

SAMPLE MONEY ORDER

PAY TO:
VT DOC F.B.O. John Smith

Address:
Vermont Department of Corrections
Inmate Trust
P.O. Box 1344
Williston, VT 05495-1344

From: Sally Smith
100 Main Street
Anytown, VT 05400

MEMO:
Inmate ID# 999999

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SAMPLE MAILING ENVELOPE

Sally Smith
100 Main Street
Anytown, VT 05400

Vermont Department of Corrections
Inmate Trust
P.O. Box 1344
Williston, VT 05495-1344

SAMPLE DEPOSIT COUPON

INMATE INFORMATION (ALL INFORMATION IS REQUIRED)

Inmate Number:

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Inmate First Name:

J	o	h	n												
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Inmate Last Name:

S	m	i	t	h												
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Inmate Date of Birth:

0	1	/	1	0	/	2	0	0	7
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Amount Sent: \$

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NOT TO EXCEED \$500.00 PER DAY

SENDER'S INFORMATION

Sender's Name: (Required)
Sally Smith

Sender's Address: (Required)
100 Main Street
Anytown, VT 05400

Beginning August 1, 2007 all funds being sent to an inmate housed with the Vermont Department of Corrections must be sent to the following address:

Vermont Department of Corrections
Inmate Trust
P.O. Box 1344
Williston, VT 05495-1344

- Please follow the instructions on the deposit slip enclosed.
- Funds mailed to the facilities will be accepted until September 1, 2007
- After September 1, 2007 any funds mailed to a facility will be returned to sender.
- Please do not send any funds to inmates being housed Out of State.

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

AS NOTED IN THE INSTRUCTIONS ON THE ENCLOSED DEPOSIT FORM

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

**THANK YOU FOR FOLLOWING THESE INSTRUCTIONS.
OUR NEW PROCESSING METHODS WILL ALLOW QUICKER ACCESS TO INMATE FUNDS**

TURN OVER FOR EXAMPLES