



EMPLOYEE ENROLLMENT INSTRUCTIONS

STEP 1: ENROLL IN HIGH DEDUCTIBLE HEALTH PLAN

Complete the necessary forms with your insurance provider to enroll in a high-deductible health plan. You cannot open an HSA unless you are enrolled in a compatible high-deductible health plan.

STEP 2: SIGN UP FOR PAYROLL DEDUCTION

If your employer offers pretax payroll deductions and you wish to have your employer make pretax deductions from your paychecks to fund your HSA, complete and sign the appropriate form provided by your employer, and return to your employer.

STEP 3: FILL OUT HEALTH SAVINGS ACCOUNT APPLICATION

Complete all sections of the Health Savings Account Application form. Be sure to review the Health Savings Trust Account and Health Savings Account Disclosure Statement.

- Be sure to include a check for your initial deposit (\$50 minimum).
- Include a copy of your driver's license and a secondary form of ID.
- Return the form, copies of identification and initial deposit as directed by your employer.

Once you have submitted all necessary paperwork you will receive a debit card for your HSA in the mail within 10 business days.

Visit our web-site at www.rangebank.com or contact any branch if you would like to sign up for on-line banking.

Additional information concerning Health Savings Accounts can be found at www.ustreas.gov/offices/public-affairs/hsa/

Investment options include an interest bearing checking account for balances between \$50 and \$2,500 and Certificates of Deposit for balances over \$2,500.