

### Faster Ways to Pay

### Convenience & Immediate Funding



ConnectNetwork.com

888-988-4768



### To Set up your 1st Automated Payment

#### Online Payments:

1. Sign in at ConnectNetwork.com
2. On the Dashboard on the left, select My Facilities
3. Select and add West Virginia Division of Corrections and Rehabilitation
4. On the Dashboard, select Trust Fund
5. Search for inmate
6. Add correct inmate
7. Make a payment

#### Automated Phone Payments:

1. Follow Steps 1 - 6 above as a one time setup
7. Call (888) 988-4768 to make a payment
8. Give inmate name, Inmate ID # and Site ID # 179

**This form not needed for automated payments**

**More forms:** See [www.ConnectNetwork.com](http://www.ConnectNetwork.com)  
go to Payment Options – Mail

### Trust Account 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 WVDRC).
  - b. Use the inmate’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 Trust deposit 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](mailto:moneyorders@gtl.net) no sooner than 1 week after mailing the money order.

**This form is for West Virginia Division of Corrections and Rehabilitation ONLY**

**Inmate Last Name:**

**Inmate First Name:**

**Sender’s Phone Number:** (   )   -

**Deposit Type:**

**1**

Sender’s First Name

Sender’s Last Name

**Sender’s Address:**

\_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### MONEY ORDER PROCESSING 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

Money Order amount must equal Trust Deposit amount **PLUS** the processing fee. (To pay \$250, add on the \$6 fee to the payment; Money Order = \$256)

**1 7 9**

Inmate ID Number

\$

Money Order Amount