



EMPLOYER ENROLLMENT INSTRUCTIONS

STEP 1: COMPLETE EMPLOYER SET UP FORMS

- HSA Employer Application

Return the signed document to:

HSA Department
Range Bank
350 Iron Street
Negaunee, MI 49866

STEP 2: HAVE EMPLOYEES COMPLETE HSA FORMS

- Health Savings Account Application
 - Be sure they include a check for the initial deposit
 - And copies of two forms of identification

Return employee documents to:

HSA Department
Range Bank
350 Iron Street
Negaunee, MI 49866

ADDITIONAL INFORMATION

- If you are offering your employees pretax payroll deductions be sure to have your organization's payroll deduction form available for employees at the enrollment meetings.
- Investment options include an interest bearing checking account for balances between \$50 and \$2,500 and Certificates of Deposit for balances over \$2,500.
- All employees will receive a debit card mailed to them within 10 business days of enrollment. Employees can use the debit card as a convenient way to pay for all medical expenses.
- Employees can register for on-line banking at any of our branches or by visiting www.rangebank.com.

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