

## 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:

CCA Inmate Trust  
 (Inmate Last Name, Inmate First Name / Inmate CCA Commissary #)  
 Facility: OMDC  
 P.O. Box 933488  
 Atlanta, GA 31193-3488

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

SENDERS NAME

USE THE INMATE COMMISSARY NUMBER AND LAST NAME

SENDERS 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**

**Attention:** **LEAVE THESE TWO AREAS BLANK**

**Reference Number:**

**City:** **TRUSTCCA** **State:** **TN**

**2 SENDER INFORMATION** INFORMACIÓN DEL REMITENTE

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

**Account Number With Company:** **1234567ORTIZ (commissary#last name)**  
\*Note: no space between # and name

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

**Address:** **123 ANYWHERE STREET**

**City/Postal:** **ANYTOWN** **State:** **STATE** **Zip/Zip Code:** **00000**

**3 CONSUMER SIGNATURE** FIRMA DEL CLIENTE

WESTERN UNION

**AGENCY USE ONLY**

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

**Money Transfer Control Number**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_

**Transfer Fee:** \$ \_\_\_\_\_

**Rate:** \_\_\_\_\_

**Total Amount Collected:** \_\_\_\_\_

**Rate of Exchange:** \_\_\_\_\_ **Amount to be Paid:** \_\_\_\_\_

WESTERN UNION

**Western Union® Payment Services**
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