



## INSTRUCTIONS

- **PRINT ALL** requested information.
- **INCOMPLETE COUPONS** will be returned.
- **SEND ONLY** Money Orders or Bank Checks.
- **NO CASH OR PERSONAL CHECKS.**
- **FUNDS MUST NOT EXCEED \$500.00**
- **MAKE PAYABLE TO:**
  1. VT DOC F. B. O. (Inmate Name)
  2. Put Inmate ID # in the Memo Field of the Money Order or Bank Check
- **DO NOT SEND ANY FUNDS TO INMATES BEING HOUSED OUT OF STATE**
- **DO NOT MAIL** deposits to facilities.
- **DO NOT SEND** any personal items, they will be destroyed.

DEPOSIT COUPONS, INMATE ID NUMBERS AND SAMPLE FORMS ARE LOCATED ONLINE AT  
<http://www.doc.vermont.gov>  
 FOLLOW THE LINK TO: INFORMATION FOR INMATE FAMILIES AND FRIENDS  
 ADDITIONAL DEPOSIT COUPONS ARE AVAILABLE FROM INMATES, AND CORRECTIONAL FACILITY LOBBIES.

**MAIL FUNDS WITH COUPON TO:**  
**Inmate Trust**  
 PO Box 1344  
 Williston, VT 05495-1344

**WE WILL NOT FORWARD ANY MAIL INCLUDED IN THIS ENVELOPE TO THE INMATE.  
 ANY INMATE CORRESPONDANCE WILL BE DESTROYED.**



### Vermont Department of Corrections

**Inmate Trust**  
**P.O. Box 1344**  
**Williston, VT 05495-1344**



**INMATE ID'S ARE LOCATED ONLINE AT: <http://www.doc.state.vt.us/>**  
 Follow the link to: **information for inmate families and friends**

### **INMATE INFORMATION** (ALL INFORMATION IS REQUIRED)

Inmate Number:

Inmate First Name:

Inmate Last Name:

Inmate Date of Birth:   /   /

Amount Sent:    .   \$

**NOT TO EXCEED \$500.00 PER DAY**

### **SENDER'S INFORMATION**

**Sender's Name: (Required)**

**Sender's Address: (Required)**