Kansas
Department of Administration
State Employee Health Plan

How to Transfer your HSA

New HSA Administrator for 2022

- Your Health Savings Accounts (HSA) will be administered by MetLife in 2022.
- With this change, you have the opportunity to transfer your remaining funds from the current NueSynergy HSA to the new MetLife HSA.
- ***You will need to notify NueSynergy that you wish to transfer your account by October 31st.***

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MetLife

Even if you elect to transfer your HSA, you will still be able to use your NueSynergy account like normal until the fund transfer period that will begin on Feb. 2, 2022.

If you choose to keep your NueSynergy HSA

- You may leave your HSA funds with NueSynergy; however, if you do not elect to transfer your account by Oct. 31, you will be assessed a $15 account closure fee when you do decide to close that account.

- All 2022 HSA deposits will be made to your new MetLife HSA.

How to Transfer your HSA – Step 1

Indicate you wish to transfer your account

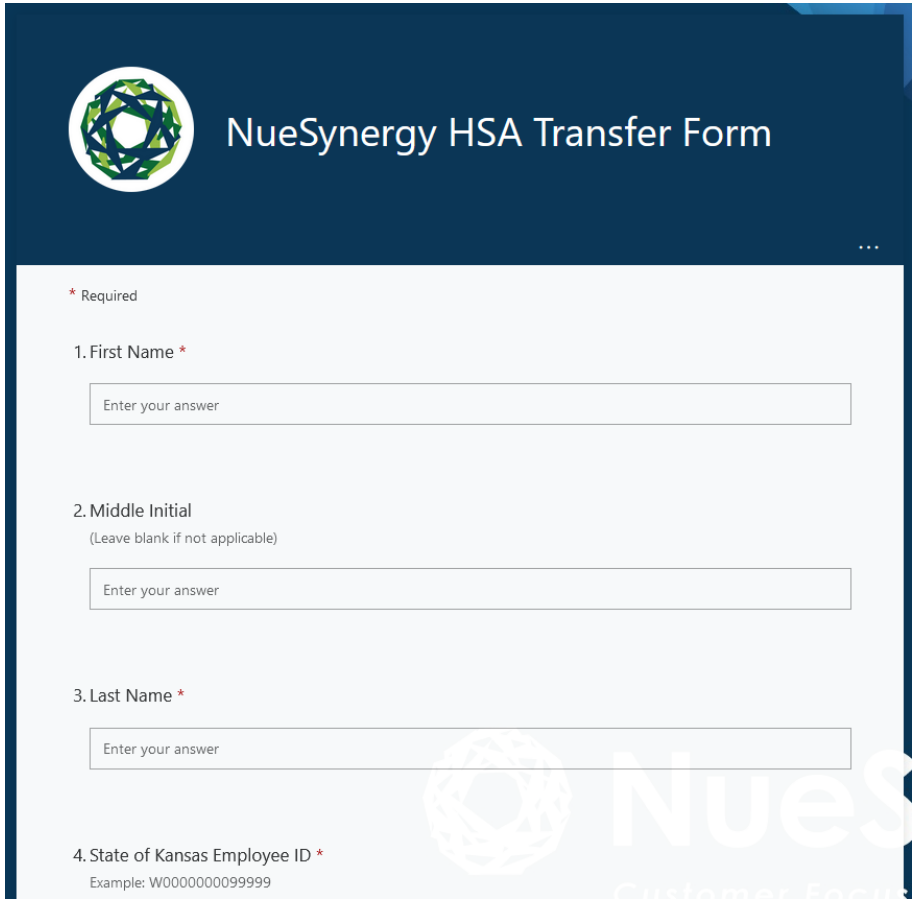
PLEASE NOTE: If you have already previously completed the HSA transfer form you do not need to complete this form again.

- Log in to your current NueSynergy account portal at www.MyKansasCDH.com
  - If you have not yet registered your NueSynergy account, you may do so using the Employer ID NUESOK.
- Select “Transfer my HSA” from the top of the Home Page

How to Transfer your HSA – Step 2

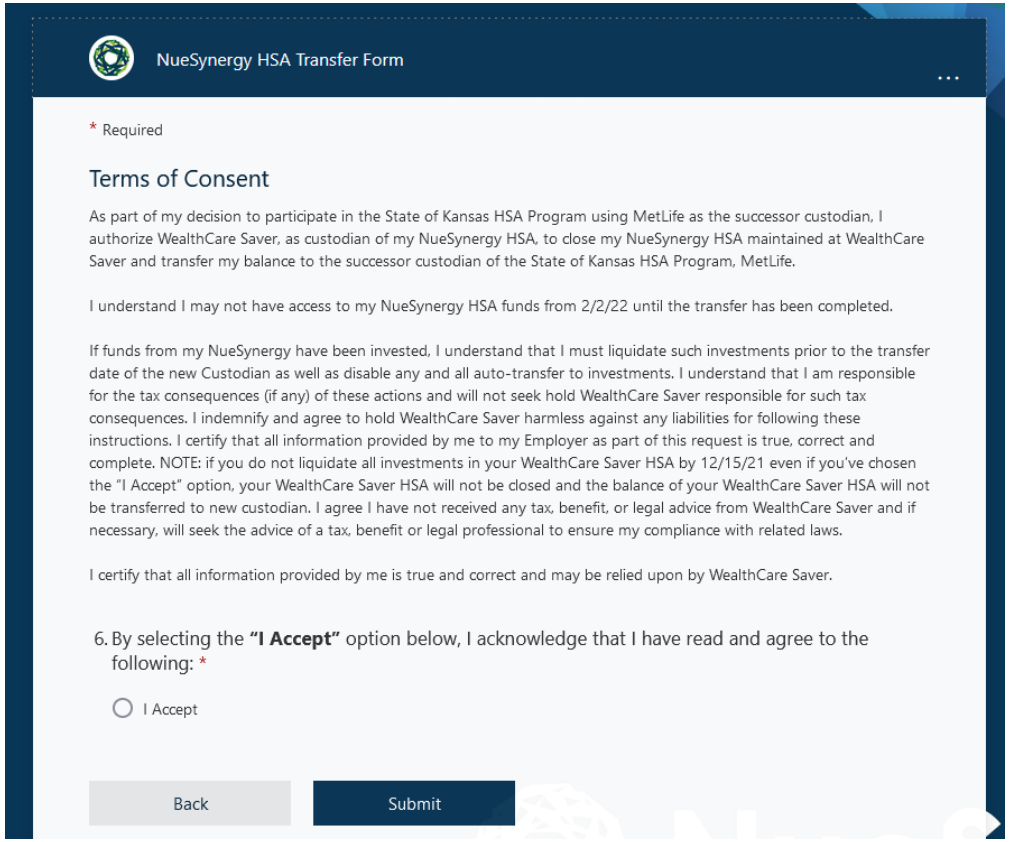
Indicate the type of account to transfer

- Enter your Information



How to Transfer your HSA

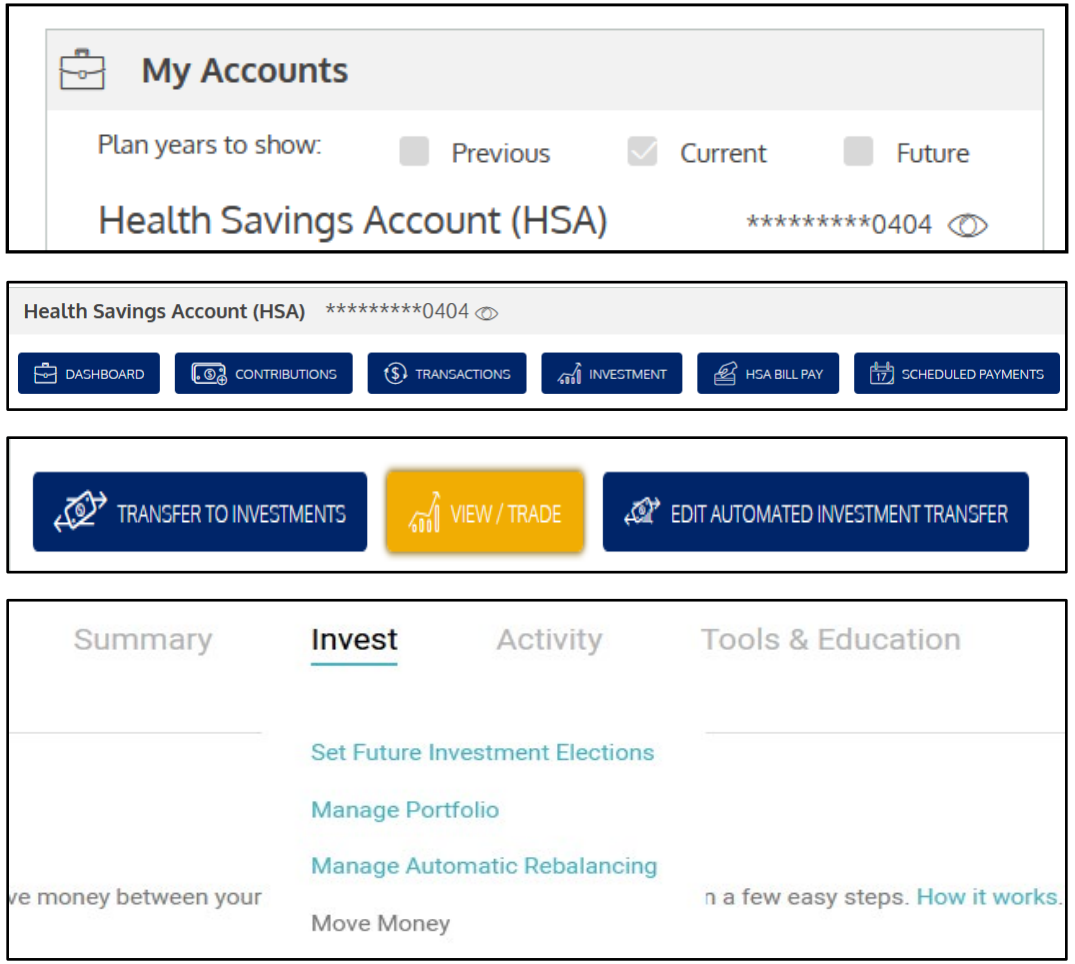
Review and accept the disclosure statements



Your HSA will not close in October, this step is only giving your consent to transfer the account in 2022.

How to Transfer your HSA

Liquidate your investments by 12/15/2021



1. Click on your Account
2. Click on the Investment button
3. Click on View/Trade
4. A new browser tab will open
5. Hover over Invest and click on Move Money
6. Enter the dollar amount of your Investments and click submit.
7. The system will transfer the funds to your HSA cash account

SEHP can not advise you on when you should liquidate your account. We can only provide the deadline date.

How to Transfer your HSA

Key Information

- After you receive your MetLife debit card and information in early December, you will be able to register and set up your account in the MetLife portal.
- If you choose to transfer your NueSynergy HSA and currently have investment assets in your account, you will need to liquidate those assets into cash by **December 15, 2021**.
- If you are transferring your HSA to MetLife, you will not have access to your NueSynergy HSA from **February 2, 2022**, until the transfer is recorded by MetLife. The estimated settlement date is Monday, **February 14, 2022**.
- You will still be able to use your NueSynergy HSA until it is closed for transferring on February 2nd. Transactions that take place close to the closure date may delay your account being transferred and your access to funds.

Questions?

- Should you have questions, MetLife and NueSynergy are available to help.

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