

# \*\*\*ATTENTION\*\*\*

The Lockbox address will change as of **06/01/2020**

**\*\*All items sent to the prior lockbox address (P.O. Box 933488 Atlanta, GA) will be accepted through 06/30/2020. As of 07/01/2020 no further items will be accepted at P.O. Box 933488.\*\***

Dear Family and Friends,

1. Obtain money orders and/ or cashier's checks made payable to the person to whom you are sending the funds. Please remember that personal checks and cash are **not** accepted.
2. Mail money orders and/ or cashier's checks in an envelope addressed and return addressed exactly like the sample below. If any of the information on the envelope or money order is missing, funds may be delayed being deposited.
3. **DO NOT** include any correspondence such as letters, cards, pictures, and/or packages with a money order and/or cashier's check. Nothing sent to this address will be forwarded to me or returned to you. All other correspondence should continue to be sent to me at the facility address.

First and Last name

Return address



CORECIVIC

**Inmate Last name, First name, Commissary Number**

**Facility:**

P.O. BOX 16545

Atlanta, GA 30321-0545

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for Depositing Money into Inmate Trust via Wachovia Lockbox

1. Obtain money orders and / or cashier's checks made payable to inmate. Personal checks and cash are **not** accepted.
2. Mail money orders and / or cashier's checks in envelopes addressed in the following manner:

CoreCivic Inmate Trust  
(Inmate Last Name, Inmate First Name / Inmate Commissary #)  
Facility: MCRAE  
P.O. Box 16545  
Atlanta, GA 30321-0545

3. Make sure senders first and last name and return address is on the envelope.
4. Do **NOT** include and correspondence such as letters, cards, pictures, or packages with a money order or cashier's check. None of these items sent to this address will be forwarded to the inmate or returned to sender.

## Instructions for Depositing Money into Inmate Trust via Western Union

1. You can send money via Western Union by using the Internet, by phone or by a Walk-in Cash Payment. The website for internet is [www.westernunion.com/corrections](http://www.westernunion.com/corrections). The phone number for phone quick collect is 1-800-634-3422.
2. To send money via a Western Union Walk-In Cash Payment Location the following is a sample of a quick collect form.

**SAMPLE Quick Collect PAYMENT FORM**
**WESTERN UNION**

**\*Vea otro lado para español**

THE PAY TO IS ALWAYS: CORRECTIONS CORP OF AMERICA

THE CODE CITY IS ALWAYS: TRUSTCCA AND STATE CODE IS ALWAYS: TN

SENDER NAME

USE THE INMATE COMMISSARY NUMBER AND LAST NAME

SENDER INFORMATION

**WESTERN UNION QUICK COLLECT PAYMENT FORM**

Card Members Fill Out Yellow Shaded Area Only / Los tarjetahabientes solamente necesitan llenar el area amarilla

**1 PAYMENT INFORMATION** INFORMACIÓN DEL PAGO

ENTER \$ AMOUNT Dollar Amount Not To Exceed US \$5,000  
El monto en dólares no debe exceder US \$5,000

When sending \$1,000 or more, you must provide identification and additional information. Al enviar \$1,000 o más, usted deberá proporcionar identificación e información adicional.

Pay to: **CORRECTIONS CORP OF AMERICA**

Company Name/Nombre De la Compañía

Address: **LEAVE THESE TWO AREAS BLANK**

Reference Number/Numero de Referencia

City/CIudad: **TRUSTCCA** State/Estado: **TN**

**2 SENDER INFORMATION** INFORMACIÓN DEL REMITENTE

Sender's Name: **John Doe (Sender's Name)**

First Name/Primer Nombre: Last Name/Apellido:

Account Number With Company/Numero de cuenta con la compañía: **1234567ORTIZ (commissary#last name)**

\*Note: no space between # and name

Telephone/Telefono: **(000) 000-0000**

Address: **123 ANYWHERE STREET**

City/Ciudad: **ANYTOWN** State/Estado: **00000**

**3 CONSUMER SIGNATURE** FIRMA DEL CLIENTE

**AGENCY USE ONLY**

Additional account information for back of this page. Información adicional para el reverso de la tarjeta.

Money Transfer Control Number/Numero de control de transferencia

Date/Fecha: Time/Hora

Amount/Cantidad: \$

Transfer Fee/Carga por la transferencia: \$

Tip/Propina: \$

Total Amount Collected/Cantidad total cobrada

Rate of Exchange/Rate of Exchange/Rate of Exchange

Amount to be Paid\*/Cantidad a pagar\*

**SAMPLE ONLY**

IN ADDITION TO THE TRANSFER FEE, WESTERN UNION ALSO MAKES MONEY WHEN IT CHANGES YOUR DOLLARS INTO FOREIGN CURRENCY. PLEASE SEE ATTACHED PAGES FOR MORE INFORMATION REGARDING CURRENCY EXCHANGE. IF THE EXCHANGE RATE FOR YOUR TRANSACTION WAS DETERMINED AT THE TIME YOU SENT THE MONEY, THE EXCHANGE RATE WILL BE SET FORTH ON THE RECEIPT. OTHERWISE, THE EXCHANGE RATE WILL BE SET FORTH ON THE RECEIPT. CERTAIN TERMS AND CONDITIONS GOVERNING THIS TRANSACTION AND SERVICES YOU HAVE SELECTED ARE SET FORTH ON THE ATTACHED PAGES. BY SIGNING THIS RECEIPT, YOU ARE AGREEING TO THOSE TERMS AND CONDITIONS.

\*ADemás de los cargos por el servicio de transferencia, Western Union también gana dinero cuando cambia sus dólares a moneda extranjera. Por favor lea en las páginas anexas más información sobre el cambio de moneda. Si el tipo de cambio para su transacción fue fijado en el momento en el que envió el dinero, la moneda en la que se hará el pago y el tipo de cambio se indicarán en el recibo. De lo contrario, el tipo de cambio se fijará cuando el destinatario reciba los fondos. Algunos términos y condiciones que rigen esta transacción y los servicios que usted ha elegido se establecen en las páginas anexas. Al firmar este recibo, usted declara que está de acuerdo con esos términos y condiciones.