



## Instruction Sheet & Employer Frequently Asked Questions

This is a Q&A with the most commonly asked questions to help make this process as easy as possible.

<p>Q. How do I open and save the disk onto my computer desktop?</p>	<p>A. 1.) Insert disk into computer.          2.) Click on "my computer"          3.) Click on "3 1/2 Floppy A"          4.) Place mouse over HSA Contribution Report, click, and drag over to your desktop          5.) Close and remove disk.</p>
<p>Q. How do I make monthly contributions?</p>	<p>A. Open the HSA Contribution Report on your desktop and fill in amounts in the appropriate column. Columns should automatically total for you. Complete your company check made payable to Community State Bank. When finished you may:</p> <ol style="list-style-type: none"> <li>1.) Print copy and mail with check to CSB Processing Center (see address below),</li> <li>2.) E-mail copy to <a href="mailto:valeriec@csbemail.com">valeriec@csbemail.com</a> and mail check to CSB, or</li> <li>3.) Fax copy to 260-897-2357 and mail check to: Community State Bank.</li> </ol>
<p>Q. What do I do if I have a new hire?</p>	<p>A. Have participant complete the Application &amp; Agreement, sign, date, and attach 1 acceptable forms of ID. Mail original application, ID, and check made payable to Community State Bank for the following:</p> <ol style="list-style-type: none"> <li>1.) Amount of initial contribution (min. \$50.00)</li> <li>2.) \$ 6.65 for checks (if ordering)</li> <li>3.) \$3.00 for 1<sup>st</sup> month administrative fee</li> <li>4.) Enclose a check made payable to Community State Bank for set-up fee(s).</li> </ol>
<p>Q. What if someone's employment is terminated or requires a status change?</p>	<p>A. Termination: Update your personal spreadsheet by removing terminated employee. Complete the Notification of Termination form and mail to Community State Bank (see address below). NOTE: This should be done at time of termination NOT with next contribution.</p> <p>A. Status Change: Complete Status Change form. You MAY send this with your contribution form.</p> <p>Note: the Notification of Termination or Status Change form is combined to one page.</p>
<p>Q. Where do I send forms, check and other communications?</p>	<p>A. Community State Bank          P.O. Box 79          802 East Albion Street          Avilla, IN 46710-0079</p>
<p>Q. Whom do I call with questions about the forms and processes mentioned above?</p>	<p>A. Community State Bank          1-800-488-3958, Toll-Free or 1-260-897-3361</p>