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How to request a health savings account (HSA) distribution in your online account

This article outlines how to request a health savings account (HSA) distribution in your online account. **Note:** To watch a video tutorial, click here. ▶

You can also use the WEX benefits mobile app or complete the Health Savings Account (HSA) Distribution Request/Account Closure Form. For more information on requesting a distribution in the benefits mobile app, see How to request a Health Savings Account (HSA) distribution in the Benefits Mobile App.

**Important:** You can only request a normal distribution in your online account or the mobile app. If you're correcting a mistaken or excess contribution, complete the Health Savings Account (HSA) Distribution Request/Account Closure Form instead.

To request a distribution from your HSA in your online account, complete the following steps:

1. Log in to your online account.
2. Navigate to the Home tab and click the applicable option in the I Want To section.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
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<tbody>
<tr>
<td>You want to reimburse yourself for out-of-pocket expenses.</td>
<td>Click &quot;Reimburse Myself.&quot;</td>
</tr>
<tr>
<td>You want to pay a service provider directly.</td>
<td>Click &quot;Send Payment.&quot;</td>
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</table>

3. Complete the required fields and then click "Next."
4. Select the frequency and then click "Next."

5. Complete the required fields and then click "Next."
6. Agree to the Normal Distribution Disclaimer and then click "Submit."

**Note:** Distributions sent to you will issue as a direct deposit or mail as a check, depending on your plan setup. Distributions sent to a provider will always be mailed as a check.

You can view this article at: