

**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. A JPay account is not needed to send money orders. Call 800-574-5729 if you need more information or assistance completing this form

**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**  
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**