



ABOUT SPECIAL EXCEPTIONS TO MAKE CASH DEPOSITS

Bank transfers are the preferred way to send money to prisoners. From 11 November 2024, Corrections won't accept cash deposits to prisoner trust accounts. Read more on our website www.corrections.govt.nz 'How to deposit money'.

However, if you can't access a bank account you may like to apply for a **special exception to make a cash deposit**.

You can ask staff for a copy of the Application Form.

ABOUT THE SPECIAL EXCEPTION PROCESS

Please complete a separate form for each person you wish to make cash deposits for. Prisoners can move between prisons, the General Manager of each prison decides whether they will allow a cash deposit.

Only your name may be shared with the prisoner.

PROCESSING TIME

Trust administration staff may need to contact you to clarify your information. Once a completed application is received, the General Manager of the relevant prison will decide within 10 working days.

HOW TO MAKE A CASH DEPOSIT

Corrections will give you instructions if your application is approved. The General Manager of the prison will decide one of two ways.

- Making cash deposits in person at the prison where the prisoner is, provided the prisoner's balance does not exceed any limits in place by a prison rule, or
- Presenting a Corrections-issued special exception barcode at a Westpac branch or ATM. The barcode will allow for a deposit up to a maximum amount, which will be allocated to the prisoner provided their balance does not exceed any limits in place by a prison rule.





HOW TO APPLY



EMAIL

PTA@corrections.govt.nz



POST

Attn: Prisoner Trust Account Administration Team
Private Bag 4726
Christchurch



IN PERSON

Take your application to the prison and ask staff to scan and email it to PTA@corrections.govt.nz

KEEPING RECORDS AND RETURNING DEPOSITS

The law requires Corrections to keep accurate records of who puts money into prisoner accounts, that way we can return the deposit if it is not approved for allocation to the prisoner. Bank transfers make this easy.

Do not send cash in the mail – cash sent in the mail will not be put into a prisoner's trust account, Corrections make reasonable attempts to return it, but if unsuccessful it will be sent to Treasury.