

Transferring money from your bank account to your prison account

Prisoner information kit



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This prisoner information kit has been developed by the Civil Law Prisoner Legal Service at Legal Aid NSW. It is part of a series of information kits which cover legal problems common to people in gaol.

To view or download more prisoner information kits visit www.legalaid.nsw.gov.au or scan the QR code below.



This publication is a general guide to the law. You should not rely on it as legal advice, and we recommend that you talk to a lawyer about your situation.

The information is correct at the time of printing, however it may change. For more information contact LawAccess NSW on 1300 888 529.

Order publications online at: www.legalaid.nsw.gov.au/ways-to-get-help/publications-and-resources



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Do you need help to contact us?



If you need an interpreter, call the Translating and Interpreting Service (TIS National) on **131 450** (9am–5pm) and ask for LawAccess NSW.

Do you find it hard to hear or speak?



If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service (NRS). Ask for LawAccess NSW on **1300 888 529**.

About this kit

Use this kit if you need to transfer money from your bank account to your prison account.

In this kit is:

- information about transferring money from your bank account to your prison account when you don't have someone to do this for you, and
- a sample letter to your bank.

You should carefully read everything in this kit. Legal Aid NSW cannot help you transfer money to your prison account. You should ask a SAPO or see a private lawyer if you have any questions.

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Factsheet for prisoners

What you need to do

Step 1: Write a letter to your bank

Write to your bank and request a transfer of money. You can use the **Sample letter to your bank** and make any changes. Clearly sign and date the letter.

Step 2: Get an Inmate Request Form

You can submit an Inmate Request Form (sometimes called a 'bluey') for a bank transfer of **up to \$600.00** from your external bank account and address it to the General Manager of your prison. You can write:

I wish to transfer the sum of \$600.00 from my bank account at [the name of your Bank] to my inmate trust account via the Central Public Monies Account.

Step 3: Give the documents to the General Manager

Attach the letter to the Inmate Request Form and give them to the General Manager of your prison.

What happens next

The General Manager will review your request and make a decision.

If the General Manager agrees, the letter will be sent to your bank.

Your bank will consider your letter and check your signature. If your bank has any questions, they will contact you in writing.

This process may take some time. If you have someone you trust in the community, consider giving them Power of Attorney so they can deal with the bank for you. For more help, see the **Prisoner's Power of Attorney Kit**.

Sample Letters

Sample letter to your bank

Attention: The Manager

.....
Your name

.....
MIN

.....
Name of bank

.....
Correctional centre

.....
Postal address

.....
Postal address

..... / /
Date

Dear Sir/Madam,

RE: TRANSFERRING MONEY FROM MY ACCOUNT

.....
BSB

.....
Account number

Please transfer the sum of \$..... from my above account to the Central Public Monies (CPM) Account of Corrective Services NSW:

Account Name: **DCS Central Public Monies Account**

BSB: 032-001 Account Number: 203156

Once CPM receives the money then it can be credited to my trust account in the Offender Integrated Management System and I can access the funds.

I do not know anybody in the community or elsewhere who can assist me with my banking.

Thank you for your help.

Yours faithfully,

.....
Your signature

