



August 1, 2018

**RE: Sending funds to people in NYS prisons for free**

In July, NYS DOCCS began to offer an online money transfer option through JPay. While online money transfers are quicker, they come with exorbitant fees. However, **all previous free money transfer options are still available with minor procedural changes outlined below.**

**IMPORTANT:** We have received reports of JPay lying about the availability of these options. Regardless of what JPay may say, you can still send a personal check or money order with no fee. Cash deposits on visit day will also continue to be processed by DOCCS facility staff, free of charge.

**HOW TO SEND MONEY FOR FREE VIA MONEY ORDER OR PERSONAL CHECK:**

- Step 1: Visit [goo.gl/miPzm7](http://goo.gl/miPzm7) to access the JPay Money Order/Check Deposit Slip.
- Step 2: Complete the Money Order/Check Deposit Slip by typing or writing in blue or black ink.
- Step 3: Make the money order/personal check payable to “JPay,” and include your loved one’s name & DIN on the “memo” or “used for” line.
- Step 4: Mail the deposit slip with the money order/personal check to: JPay, PO BOX 531190, Miami, FL 33153.

**Note:** A JPay account is *not* needed to send money orders/personal checks. Money orders/personal checks mailed to facilities will no longer be accepted. They must be mailed to JPay in Florida with the deposit slip instead. This may add to the usual processing time. Following receipt by JPay, it may take up to 10 business days for approved money orders/personal checks to be processed.

**FEE SCHEDULE FOR ONLINE MONEY TRANSFERS**

Money Transfer Amount (Credit Card)	Online Fee	Phone Fee
\$0.00 – \$20.00	\$3.15	\$4.15
\$20.01 – \$100.00	\$6.15	\$7.15
\$100.01 – \$200.00	\$8.15	\$9.15
\$200.01 – \$300.00	\$10.15	\$11.15