DELTA DENTAL®

# EFT direct deposit form

Complete this form in its entirety and **email it to ProfessionalRelations@deltadentalva.com** or fax it to 540.491.9709.

Reason for submission:

☐ **New EFT/ERA authorization**: complete A, B, C, D, E and H ☐ **Cancel EFT/ERA**: complete A and G

☐ **Changes to an existing EFT/ERA authorization**: complete A, B, C, E, F and H

## A. Office information

| | | | |
|---|---|---|---|
| Provider's complete legal name | Practice name | | |
| Address | City | State | Zip |
| Phone ( ) | Fax ( ) | | |
| Name of office contact | Email address for payment notifications | | |
| Provider National Provider Identifier (NPI), if applicable | Office Tax Identification Number (TIN) | | |
| Provider license number | Issuing state | | |

**Please indicate which locations you would like to have this Direct Deposit Form include:**

☐ Only this location ☐ All locations ☐ I will attach the address of the locations

## B. Banking/financial institution information (please print or type)

| | | | |
|---|---|---|---|
| Financial institution's name | Account number | Routing number | |
| Address | City | State | Zip |
| Phone ( ) | Type of account: ☐ Checking ☐ Savings | | |

## C. EFT/ERA enrollments

☐ Opt-in to National EFT/ERA: Receive electronic payments from Delta Dental of Virginia and all other Delta Dental member companies.

☐ Opt-out to National EFT/ERA: Receive electronic payments from Delta Dental of Virginia only. If you select this option, you will receive paper checks from all other Delta Dental member companies.

## D. EFT/ERA consent

In consideration for the provision of direct deposit services, by signing below, and notwithstanding any language to the contrary herein, you hereby acknowledge and agree that (i) any information you have provided, including but not limited to, the information you supplied under the heading "Banking/Financial Institution Information" above, may be transferred, shared or otherwise provided by us to or with any entity that is an affiliate of Delta Dental, as defined above, with other Delta Dental member companies and their affiliates, and with Delta Dental Plans Association, for use in connection with funds to be deposited to your account, (ii) any election to discontinue enrollment in this direct deposit program will take thirty (30) business days to process, and may not be effective to halt any deposits that were initiated while your enrollment in this direct deposit program was in effect, and (iii) in the absence of gross negligence or willful misconduct, neither we, any of our members and affiliates, other Delta Dental member companies and their affiliates, or Delta Dental Plans Association, will be responsible for any damages, or for any fee, charge or other expense assessed against the Bank Account identified above, in connection with this direct deposit program. Further, by signing below, you represent and warrant that (i) all of the information you supplied is true and accurate, (ii) the information provided under the heading "Banking/Financial Institution Information," above, identifies a bank account held by the Business you identified above, and (iii) the signatory to this Direct Deposit Enrollment Form ("Form") has all necessary power and authority to execute this Form. Contact your financial institution to arrange for the delivery of the CORE-related Minimum CCD+ Data Elements necessary for successful re-association of the EFT payment with the ERA remittance advice.

CONTINUED ON NEXT PAGE

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## E. New authorization

I authorize and request Delta Dental of Virginia to send the net claims check directly to my bank or other financial institution as specified in Section B of this form. I understand that by doing this, I will begin receiving an ERA statement as an Explanation of Benefits (EOB). I understand I may terminate this agreement at any time by completing another "Direct Deposit Authorization" or in any event by sending a thirty (30) day written notice to terminate (with new request/instructions for future payment).

Dentist Signature_____ Date signed_____

## F. Change authorization statement

I authorize and request Delta Dental of Virginia to make the changes indicated on this form. I will allow Delta Dental of Virginia thirty (30) days from date of receipt of this document to accomplish these changes.

Dentist Signature_____ Date signed_____

## G. Cancellation statement

I authorize and request Delta Dental of Virginia to terminate authorized direct deposits to my account. By doing this, I understand that I will no longer receive an Explanation of Benefits (EOB) through an ERA statement. I understand that all future payments will be made via a paper check and that ERA statements will come in the form of a paper EOB. I will allow Delta Dental of Virginia a thirty (30) day notice from receipt date of this document to accomplish these changes. Unless otherwise noted, upon such cancellation, (future) payments will be made to the participating dentist.

Dentist Signature_____ Date signed_____

## H. This step is EXTREMELY important and required for your application to process.

To complete your application, attach one of the below:

☐ Voided check ☐ Letter from your bank (on letterhead) with account and routing numbers

## FOR INTERNAL USE ONLY

| | |
|---|---|
| Phone number | Contact name |
| Date | Time |
| ☐ Pay to email | ☐ System match |
| ☐ New bank name | ☐ New account number, last 4 digits: |
| ☐ Prior bank name | ☐ Prior account number, last 4 digits: |
| Pay to address: | |
| Professional Relations representative | |
| Auditor | Audit date |