANT:** In compliance with the USA PATRIOT Act, Federal law requires all financial institutions (including mutual funds) to obtain, verify, and record information that identifies each person who opens an account.

**WHAT THIS MEANS FOR YOU:** When you open an account, we will ask for your name, Social Security Number (SSN) or Tax Identification Number (TIN), a physical address (a Post Office box is not acceptable), date of birth, and other information that will allow us to identify you. We may also ask for additional identifying documents. The information is required for all owners, co-owners, or anyone who will be signing or transacting on behalf of a legal entity that will own the account. If any of this information is missing we will not be able to process your investment request. If we are unable to verify this information, your account may be closed and you will be subject to all applicable costs. If you have any questions regarding this application or how to invest, please call Shareholder Services at 1-800-238-7701.

Please note that a \$15.00 annual maintenance/custodian fee will be charged.

## PART I: HSA OWNER INFORMATION (\*DENOTES REQUIRED INFORMATION)

Name\* (First, M.I., Last) Date of Birth\* Social Security Number\*

Street Address (Physical Address)\* Apartment # City\* State\* Zip Code\*

Mailing Address (if different from above) City State Zip Code

Daytime Phone\* Evening Phone

U.S. Citizen  Resident Alien (Country)  
For mailing outside of U.S., provide:

Country of Residence Province Foreign Routing/Postal Code

## PART II: EMPLOYER'S INFORMATION (FOR HELP CONSULT YOUR INSURANCE OR EMPLOYER REPRESENTATIVE)

Employer's Name\* (First, M.I., Last) Name of Contact\* Employer Identification Number\*

Mailing Address\* Suite # City\* State\* Zip Code\*

Daytime Phone\*

**PART III: CONTRIBUTION INFORMATION**

Source of Funds (Select One)

- Regular Current Year Amount: \_\_\_\_\_ Carryback\* Amount: \_\_\_\_\_ Tax Year: \_\_\_\_\_
- Catch-up (age 55+) Current Year Amount: \_\_\_\_\_ Carryback\* Amount: \_\_\_\_\_ Tax Year: \_\_\_\_\_
- Transfer Source:  HSA  MSA  Other (Specify) \_\_\_\_\_
- Rollover Source:  HSA  MSA  Other (Specify) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

\* A carryback contribution is made in one tax year and credited for the prior tax year. It must be made by your tax filing due date, excluding extensions. Contributions made to your HSA will be for the current year unless you specify prior year.

**Note:** The Fund's initial investment minimum is \$2,000 or \$250 if systematic investment plan of \$100 or more is established.

**PART IV: INVESTMENT SELECTION**

Name of Investment	Total Investment Amount
1. Archer Balanced Fund	\$

**PART V: ACCOUNT SERVICE OPTIONS FOR YOUR HSA**

The completion of this section is *OPTIONAL*.

**Systematic Investment Program (SIP)** – This option provides an automatic investment into your mutual fund(s) by transferring money directly from your bank account via ACH (Automated Clearing House) on a scheduled basis. Automatic investment plan must be established with a \$100 minimum. Please refer to the fund prospectus for other account restrictions. Please provide all of your bank account information AND attach a voided check or deposit slip. **Important: Contributions made to your HSA using SIP will be for the current tax year.** Keep this in mind for investments made from January 1 through April 15.

I authorize Archer Balanced Fund to initiate investments into my mutual fund account according to the following frequency:

- Annually  Semi-Annually  Quarterly  Bi-Weekly  Monthly  Other (Check months below)
- January  February  March  April  May  June
- July  August  September  October  November  December

Fund \_\_\_\_\_ Amount \$ \_\_\_\_\_ Day of Month (1<sup>st</sup>, 15<sup>th</sup>, etc.) \_\_\_\_\_

**Bank Account Information**

Provide information about your checking or savings account to establish a Systematic Investment Program by ACH. Please select one of the following:

- Attach a voided check or deposit slip for your bank account. **Please use tape; do not staple.**
- Provide information about your bank account below.

**PART V: ACCOUNT SERVICE OPTIONS FOR YOUR HSA-CONTINUED**

Enter your checking or savings account information:

Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Bank's Phone Number: \_\_\_\_\_

Bank Address: \_\_\_\_\_ ABA Routing Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name(s) on Bank Account: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Account Type:  Checking  Savings

John and Jane Doe 123 Any Street Anytown, USA 12345	Date _____	1003
PAY TO THE ORDER OF _____	Tape your voided check or preprinted deposit slip here.  Please do <u>not</u> use staples.	\$ _____ DOLLARS
BANK NAME BANK ADDRESS		
MEMO _____		

**PART VI: HSA ELIGIBILITY CERTIFICATION**

I am eligible to establish an HSA and certify the following. (All must be answered "yes" to be eligible to establish an HSA to receive regular contributions).

1. I am not able to be claimed as a dependent on someone else's tax return.  Yes  No
2. I am covered under a qualifying High Deductible Health Plan (HDHP), effective \_\_\_\_\_  Yes  No
3. I am not covered under any other insurance plan that is not an HDHP (with limited exceptions).  Yes  No
4. I am not enrolled in Medicare.  Yes  No

**NOTE:** Eligibility is determined on the first day of each month. If you are not an eligible individual for all 12 months of a year, the annual contribution limit may be prorated. For assistance in determining your eligible contribution amount, consult your tax advisor.

**PART VII: BENEFICIARY DESIGNATION**

Designate beneficiaries below. If the Primary or Contingent status is not indicated, the individual or entity will be considered a Primary beneficiary. After your death, your HSA assets will be distributed in equal shares (unless indicated otherwise) to the Primary beneficiaries who survive you. If no Primary beneficiaries are living when you die, your HSA assets will be distributed in equal shares (unless otherwise indicated) to the Contingent beneficiaries who survive you. You may revoke or change the beneficiary designation at any time by completing a new designation in a form acceptable to the Trustee/Custodian and by providing it to the Trustee/Custodian.

**Type:**  Primary  Contingent Share Percentage: \_\_\_\_\_ % Relationship to IRA Owner:  spouse  non-spouse  
Name: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Residence Address: \_\_\_\_\_

**Type:**  Primary  Contingent Share Percentage: \_\_\_\_\_ % Relationship to IRA Owner:  spouse  non-spouse  
Name: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Residence Address: \_\_\_\_\_

**Type:**  Primary  Contingent Share Percentage: \_\_\_\_\_ % Relationship to IRA Owner:  spouse  non-spouse  
Name: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Residence Address: \_\_\_\_\_

**Type:**  Primary  Contingent Share Percentage: \_\_\_\_\_ % Relationship to IRA Owner:  spouse  non-spouse  
Name: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Residence Address: \_\_\_\_\_

Addendum attached for additional beneficiaries. If you need additional space to name beneficiaries, attach a separate sheet that includes all of the information requested above. Sign and date the sheet.

To name a trust as your beneficiary, attach to this form either a copy of the trust agreement or a certification, in writing, acceptable to the HSA Custodian.

**PART VIII: DUPLICATE ACCOUNT STATEMENT**

Yes, please send a duplicate statement to:

Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PART IX: PAYMENT METHOD**

You can open your account by either of these methods. Please check your choice:

- By Check** Enclose a check payable to Archer Balanced Fund for the total amount.
- By Wire** For wire instructions call Shareholder Services at 1-800-238-7701.
- Other** \_\_\_\_\_

*(Third party checks, counter checks, starter checks, traveler’s checks, checks drawn on non-U.S. financial institutions, money orders, credit card checks, and cash are not acceptable.) Note: Cashier’s checks and bank official checks may be accepted in amounts greater than \$10,000.*

**PART X: SPOUSAL CONSENT**

Complete this section only if you, the HSA Owner, have your legal residence in a community or marital property state and you wish to name a beneficiary other than or in addition to your spouse as primary beneficiary. This section may have important tax consequences to you and your spouse so please consult with a competent advisor prior to completing. If not currently married and you marry in the future, you must complete a new beneficiary designation that includes the spousal consent provisions.

**CONSENT OF SPOUSE**

By signing below, I acknowledge that I am the spouse of the HSA Owner and agree with and consent to my spouse's designation of a primary beneficiary other than, or in addition to, me. I have been advised to consult a competent advisor and I assume all responsibility regarding this consent. The Custodian has not provided me any legal or tax advice.

Signature of Spouse

X \_\_\_\_\_ Date: \_\_\_\_\_

Witness

X \_\_\_\_\_ Date: \_\_\_\_\_

**PART XI: AUTHORIZED SIGNER**

To permit someone else (such as your spouse) to authorize payments from your HSA, complete the information below and have the authorized person sign the "Acknowledgement" section at bottom.

\_\_\_\_\_  
Name\* (First, M.I., Last)                      Date of Birth\*                      Social Security Number\*

\_\_\_\_\_  
Street Address (Physical Address)\*      Apartment #      City\*                      State\*                      Zip Code\*

U.S. Citizen     Resident Alien (Country)

*For mailing outside of U.S., provide:*

\_\_\_\_\_  
Country of Residence                      Province                      Foreign Routing/Postal Code

**PART XII: ACKNOWLEDGEMENT**

By signing this *HSA Application*, I certify that the information I have provided is true, correct, and complete, and the Custodian may rely on what I have provided. I have read and received copies of this *HSA Application*, *IRS Form 5305-C*, and *Disclosure Statement* (including the applicable fee schedule). I agree to be bound to their terms and conditions. I understand that the Custodian has no duty or responsibility to determine whether my HDHP complies with the requirements of Section 223 of the Internal Revenue Code nor to determine or validate whether distributions I take from my HSA are used to pay for qualifying medical expenses. I assume all responsibilities for the HSA transactions I conduct, and I will indemnify and hold the Custodian harmless from any consequences related to executing my directions. If I have indicated any amounts as "carryback" contributions, I understand the contributions will be credited for the prior tax year. I have been advised to seek competent legal and tax advice and have not been provided any such advice from the Custodian.

Signature of HSA Owner

X \_\_\_\_\_ Date: \_\_\_\_\_

Signature of HSA Trustee/Custodian Representative

X \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Signer:

X \_\_\_\_\_ Date: \_\_\_\_\_

**PART XIII: FOR DEALER USE ONLY**

Financial Institution Name

Representative's Full Name

Address

Representative's Branch Office Telephone Number

City

State

Zip Code

Dealer Number

Branch Number

Representative Number

**X**

Representative's Signature

**X**

Supervisor's Signature

**PART XIV: MAILING INSTRUCTIONS**

Please send completed application to:

**Regular Mail Delivery**

Archer Balanced Fund  
Mutual Shareholder Services  
8000 Town Centre Drive, Suite 400  
Broadview Heights, OH 44147

**Overnight Delivery**

Archer Balanced Fund  
Mutual Shareholder Services  
8000 Town Centre Drive, Suite 400  
Broadview Heights, OH 44147