



## Enrollment Packet – New Group

### How Do I Set Up My Company Record?

1. Complete the enclosed Employer Information Form
2. Include check if the employer is paying the annual fee and opening deposit:
  - Payable to: American Health Value
  - Amount of annual administration fee: \$36.00 per employee\*
  - Opening deposit: \$10.00 minimum per employee
3. Mail form and check (if applicable) to: American Health Value  
P.O. Box 8063  
Boise, ID 83707
4. To expedite account setup, before mailing:
  - Fax information to: 208-331-2651, or
  - Scan & email information to: [Admin@AmericanHealthValue.com](mailto:Admin@AmericanHealthValue.com)

### How Do I Open the Employee 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](http://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:
      - Payable to: American Health Value
      - Amount: Annual administration fee: \$36.00 \*  
Opening deposit (Minimum \$10): \$10.00
    - 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](mailto:Admin@AmericanHealthValue.com)

\*Fees are non-refundable

**Need Assistance with Your Enrollment?**

**Contact our HSA Specialists!**



**800-914-3248**

**info@AmericanHealthValue.com**

