



Enrollment Packet – Existing Group

How Do I Enroll A New Employee For An HSA?

1. Determine if each employee qualifies for a federal tax-deferred HSA:
 - a. Review enclosed Eligibility & Contributions guide, or
 - b. Contact an HSA Specialist (contact information below)

2. Choose an enrollment option and apply:
 - a. Enroll online at www.AmericanHealthValue.com/Applications
 - b. Call for telephone enrollment (800-914-3248)
 - c. Enroll by mail:
 - i. Complete paper application

 - ii. If employee is responsible for the annual fee and opening deposit, they will need to include a personal check:

• <u>Payable to:</u>	American Health Value	
• <u>Amount:</u>	Annual administration fee:	\$36.00 *
	Opening deposit (Minimum \$10):	<u>\$10.00</u>
	<u>Total Minimum Amount:</u>	\$46.00

 - iii. Mail application and check to: American Health Value
P.O. Box 8063
Boise, ID 83707-2063

 - iv. To expedite account setup, before mailing:
 - Fax information to: 208-331-2651, or
 - Scan & email information to: Admin@AmericanHealthValue.com

*Fees are non-refundable

**Need Assistance with Your Enrollment?
Contact our HSA Specialists!**



800-914-3248
info@AmericanHealthValue.com

