

 Benefits Technology, Powered by People

HSA Beneficiary Processes

MyChoice Accounts



→ HSA Deceased Distribution

What to do when an HSA holder passes away

1. Beneficiaries of HSA holders should submit the [“HSA Deceased Distribution Form”](#) to UMB to get access to their HSA funds.
 - This is available on the [MyChoiceAccounts.com](#) / Learn More / Forms site.
 - Members can call: **866-520-4472** to speak with UMB about the process if needed.
2. Once UMB receives notification via the form, they pass info via file to MyChoice Accounts alerting us to liquidate any investments back to the cash portion of the HSA. We send UMB a nightly file of active investment balances to help them flag accounts that need action.
3. The form has additional information as to what is required, depending on the amount of the payout, the beneficiary type, etc. For example, if a payout is more than \$7,500, UMB may request the claimant send a certified copy of the death certificate, and copies of the claimant’s driver’s license or ID and social security card via mail.



Capturing Beneficiaries for HSA





Adding a Beneficiary

HSA members should record a beneficiary (one or more) via UMB

HSA beneficiaries are not currently captured at the Benefitsolver level.

Option: Use the system level email + UMB form to capture beneficiaries at the member level.

Current Process:

1. Log in to your benefits portal at [\[\[websiteurl\]\]](#), navigate to **MyChoice Accounts** and select HSA from your account list.
2. Click on the **View HSA account number** button below your balance, then select the eyeball icon to view your HSA account number. You will need this to fill out your form.
3. Download the UMB Beneficiaries [form here](#).
4. The form is fillable on your device. Complete the form, using your account number from the statement and your additional details.
5. Save and print.
6. Follow the form's instructions to mail or fax to UMB.



↪ System Level Email Template

▼ [It is time to update your HSA beneficiaries \(System\)_ \(Email Only\)](#)

[Form link](#)

Proactively: you can add a LINK TO THIS FORM to the reference center.
(do not add the form itself)



HSA UPDATE

Update Your HSA Beneficiaries

[[member_fname]],

You are receiving this message on behalf of your [[companyname]] benefits program.

As an HSA participant, we want to make sure all your bases are covered. Did you know your HSA allows you to appoint beneficiaries to receive your funds? Please take a moment this week to ensure that your beneficiaries are up to date.

Here's an easy way to get that updated.

1. Log in to your benefits portal at [[websiteurl]], navigate to **MyChoice Accounts** and select HSA from your account list.
2. Click on the **View HSA account number** button below your balance, then select the eyeball icon to view your HSA account number. You will need this to fill out your form.
3. Download the UMB Beneficiaries [form here](#).
4. The form is fillable on your device. Complete the form, using your account number from the statement and your additional details.
5. Save and print.
6. Follow the form's instructions to mail or fax to UMB.
7. Done!

You may change these designations at any time by following the above instructions. Thank you again for allowing MyChoice Accounts to administer your HSA.

Sincerely,
Your friends at MyChoice Accounts

[MANAGE MY ACCOUNT](#)



Coming Soon

Electronic Beneficiary Addition

Q2-Q3 2025 Timing

- Electronic capture of HSA beneficiaries within MyChoice Accounts dashboard
- We will do a comprehensive outreach to all HSA holders to set up or check their beneficiaries
- We will have access for members to check and adjust their beneficiaries on demand.

ACMECOMPANY

Home Message Center Reference Center Jeannie Doe

MyChoice Accounts Dashboard Accounts Investments Claims Manage

Health Savings Account \$5,705.55

Dependent Care Flex \$2,692.31

Parking \$50.00

Health Savings Account

Transfer Funds Submit Claim

Account Details

Prior Contributions \$7,508.55

2024 Contributions to Date \$2,250.00

2024 Contributions to Date \$9,758.55

View HSA Account Number *****1234

HSA Beneficiaries

These are the people who receive a payout if you are unable to. Please make sure the Allocation Total equals 100%.

You can change your beneficiaries and allocation amounts at any time.

Name	Relationship	Allocation
Ryan Doe	Spouse	100%

Allocation Totals

Each allocation type must sum to 100%

Primary 100%

+ Add New Beneficiary

Close Save

3/10/2022 Payment to First Choice Dental Group Request Received - \$29.00

Dental Teeth Cleaning - Morgan Pierce

1. Submitted 2. Processed 3. Paid

3/14/2022 Payment to New Horizon Academy Approved - \$450.00

Dependent Care Child Care - Morgan Pierce

1. Submitted 2. Processed 3. Paid

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