

**DIRECT DEPOSIT/ELECTRONIC FUNDS TRANSFER (EFT)
INSTRUCTIONS FOR CAPS PROVIDER BILLINGS**

Dear Providers,

The Department of Human services provides a direct deposit option to CAPS providers.

Rather than receiving a check, providers may elect to have funds deposited directly into their account. A statement will be mailed to detail the serviced paid.

It needs to be understood that the funds transfer may normally take up to three working days. ***It is your responsibility to ensure funds are in your account before using them.***

If you desire to have the funds transferred electronically into your checking account or savings account, please fill out the attached form. Also, you may want to verify your account number and bank routing number with your financial institution.

Questions concerning Provider Identification number should be directed to your caseworker of the regional office where provider billings are submitted.

If you choose to participate in this option, you must return a **voided check** or **voided savings deposit slip** with the attached form. This process may take six to eight weeks.

You may return this to the regional office where your provider billings are submitted or you may choose to send this form in a separate envelope to the address below.

**Department Of Human Services
OFO/ CAPS Coordinator
195 North 1950 West
Salt Lake City, Utah 84116
Phone: (801) 538-4252**