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.” (Payment is sent to the WVDC).
   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 and 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
   5700 SW 34th St
   Suite 1315
   Gainesville, FL  32608

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.

Sender’s Address:

Parolee Last Name: ___________________________ Parolee First Name: ___________________________

Sender’s Phone Number: (______) ______ - ___

Sender’s First Name: ___________________________

Sender’s Last Name: ___________________________

State: __________________ Zip: __________________

Senders Email: _______________________________

ID Number (OIS ID #): _________________________

Total Money Order Amount: ___________________