

## Important information

SAMPLE T SAMPLE 1234  
ANYWHERE STREET  
ANYTOWN, US 11111

March 23, 2016

**RE: Group # XXXXXX**

Dear SAMPLE,

We have received your health savings account (HSA) application, but we cannot open your account until we get more information.

Federal law says we must obtain, verify and record information that identifies each person who opens an account.

► **So, we must ask you to send us the following:**

- A copy of this letter.
- A copy of your Social Security card.
- A copy of a valid photo identification card with your address. A driver's license, passport, state- or government-issued photo ID will do.
- If your photo identification card does not have your current address, please send a copy of a utility bill with your name and current address.
- Fill in your phone number here: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_. We need this so we can contact you with any questions.

**Please make sure your documents are clear and readable.**

The quickest way to complete your application is to make sure we can read all your documents. That's why we asked you to increase the copy size of your Social Security card and photo ID to 200%.

**Please fax or mail copies of your documents with this letter to:**

**Mail: Optum Bank HSA**

P.O. Box 30777  
Salt Lake City, UT 84130

**Fax: 1-800-765-6766**

We will process your application after we receive this information. Once your account goes active, you will receive an Optum Bank HSA welcome kit and debit card(s). If we do not receive the necessary documents within 75 days of your initial enrollment, we will have to deny your application. Re-enrollment will be required for all denied applications. You may have also received an email with this same information; if you have already responded, please disregard.

Sincerely,

Optum Bank



**Have questions?**



Visit [OptumBank.com](http://OptumBank.com)



Call 1-866-234-8913

8 a.m. to 8 p.m. Eastern time