

**ENROLL
TODAY**

MERS Health Care Savings Program

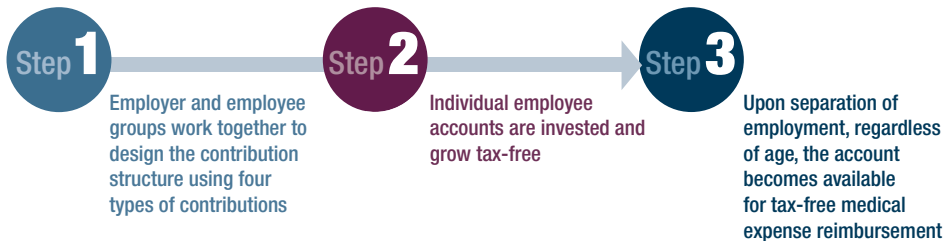


About the Plan

The MERS Health Care Savings Program is designed to help you prepare for the costs of health care after you leave your employer, with an invested account you manage. It's an employer-sponsored program providing a **tax-free** medical savings account for covering the costs of post-employment medical expenses. Your account is available to use for you, a spouse and any legal dependents, as well as a named primary and contingent beneficiary.

Your MERS Health Care Savings Program is not the same as a Health Savings Account or Flexible Spending Account.

How it Works



Contributions

There are several ways contributions can be made into your Health Care Savings Program account.

Employer Contributions are either a fixed dollar amount or a percentage of salary.

Mandatory Salary Reductions are a required fixed dollar or percentage of salary.

Leave Conversion Contributions allows you to contribute all or a portion of unused leave. Some examples of leave include vacation, personal time, sick time, or severance.

After-Tax Voluntary Employee Contributions allow you to contribute to your account on a voluntary, after-tax basis, which means these contributions are submitted by your employer after taxes. You may start or stop these contributions at any time.

Vesting

Vesting is your eligibility to claim your employer contributions. It is based on a required amount of time you must work (or other service credit) to qualify. Check with your employer to see what that requirement is for your position. Employee contributions; however, are always yours to keep and do not require vesting eligibility to claim after employment.

Using Your Account

You can begin using the money in your account after separating from this employer, collecting disability, or on extended medical leave. At that point, you will be issued a debit card for qualified expenses or you can request reimbursement.



Who is MERS?

MERS is an independent, professional retirement services company that serves local units of government across the state of Michigan. MERS listens and works in partnership with our members to deliver a superior value that meets our members' needs.

Beneficiaries

In the event of your death, a spouse and legal dependent(s) can continue to use your account for reimbursement of medical expenses. MERS will work with the spouse/legal dependents and inform them of how to use the account on a tax-free basis. If you don't have a spouse or legal dependent(s), your beneficiary will be able to access your account on a taxable basis. You may name one primary beneficiary and one contingent beneficiary. You may change your beneficiary at any time, before or after you leave your current employer.

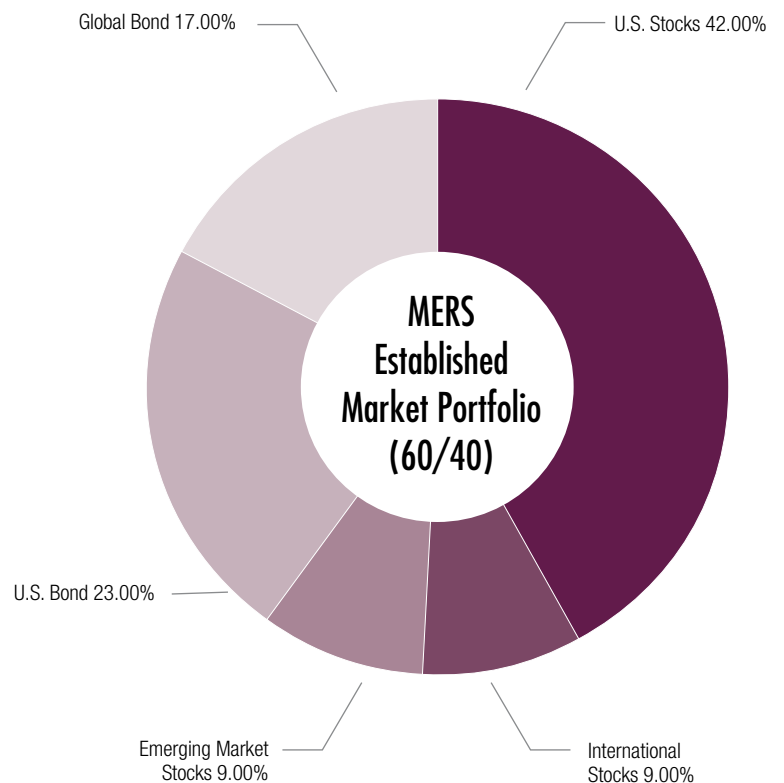
Investments

Initially, you will be placed in the **MERS Established Market Portfolio (60/40)**. This portfolio is professionally managed by MERS and has a target asset allocation that is rebalanced on a quarterly basis. The MERS Office of Investments uses a number of external institutional investment managers that make up this portfolio.

The MERS Established Market Portfolio is a diversified portfolio that invests in a combination of stocks and bonds, seeking to provide long-term growth of capital and income. The fund has a target allocation of 60% stocks and 40% bonds, which is rebalanced quarterly. This fund has a focus on stable growth with a moderate time horizon and may experience moderate fluctuations in value.

Any changes in your age or financial situation could mean a different investment mix may be appropriate. With this in mind, it's always a good idea to review your investment choices regularly to make sure they are still suitable.

Once your enrollment process is complete (when your employer enters your information into our system), you can change your investment allocation online through your myMERS account. The MERS Investment Menu is simplified to help you find the investment mix that best meets your investment style. For more information on your investment options please visit our website.



MERS Helps You Become Retirement Ready

myMERS Online Account offers you a secure login that connects you to your account information, calculators, webinars, and other resources to help you stay on the right retirement track. Visit our website today at www.mersofmich.com.

MERS Service Center is available to assist you with your questions. Representatives are available Monday – Friday from 8:30 – 5:00 at **800.767.MERS (6377)**.



Free, Local Events, called Pizza & Planning, are held throughout the state during the year. The topics of these events can provide important information on your MERS plans. You can sign up for events by visiting the MERS website.

What's Next?

- 1 Complete the Quick Enrollment Form**
 After completing the form, tear it off and return it to your employer.
- 2 Receive Welcome Email**
 Once you're enrolled, MERS will send you a welcome email with more information about your plan.
- 3 Access myMERS (Your Online Account)**
 Our website, www.mersofmich.com, provides you access to your individual account. For your first time logging in, you should follow the prompts for self-registration and enter your social security number as your User ID. Here you may review your **beneficiary information** and access your account details.



Health Care Savings Program Enrollment Form

1 First Step to Start Saving

Employer Information

Name of Employer	Division number (6 digits)*	Date of hire/participation (mm/dd/yyyy)* Rehire?
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Personal Information

Last name*	First name*	Full SSN*
Mailing address*	City*	State* Zip code*
Email address	Daytime phone number (with area code)	Date of birth (mm/dd/yyyy)* Gender* <input type="checkbox"/> M <input type="checkbox"/> F

Contribution Information

If you are requesting voluntary after-tax contributions to your MERS Health Care Saving Program.
 I authorize my employer to deduct the following contribution amount from my gross wages each pay period:

Voluntary after-tax contribution amount: _____ % **OR** \$ _____ .00

This amount can be changed at any time.

Signature

Signature*	Date (mm/dd/yyyy)*
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My signature acknowledges that I have received, read, understand, and agree to all pages of this Health Care Savings Program Enrollment Form and affirms that all information I have provided is true and correct. I have also received all informational material detailing the general program features, the investment options offered, and any and all administrative charges and fees which may be deducted from the account(s) maintained on my behalf. I understand that my rights under the program shall be governed by the terms and conditions of the MERS Plan Document pursuant to all applicable state and federal laws, rules and regulations.

I understand that my contributions will be placed in the MERS Established Market Portfolio fund. Once enrolled, I can make changes online or by phone.

Data collected on this form will be used by MERS staff for identification and documentation only.

Please submit your completed form to your Human Resources representative.



To review other investment options or designate beneficiaries for your MERS Health Care Savings Program account, please visit www.mersofmich.com.