

West Virginia Division of Corrections and Rehabilitation

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 West Virginia Division of Corrections and Rehabilitation).
 - 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
10005 Technology Blvd
West Suite 130
Dallas TX 75220

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.

Faster Ways to Pay Convenience & Immediate Funding



ConnectNetwork.com



855-724-6350



To Set up your 1st Automated Payment

Online Payments:

1. Sign in at ConnectNetwork.com
2. Below the Dashboard on the left, select Facilities
3. Select and add West Virginia Division of Corrections and Rehabilitation
4. Below the Dashboard, select Community Corrections
5. Search for person under supervision
6. Add correct parolee
7. Go back to Community Corrections on Dashboard and make a payment

Automated Phone Payments:

1. Follow Steps 1 - 6 above as a one time setup
7. Call 855-724-6350 and press 2 to make a payment

This form not needed for automated payments

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

Parolee Last Name: [Grid]

**West Virginia Division of
Corrections and
Rehabilitation FORM**

Parolee First Name: [Grid]

Sender's Phone Number: ([Grid]) [Grid] - [Grid]

Deposit Type: [3]

[Grid]

Sender's First Name

[Grid]

Sender's Last Name

Sender's Address: _____

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 Electronic Monitoring fee PLUS the processing fee. (To pay \$250, add on the \$6 fee to the payment; Money Order = \$256)

City: _____

[1] [7] [9]

State: _____ **Zip:** _____

Email: _____

[Grid]

ID Number (OIS ID #)

\$ [Grid]

Total Money Order Amount