

**Georgia Department of Community Health
Instructions for Intergovernmental Transfers
April 3, 2008**

Please note that separate instructions are provided for payments made by wire transfers or by ACH transfers.

- Notices of Intent to Transfer for UPL payments are **due on Thursday, April 10, 2008.**
- Intergovernmental transfers for UPL payments are **due no later than 2 p.m. on Monday, April 14, 2008.**
- Transfers can be accepted only from hospital authorities, developmental authorities or other governmental entities. Transfers cannot be accepted from participating providers.
- Payments made by check should be made payable to Georgia Department of Community Health and directed to:

Ms. Kathy Thomas
Office of Financial Services
Department of Community Health
34th Floor
2 Peachtree Street, N.W.
Atlanta, Georgia 30303-3159
Telephone No. (404) 656-4469

- Payments made by wire transfers should be sent to:

Bank number 026009593 (Bank of America)
Account number 003264037328 (OTFS Holding Acct)

Please include as “attached information” the name of the hospital affiliated with the governmental entity.

- Payments made by ACH transfers should be sent to:

Bank number 061000052 (Bank of America)
Account number 003264037328 (OTFS Holding Acct)

Please include as “attached information” the name of the hospital affiliated with the hospital authority or governmental entity.

- Questions regarding transfer procedures should be directed to Ms. Thomas by e-mail at kthomas@dch.ga.gov or by telephone at (404) 656-4469.