

Employer Contribution Options



Avidia Bank offers 3 ways to make contributing to your employee's HSA accounts seamless.

***Please make sure all employees have an active account before running any deposits. If any employees are in pending status due to the Patriot Act Screening process, it will delay processing. Employees are automatically sent an e-mail from Avidia when Avidia requires additional information to open an account. You should not send any employer funding or pull any HSA Contributions from employees paychecks until their account is fully open with Avidia Bank.

1.) *Contribution Manager*

Description: A platform that allows you to fund employee's accounts via ACH. This platform is part of the Wealth Care Administrative System provided by BBPadmin via Alegeus Technologies.

Setup Time and Cost: Usually 1-2 days and a fee of \$1.25 per person per month charged to the ER.

Contribution Availability: 2-3 business days for processing. Cut off time is 4:30pm EST to submit files.

Where to access: [HSA Funding Guide](#) and [Contribution Manager Guide](#).

Benefits of using Contribution Manager:

- Easy functionality for Administrators and Employers
- One time or recurring deposits with calendar features
- Detailed reporting of historical and current contributions
- Payroll file upload features

2.) *Direct Deposit via ACH*

Description: Using your payroll provider or bank, you can fund your employee's HSAs directly with Avidia. All you will need is Avidia's routing number **011375384** and the HSA account numbers that are being funded.

Setup Time and Cost: based on payroll provider or bank

Contribution Availability: based on payroll provider or bank

3.) *Check and List*

Description: For groups of 10 or less only, you can send Avidia a physical list of distributions using Avidia's [HSA Contribution Form](#) and mail it along with a check totaling the indicated dollar amount on the contribution template to the address below.

For groups of 11 or more, you must complete the [HSA Contribution File](#) and email to hsadeposits@avidiabank.com along with a printout of the [HSA Contribution Form](#) with a check totaling the indicated dollar amount on the contribution template.

Mail to: Avidia
 P.O. Box 370
 Hudson, MA 01749

Setup Time and Cost: N/A

Contribution Availability: within 3 business days of receipt of check and list.

Where to access: [HSA Contribution Form](#) [HSA Contribution File](#)

Avidia Bank emails
hsadeposits@avidiabank.com
hsainfo@avidiabank.com

Alegeus emails
HSA@avidiabank.com
HSA@Avidiahealthcaresolutions.com