

# Monroe Bank

## Overview – HSA Enrollment Process

Monroe Bank appreciates the opportunity to serve your Health Savings Account needs, and we look forward to working with each of you during the initial account setup and beyond.

Account set up is simple. You must complete and sign a Monroe Bank HSA Application and Agreement, along with a Health Savings Account Custodial Agreement (form 5305-C). We will confirm the information provided, make a copy of your identification, assign your account number, and give you a starter set of checks. We will open your account on our system within 72 hours, at which time we will copy your HSA Application and Agreement and Health Savings Account Custodial Agreement and mail them to you as confirmation.

Here are a few tips to speed the process along:

- Make sure you have a valid, unexpired Indiana driver license or state issued identification card.
- Have your social security number with you.
- If you plan to assign beneficiaries to your account, have the beneficiary's name, date of birth, and social security number with you.
- Decide if you would like to order checks for your HSA. If so, please have a payment of \$18.50 available (exact change or check payable to Monroe Bank, please). Checks will be mailed to account owner within 14 days.
- If you wish to have additional debit cards issued (for example, for eligible Spouse or Dependents), provide name(s), address(es) date(s) of birth, and social security number(s).
- If you wish to establish direct deposit to your HSA, don't forget to void a check from your starter pack and take it to your Human Resource department.

If you have additional questions, feel free to contact Keith Leonard as described below:

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