



# VANTAGECARE RETIREMENT HEALTH SAVINGS (RHS) PLAN EMPLOYEE ENROLLMENT/CHANGE FORM - Page 1

- Use this form to enroll in the RHS Plan or to make any changes to your existing RHS Plan account.
- Read the instructions on the back before completing the form. Please use blue or black ink.
- Please check all applicable boxes:

New Enrollment

Type of Change:

Change in Name (Please attach legal document)

Change in Marital Status

Change in Survivor

Change in Address

Change in Work Information

## 1 Essential Information

Employer Plan Number <b>8</b> _____	Employer Name _____	State _____
Participant Name (Last, First and Middle Initial) _____		Social Security Number _____-_____-_____

## 2 Participant Personal Information

Mailing Address Street _____ City _____ State _____ Zip Code _____	Evening Phone Number (_____) _____ - _____ Area Code
	Email Address _____
	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single
Date of Birth _____/_____/_____ Month Day Year	Date Employed _____/_____/_____ Month Day Year

## 3 Work Information

Job Title _____	Daytime Phone Number (_____) _____ - _____ Area Code
--------------------	--

## 4 Survivor Information (Note: Please read the instructions.)

**Survivors**

Spouse Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Additional survivor information on attached sheet

**PLEASE RETAIN A COPY FOR YOUR RECORDS AND RETURN THE ORIGINAL TO YOUR EMPLOYER**

(continued on back)



# VANTAGECARE RHS PLAN EMPLOYEE ENROLLMENT/CHANGE FORM INSTRUCTIONS

By completing this form, you will supply the information necessary to begin participation in your employer's VantageCare Retirement Health Savings (RHS) program. You may also use this form to change the information at a later date.

Before you complete this form for enrollment, please read the accompanying literature so that you understand your plan's provisions.

Your employer's plan requires participation for all members of a covered group. To determine whether you are a member of a covered group, please review your employer's RHS Announcement Letter or contact your employer's benefits office.

In order for ICMA-RC to process your enrollment/change efficiently, please complete the form accurately and completely and **submit it to your employer**. Please be sure to keep a copy for your records of all forms and documentation you submit.

Always review your quarterly statements to confirm the accuracy of your enrollment information. If you discover a discrepancy, contact ICMA-RC Investor Services at 800-669-7400 as soon as possible.

## Initial Enrollment/Type of Change

Please check either Initial Enrollment or each Type of Change that you are making in your account information. Keep in mind that once you are enrolled in the plan, you do not have the option of discontinuing your participation.

Please note that you may notify us of many changes in your account information by accessing your account at [www.icmarc.org](http://www.icmarc.org).

**If you are eligible to receive benefits from your RHS account, and are making changes to your account information, please also contact Meritain Health, Inc., at 888-587-9441. Address changes are made with ICMA-RC and are forwarded to Meritain Health.**

## 1. Essential Information

Please complete this section carefully. The information you submit will be used to establish your account and to identify the account when you make changes. The employer plan number is available from your employer. If you are reporting a name change, please enter your new name into the "Name" line in Part 1, and provide your employer with any required documentation, which may include a copy of one of the following: Driver's License, Social Security card, marriage certificate or court order.

## 2. Participant Personal Information

The mailing information provided here will determine the address to which your ICMA-RC RHS account statement will be sent. If you are changing your marital status, you may wish to review your survivor information at this time.

## 3. Work Information

Please provide your job title and daytime phone number.

## 4. Survivor Information - IMPORTANT

Upon your death, your account will be transferred to your surviving spouse and/or dependents for tax-free reimbursement of their medical expenses. If you **do not** have a surviving spouse or dependent(s), your account will return to your employer's RHS trust.

Surviving spouse and/or dependent(s): If a spouse and/or dependent(s) survive you, they will be able to use your remaining account balance for their own medical expenses on a tax-free basis. If your account balance is not fully utilized upon the death of your surviving spouse and all dependents, the account balance will return to your employer's RHS trust.

No surviving spouse or dependents: If there are no surviving spouse and/or dependents upon your death, your remaining account balance will revert to your employer's RHS trust.

Naming your survivor(s):

- Remember that only your spouse/dependents are eligible to use the account for medical expenses if they survive you.
- If you need to designate additional survivors, please do so on a separate sheet of paper.
- Please be advised that the availability of benefits for domestic partners, same-sex spouses, and civil unions varies by state. The tax treatment of RHS reimbursements in these situations may also vary. Please consult your employer and/or tax advisor for more information.

## 5. Authorized Signatures

Once you have completed this form, sign it, make a copy for your records and **submit it to your employer**.

Your signature acknowledges that your initial enrollment will result in contributions initially allocated to a diversified target-date fund based on your age or another fund chosen by your employer. All changes to your investment allocation for future contributions and transfers of fund balances may be made through VantageLine, Account Access, or an ICMA-RC Investor Services Representative. State law, local law, or your employer may place restrictions on available investments.

## 6. Employer Use Only

Once the participant has completed this form for initial enrollment, please verify his/her eligibility to enroll by signing the form in Section 6 and enter the account information into EZLink. For changes in participant information, please enter the changes into EZLink.

If the participant is eligible to receive benefits from the RHS account immediately upon enrollment (i.e., the participant may use the account for qualifying medical expenses as allowed in Section IX of your RHS Plan Adoption Agreement), please provide the *RHS Employee Eligibility Form* to the employee and enter the benefit eligibility information into EZLink. See Chapter 4 of the VantageCare RHS Employer Manual for information.

Print the EZLink Confirmation Screen for your records.

Retain this form in your employee records.