



# EXCESS REMOVAL WORKSHEET

This form is used to assist the trustee or custodian in removing an excess contribution.

## PART 1. HSA OWNER

Name (First/MI/Last) \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_  
 Account Number \_\_\_\_\_ Suffix \_\_\_\_\_

## PART 2. HSA TRUSTEE OR CUSTODIAN

Name **Two River Community Bank**  
 Address Line 1 **1250 Highway 35**  
 Address Line 2 \_\_\_\_\_  
 City/State/ZIP **Middletown, NJ 07748**

## PART 3. EXCESS CONTRIBUTION INFORMATION

An HSA contribution may only be removed as an excess if the HSA owner was ineligible for a contribution or the contribution exceeded the annual limits.

1. Excess Contribution Amount \_\_\_\_\_
2. Contribution Date \_\_\_\_\_
3. Contribution for Tax Year \_\_\_\_\_

## PART 4. CORRECTION PROCEDURES

The correction procedure used depends on the timing of the removal. The deadline to remove an excess and avoid the excess contribution penalty tax is the HSA owner's federal income tax filing deadline, including extensions (generally no later than October 15) of the year for which the contribution was made.

### EXCESS REMOVED BEFORE DEADLINE

Refer to page 2 for calculation instructions.

1. Calculate the net income attributable (NIA) to the excess
2. Remove the excess contribution amount and NIA (Total withdrawal amount from page 2) \_\_\_\_\_
3. Use distribution code 2 when completing IRS Form 1099-SA

### EXCESS REMOVED AFTER DEADLINE

1. Remove the excess contribution amount (Do not calculate or remove the net income attributable)
2. Use distribution code 1 when completing IRS Form 1099-SA

Name of HSA Owner \_\_\_\_\_, Account Number \_\_\_\_\_

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**DETERMINING NET INCOME ATTRIBUTABLE**

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When removing an excess contribution before the deadline, the net income attributable to the excess contribution must also be removed.

$$\text{Net Income Attributable} = \frac{\text{Contribution} \times \text{Total Earnings}}{\text{Adjusted Opening Balance}}$$

**CONTRIBUTION**

The amount of the excess contribution to be removed \$ \_\_\_\_\_

**TOTAL EARNINGS**

The total earnings on the HSA are determined in the following manner.

1. Determine the HSA balance as of the date of withdrawal \$ \_\_\_\_\_
  2. Add the amount of any withdrawals taken after the excess contribution was made and before the excess removal + \$ \_\_\_\_\_
  3. Subtract the balance of the HSA immediately before the excess contribution was made - \$ \_\_\_\_\_
  4. Subtract the excess contribution and all subsequent contributions made before the excess removal - \$ \_\_\_\_\_
  5. Subtract any time deposit (or other investment) penalties that will be applied due to the excess removal - \$ \_\_\_\_\_
- TOTAL EARNINGS:** \$ \_\_\_\_\_

**ADJUSTED OPENING BALANCE**

The adjusted opening balance is the balance of the HSA immediately before the excess contribution was made plus the excess contribution and all subsequent contributions made before the excess removal. \$ \_\_\_\_\_

**NET INCOME ATTRIBUTABLE**

$$\frac{\$ \text{_____ (Contribution)} \times \$ \text{_____ (Total Earnings)}}{\$ \text{_____ (Adjusted Opening Balance)}} = \$ \text{_____ (Net Income Attributable)}$$

**TOTAL WITHDRAWAL AMOUNT**

The total amount to be removed equals the contribution amount to be removed plus the net income attributable. \$ \_\_\_\_\_

**Note:** If the net income attributable is negative, reduce the amount of the excess contribution by the net income attributable.