

Florida Department of Corrections
INSTRUCTIONS FOR PAYMENT

Four Ways to Pay

There are four (4) ways to make your court ordered payments to the Florida Department of Corrections. A brief description of each follows:

1. **United States Postal Service:** This is the traditional method of sending money orders directly to the department's Court Ordered Payments System (COPS) Accounting Section by mail. We cannot accept payments through other delivery services (such as Federal Express).
The sender must submit a money order, bank check or cashier's check along with a completed Court Ordered Payment System Deposit Form (Form DC2-350). We do not accept checks issued by businesses, employers, or through on-line bill paying services. Form DC2-350 can be obtained from the offender's Correctional Probation Officer. Photocopies cannot be processed.
Payments are mailed to:

Florida Department of Corrections
ATTN: Court Ordered Payments
Centerville Station
P.O. Box 12300
Tallahassee, FL 32317-2300

The offender's name and DC number need to be on the money order or cashier's check.

Funds received at the Tallahassee Post Office box by 6:00 AM EST will normally be posted to the offender's account within 1 to 3 business days.

2. **Government Payment Service (GPS):** The sender can call the toll-free number, 1- 888- 604-7888 and provide their debit or credit card number or use the following internet site: www.govpaynow.com/gps/user/?plc=1846. A fee is charged based on the amount sent. The sender must include the following information:
 - o Location Code – "1846";
 - o DC Number – "123456";
 - o Offender Name (Last Name, First Name)

Funds submitted by 10:00 PM EST will normally be posted to the offender's account the next business day.

3. **Western Union Quick Collect Service:**

To send funds in Person using cash:

Visit a Western Union Agent. To locate a Western Union agent in your area, call 1-800-325-6000.

Complete the Blue Quick Collect Form (at the Agent Location). Include the following information:

- o Pay To: Cops Florida Restitution
- o Code City: RESTITUTION
- o State: FL
- o Account Number: 123456DOE (DC number – last name with no spaces or commas between)
- o Attention: DOE,JOHN (Offender's Last Name, First Name)

The transaction fee is based on the amount sent with a minimum charge of \$8.95 and a maximum charge of \$11.95. The maximum amount which can be sent is \$5,000.

To send funds by telephone:

Contact Western Union Quick Collect at 1-800-634-3422.

Press 2 to send a Quick Collect payment using a credit card.

The transaction fee is based on the amount sent with a minimum charge of \$6.95 and a maximum charge of \$12.95.

The maximum amount which can be sent is \$300.

To send funds by Internet:

Logon to www.westernunion.com.

Sign in as a returning customer or register as a new customer.

Select "Make Payments."

Select the state from which you are sending from the drop-down menu.

Click "Other Billers" from the drop-down menu and select FLORIDA DEPT CORRECTIONS – COPS.

Click "Continue".

Enter the requested information.

Account Number: Enter the DC number and last name with no spaces or commas between the DC number and the last name.

Attention: Enter the Offender's Name (Last Name, First Name).

The transaction fee is based on the amount sent with a minimum charge of \$4.95 and a maximum charge of \$10.95.

The maximum amount which can be sent is \$300.

Funds sent using Western Union before 8:00 PM EST will normally be posted to the offender's account the next business day.

To check on a deposit, call the Western Union Customer Service at 1-800-238-5772.

4. **JPay Service:**

To send funds by Internet:

Visit www.jpays.com and create a free user account (or log in if you have one).

Enter your DC number (123456) and click on 'Send Money'.

Follow the instructions to complete your payment with a debit or credit card.

The transaction fee is based on the amount sent with a minimum charge of \$4.95 and a maximum charge of \$11.95.

The maximum amount which can be sent is \$300 in a 10-day period.

To send funds by telephone:

Call JPay at 1-800-574-5729 to speak to a live Customer Service Agent 24 hours daily.

Spanish-speaking agents are available.

Provide a credit or debit card number to the agent.

Provide the DC number and offender name (last name and first name).

The transaction fee is based on the amount sent with a minimum charge of \$5.95 and a maximum charge of \$12.95.

The maximum amount which can be sent is \$300 in a 10-day period.

To make payments in-person using cash:

Visit any MoneyGram store, located in Wal-Mart and CVS stores.

Fill out an express payment blue form:

- **Receive code:** 5385
- **Account Number:** DC number and Last Name with no spaces (123456Smith)
- **Message:** DC number, Last Name, FLDOC (123456Smith)

Fee: **\$8.95** (\$8.50 in Walmart)

Payments of up to \$10,000 in cash may be made at MoneyGram locations.

Visit your nearest Ace Cash Express Store.

To locate an ACE Cash Express location, call 1-866-970-7653.

- Make a Bill Payment to: **JPay/FL**
- Provide the offender's **DC number**
- Provide the offender's **Name** (Last name and first name)

The fee is **\$7.00**

Payments of up to \$10,000 in cash may be made at ACE locations.

Funds sent using J-Pay before 8:00 PM EST will normally be posted to the offender's account the next business day.