

### HOW TO SEND A MONEY ORDER

- 1 Complete the Money Order Deposit Slip at the bottom by typing or printing in blue or black ink
- 2 Make the money order **payable** to JPay. You can include the releasee name & ID on the "memo" or "used for" line. We recommend using US Postal Money Orders
- 3 Place the money order and the deposit slip in an envelope
- 4 Mail to: JPay, PO Box 552048 Miami Gardens, FL 33055

### Things to know

Write clearly on the form to avoid delays processing the money order. Do not include any letters or notes with your payment because these will be discarded.

Verify that your releasee's name and ID are entered correctly on the Money Order Deposit Form.

**Money orders will not be processed without a valid email and mailing address.**

To look up your balance and payment history go to: <http://Portal.Doccs.Cactas.com>. Your default PIN is the last 4 digits of your DIN number.

There is no fee for sending money through money orders.

Visit [JPay.com/LegalAgreementsOut.aspx](http://JPay.com/LegalAgreementsOut.aspx) for Terms & Conditions. All approved money orders will be processed within ten (10) business days following receipt by JPay. A JPay account is not needed to send money orders. Please call 800-574-5729 if you need more information or assistance completing this form.

JPay is not responsible for money orders lost in the mail or otherwise lost in transit, or for money orders which did not reach the intended recipient for reasons beyond our control. If JPay receives a money order and there is a problem with the deposit, JPay will mail the money order and deposit slip back to the address provided on the deposit slip.

### DID YOU KNOW?

Money orders can take days to mail and process?

**There's a Better Way.** Send money without a money order – and get the payment posted the next day!\*



[www.JPay.com](http://www.JPay.com)

Sign up for free



800-574-5729

Toll-free, 24/7



JPay Mobile

Android and iPhone



Cash at MoneyGram

(Receive code 1299)

\*Some facilities do not process on holidays and weekends. Delivery timing subject to depositor verification



### Money Order Deposit Slip

#### FOR COMMUNITY SUPERVISION PAYMENTS

**ALL FIELDS REQUIRED**

Mail to: JPay, PO Box 552048 Miami Gardens, FL 33055

**Money Order Amount** – maximum \$999.99

\$

**Releasee's DIN Number**

**Releasee's State**

N  Y

**Releasee's Full Name** (Last, First)

**Institution**

**Your Email**

**Your First Name** (Person Making Payment)

**Your Phone Number** (Person Making Payment)

-    -

**Your Last Name** (Person Making Payment)

**Your Address**

**Your City**

**Your State**

**Your Zip**