

**Georgia Department of Community Health  
Instructions for Intergovernmental Transfers  
November 17, 2008**

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

- Notices of Intent to Transfer for Hospital Inpatient and Outpatient UPL amounts are **due by Monday, November 24, 2008.**
- Intergovernmental transfers for Inpatient and Outpatient UPL amounts are **due no later than 2 p.m. on Friday, December 5, 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  
34<sup>th</sup> 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](mailto:kthomas@dch.ga.gov) or by telephone at (404) 656-4469.