

A Step-by-Step Guide to Sending Money Orders to Incarcerated Comrades through JPay

Survived and Punished NY Mutual Aid Working Group
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What is JPay?

JPay is a private company that provides overpriced communication services to incarcerated folks to be in touch with folks outside. JPay facilitates email, video visitation, video grams, credits for music, and adding money to people's commissary accounts, most of which come with significant fees.

Sending money orders or personal checks to JPay through the mail is a great money sending option because, unlike sending money on the JPay website, **it doesn't involve paying fees to JPay**. This is a detailed guide for folks sending commissary in the mail through JPay.

What You'll Need

- Stamps and envelopes
- Access to a printer and a post office
- A pen
- A checkbook (optional)

There are two documents that you'll need to fill out and send to JPay for each money order you wish to send. These are the **postal money order** itself, which you obtain from the post office, and the **Money Order/Check Deposit Form** from the JPay website (linked below)

Step 1: Printing and Filling out JPay Paperwork

1. Print out one Money Order/Check Deposit Form per money order. You can find that form here:

<https://www.jpayers.com/moneyOrderForms/NYS%20Money%20Order%20Deposit%20Form%20OC%20-%20ENG.PDF>

The image shows a screenshot of the 'Money Order/Check Deposit Form' from JPay. The form is divided into several sections:

- HOW TO SEND:** Contains instructions on how to send the form, including a note that it must be sent in an envelope with a stamp.
- Things to know:** Lists important information such as the form's validity (12 months), the need for a stamp, and the requirement to use a pen.
- DID YOU KNOW?:** Provides additional tips, such as using a pen and ensuring the form is legible.
- Money Order/Check Deposit Slip:** The main form for providing recipient information, including name, address, and the amount to be deposited.

2. Using a pen, fill in the form with the required information:

- Your date of birth
- Money order amount
- Comrade's DIN number
- State where comrade is incarcerated
- Comrade's full name
- Facility where comrade is incarcerated
- Your full name
- Your address

- If you don't know the recipient's DIN number or the facility where they're incarcerated, you can look it up on the "NYS DOCCS Inmate Lookup." All you need to know is their first and last name.

The DOCCS search is here: <http://nysdoccslookup.doccs.ny.gov/>

It's up to you whether or not to include your email and phone number, since they're optional.

- Review the information to make sure it's correct and legible, and then cut the form along the dotted line. You don't need the top half. Put them to the side.

Step 2: Buying and Filling out Postal Money Orders

- Take a trip to the post office to purchase the money orders and stamps and envelopes if needed.
- Ask for however many money orders you need and in what amount. For example, "can I get three money orders for \$100 each?" There is a \$1.50 fee per money order.

You're going to get slips that look like this:

keep this top section for your records

<p>SEE BACK OF THIS RECEIPT FOR IMPORTANT CLAIM INFORMATION</p> <p>NOT NEGOTIABLE</p> <p>Serial Number 26453 [REDACTED]</p>	<p>Pay to Address</p> <p>This is your receipt, so write whatever information may be helpful for you to remember who you sent this to</p> <p>Year, Month, Day 2020-04-17</p> <p>Post Office 028370</p> <p>Amount \$100.00</p> <p>Clerk 03</p>	<p>KEEP THIS RECEIPT FOR YOUR RECORDS</p>
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tear here, along perforated line ←

<p>tracking number →</p> <p>Serial Number 26453 [REDACTED]</p>	<p>POSTAL MONEY ORDER</p> <p>Year, Month, Day 2020-04-17</p> <p>Post Office 028370</p> <p>U.S. Dollars and Cents \$100.00</p> <p>Amount One Hundred Dollars and 00/100 *****</p> <p>Pay to JPay</p> <p>Address PO Box 531190 Miami, FL 33153</p> <p>From Your name</p> <p>Address Your mailing address</p> <p>Memo Last name of recipient, DIN #</p> <p>SEE REVERSE WARNING* NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS</p> <p>26453 [REDACTED]</p>
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this bottom half is what you'll mail to JPay

The top half is the receipt. It's always a good idea to hold onto these or scan and save them in case the money order isn't processed in a timely way or you simply want to have the

documentation. On the receipt, write as much information as is helpful for you-- I typically write "JPay" and the person's name I'm sending to.

The bottom half of the slip is the actual money order, and this is what you'll mail in to JPay.

3. Fill out the money order as such:

Pay to: JPay

Address: P.O. Box 531190, Miami, FL 33153

Memo: Comrade's last name and DIN (this isn't necessary, but it's an extra precaution you can take to ensure that the money gets to the right person)

From: Your Name

Address: Your address (must match the address you used on the JPay money order/check deposit form)

4. Once you've filled out both the receipt and the money order, carefully tear the slip in half lengthwise along the perforated line.

Step 2.5: Sending Money with Personal Checks

1. If going to the post office and getting a postal money order isn't the best option for you, then writing and sending a personal check may be a better way to go! However, the main issue with personal checks is that they will be held for ten days before being processed and deposited into someone's commissary account.

When sending a personal check, you'll still need to fill out the JPay Money Order/Check Deposit form.

2. Make your check payable to JPay and write down the amount you'd like to send.

3. In the memo line, include the last name and DIN number of the intended recipient.

Step 3: Addressing and Mailing

1. Put the money order/check and JPay form in an envelope. You can actually put up to four money orders and JPay forms in one #10 envelope and get away with only using one stamp (one Forever stamp can send a parcel weighing up to one ounce).

2. Address the envelope to JPay:

JPay

P.O. Box 531190

Miami, FL 33153

This address can also be found on the JPay Money Order/Check Deposit Forms.

3. Write your return address.
4. Seal it, give it a stamp, and put it in the mail! It typically takes one week for the money orders to be processed and put in the recipient's commissary account, but this may vary depending on the facility and what time of year it is. Around the holidays, it can take over a month.
5. If you haven't told your comrade that you'll be sending money, send them a note (with the date) letting them know that you've put a money order in the mail, so they know what it's for, who it's coming from, and whether or not this money is a one-time give, or something that will be ongoing.
6. If your comrade doesn't receive the money order in a timely manner, you can call JPay at (800) 574-JPAY (5729) with the tracking number to find out where the money is in the process of being deposited.