

How do I open a Health Savings Account (HSA)?

Now that you've enrolled in the High Deductible Health Plan, you want to receive the Mary Free Bed employer HSA contribution & start contributing yourself!

1. Go to any Lake Michigan Credit Union location
2. Ask to open a Health Savings Account
 - a. ****Note!** This is a different type of account than a regular 'Member Savings'. Make sure you specify the correct type of account. If you are not a current member at LMCU, you should bring \$5 cash with you to open up your account.
3. LMCU will give you a one-page document/letter detailing your account & routing numbers
4. Bring this letter back to Human Resources along with the LMCU HSA Direct Deposit Form
5. This will allow Human Resources to set up your HSA through payroll and how you elect your bi-weekly HSA contribution

I don't have a branch nearby. Can I open an HSA online?

Yes! LMCU now has an easy way to open accounts online.

1. Visit <https://go.lmcu.org/hsa-maxadvantage>
2. Select "Open Your Account"
3. When prompted for Employer's Health Savings ID, enter 1003 and select "Next"
4. Go through the rest of the prompts and enter in your personal information.
5. LMCU will give you a one-page document/letter detailing your account & routing numbers
6. Send this letter back to Human Resources along with the LMCU HSA Direct Deposit Form (found on next page).
7. This will allow Human Resources to set up your HSA through payroll and how you elect your bi-weekly HSA contribution

A few reminders about your HSA!

- You can change your bi-weekly HSA contribution amount at any time by filling out a new LMCU HSA Direct Deposit Form and submitting to Human Resources
- The employer contribution can only be made once you are enrolled in both the HDHP & the HSA
- The balance in your HSA rolls over from year to year

Still have questions? Reach out to your benefits team at Benefits@maryfreebed.com or call (616) 840-8358 (x58358)



Restoring Hope and *Freedom*
Mary Free Bed
Rehabilitation Hospital

**Lake Michigan Credit Union H.S.A. Direct Deposit
Authorization Form****

Please return to Human Resources. See [Direct Deposit](#) Policy

Personal Information

Applicant: Name (Last, First, Middle Initial) _____ New Hire Start Date _____
Department _____

Bank Account Information

To ensure accuracy, please attach a voided check or provide documentation from your Banking Institution indicating the Routing & Account #'s

Please use separate form(s) if needed for each direct deposit being requested.

_____ This is an account for direct deposit with [LAKE MICHIGAN CREDIT UNION](#) for my **H.S.A account**. (Required: Please attach a voided check or other documentation show Routing and Account numbers.)

_____ I would like to DISCONTINUE my [LAKE MICHIGAN CREDIT UNION H.S.A](#) direct deposit to the account below.

_____ I would like to change the amount I'm contributing to my current [LAKE MICHIGAN CREDIT UNION H.S.A](#) account to the new amount listed below.

Additional Comments/Information: _____

Bank Name: [Lake Michigan Credit Union \(#046\)](#)

Bank Routing Number: [272480678](#)

Bank Account Number _____

Amount to be payroll deducted for H.S.A. account: \$ _____ per paycheck

Additional Information

Each new direct deposit request may take **approximately 2 paychecks to begin. Should you have any specific questions or need further information on this request, please contact Human Resources at 616-840-8361. You may fax completed forms to 616-840-9758. Our department will contact you directly should we experience any delays with the above request. If you are enrolled in Medicare, you are not eligible to have an H.S.A. account. **

I certify that I have an account at the financial institution indicated above and that the information I have provided is true and correct.

Applicant Signature _____ Date _____