

Health Savings Accounts

Online Account Opening Instructions



Go to www.unitedbank4u.com/open

United Bank is proud to partner with **Grand Valley State University** for your Health Savings Account. Online Account Opening is the most efficient and environmentally friendly way to open an account. Here are a few notes that will aid you in opening your new HSA online. Inaccuracy may result in a delay in account availability.

To open your new account, you will need your personal information (name, social security number, date of birth, driver's license, etc). The same information is required to add an authorized signer to your account. To designate beneficiaries, you will need their names, addresses, social security numbers, and dates of birth.

PROGRESS INDICATOR

The first screen indicates you will need a debit card or bank account for your initial deposit. *No initial deposit is required.*

Sign Up

Since you are opening your HSA as part of an employer plan, select **"I am part of an employee group opening an HSA."**

Account Selection

DO NOT select checking or savings at this point. Select **Individual Health Savings Account** if you have an Individual High Deductible Health Plan (HDHP), or **Family Health Savings Account** if your HDHP covers any additional family members.

Account Options

All three choices are recommended. The **HSA Direct Deposit** option will create a form that must be given to your employer to authorize electronic deposits.

Plan Info

Certify that you are covered by an HDHP, and select the type of coverage you have (individual or family). This should match the account type in the Account Selection section.

Account Disclosures & Agreements

Open the five disclosures provided. We recommend saving them for future reference. Then, confirm and agree to the two statements. You will not be able to proceed until you have agreed to both statements and opened the five disclosures. *Note the Truth in Savings Disclosure indicates a \$200 minimum balance to avoid service charges. As part of the GVSU group, the minimum balance requirement is waived.*

Applicant Information

- Enter your personal information. Make sure you include your entire driver's license number, including any letters. Be sure to enter **Employed** for employment status. For Employer, enter your employer's name. This must be entered to ensure that you receive the special benefits provided only to participants in your employer's plan.
- If you wish, you can add an authorized signer. This person will be provided access to your account and receive a debit card.
- Create and confirm a four-digit (numerical) Online Banking PIN. You will only use this code the first time you set up online banking to view your account information.

Additional Applicant Information	You have the option of adding up to six primary and contingent beneficiaries to your HSA. In the event of your death, if no beneficiaries are named, your HSA assets will be paid to your estate. AUTHORIZED SIGNERS ARE NOT AUTOMATICALLY DESIGNATED AS BENEFICIARIES. <i>If you are married and you do not list your spouse as the primary beneficiary, a signed spousal consent is required.</i>
Final Look	Verify the information as entered, and authorize United Bank to access your credit file, which assists us in authenticating your identity.
Account Approval	You will be provided with a series of questions to verify your identity. Some questions may be simulated. (For example, you may be asked about a home loan you never had. In these cases, you will answer None of the above.) These questions are used to verify your identity and protect you from identity theft.
Account Funding	Select Do not fund at this time.
Complete	<ul style="list-style-type: none"> • Print the HSA Direct Deposit form to sign and submit to your employer to authorize electronic credits to your HSA. • If you indicated you are married and did not list your spouse as the primary beneficiary, print and sign the HSA Beneficiary Designation Form. Have your spouse sign the spousal consent section, then return to United Bank. • Save (or print) the HSA Custodial Agreement. This document lists any beneficiaries you have selected, and contains information governing Health Savings Accounts. If you are unable to print or save, contact United Bank at NewAccountsOnline@UnitedBank4u.com to request printed copies.
General Information	<ul style="list-style-type: none"> • Your account number will be on your Custodial Agreement, and on the confirmation screen. • If an account number was not provided to you on the final screen, we will contact you within two business days. • You will be receiving your debit card within 15 days. Follow the instructions with the debit card to activate it before it can be used. Your card must be activated within 90 days of receiving it or it will be deleted, regardless of when your account is first funded. • Remember that your HSA is considered a checking account. For any <u>electronic access</u> (i.e., ATM, Online Banking, Direct Deposit, etc.) you will need to select "checking." <p>If you want checks, or want to add additional authorized signers, email NewAccountsOnline@UnitedBank4u.com.</p>

Want to know more? Your designated HSA Expert can answer all your HSA questions.



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