

**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: 

|   |   |   |   |   |   |  |  |  |  |  |  |
|---|---|---|---|---|---|--|--|--|--|--|--|
| 9 | 9 | 9 | 9 | 9 | 9 |  |  |  |  |  |  |
|---|---|---|---|---|---|--|--|--|--|--|--|

Inmate First Name: 

|   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|
| J | o | h | n |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|

Inmate Last Name: 

|   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|
| S | m | i | t | h |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|

Inmate Date of Birth: 

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 0 | 1 | / | 1 | 0 | / | 2 | 0 | 0 | 7 |
|---|---|---|---|---|---|---|---|---|---|

Amount Sent:        \$ 

|  |   |   |   |   |   |
|--|---|---|---|---|---|
|  | 4 | 0 | . | 0 | 0 |
|--|---|---|---|---|---|

**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.vermont.gov>  
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**