

Electronic Monitoring Money Order Instructions:

1. Print clearly and legibly using blue or black ink and complete all fields to avoid delays in processing.
2. Do not include any staples, paper clips, stamps, cash, letters, photos or other items with your deposit. Only mail the form and the money order.
3. Correctly fill in the appropriate information and verify that all the fields are filled out.
 - a. Make the money order payable to "GTL Financial Services."
 - b. Use the parolee's full name and double check the ID number.
4. The maximum money order amount is \$300.00 and all money orders must be issued in US Dollars.
5. A deposit form must accompany any money order. Detach the form to send with your money order. Do not tape, staple or paper clip the form to the money order.
6. There is a fee to process any money order- it will need to be included in the total money order amount. Please be sure that you get a money order for enough money to cover the Electronic Monitoring fee after the processing fees have been deducted from the money order total. See the chart to the right for fee amounts.
7. Once completed, mail the money order and deposit form to:

GTL Financial Services
 2603 NW 13th Street
 P.O. Box #328
 Gainesville, FL 32609-2835

GTL Financial Services ("GTLFS") is not accountable for money orders lost in the mail. If GTLFS receives a money order and there is a problem with the deposit, GTLFS will mail the money order and deposit slip back to you at the address provided on the deposit slip. GTLFS is not accountable for any money orders lost in transit or for money orders that are sent to the provided address and did not reach the sender. Problems? Email moneyorders@gtl.net no sooner than 1 week after mailing the money order.

WANT A FASTER WAY TO SEND MONEY?



Online payments- Please select "Community Corrections," then "West Virginia Division of Corrections," then "Electronic Monitoring"



MONEY ORDER PROCESSING FEES

The appropriate processing fee will be deducted from your money order amount using the chart below. Be sure to include enough money on your money order to cover the electronic monitoring fee AND the processing fee. *For example- a \$80 money order would be subject to a \$6 fee, resulting in \$74 being applied to Electronic Monitoring fees.*

| | |
|--------------------|------------|
| \$5.00 - \$39.99 | \$3.00 Fee |
| \$40.00 - \$59.99 | \$4.00 Fee |
| \$60.00 - \$79.99 | \$5.00 Fee |
| \$80.00 - \$300.00 | \$6.00 Fee |

Parolee Last Name:

Parolee First Name:

Sender's Phone Number: () -

Sender's First Name

Sender's Last Name

Sender's Address: _____

City: _____

State: _____ Zip: _____

ID Number (OIS ID #)

Email: _____

WEST VIRGINIA DIVISION OF CORRECTIONS
 ELECTRONIC MONITORING FORM

Deposit Type:

\$

Total Money Order Amount