

Sending Money to People in Custody during COVID 19

To help increase social distancing within the prison environment the Scottish Prison Service (SPS) has opened a bank account to accept online banking payments for people in custody during the COVID 19 outbreak. This will provide a safer way of sending money to friends and family in prison and stop the need to visit establishments for this purpose, as per Scottish Government guidelines for non-essential travel.

SPS will **aim** to make the funds available to the person within 2-3 working days of the payment being received into our prisoner funds bank account.

We understand that some people may not have the facility to make online bank payments therefore sending funds in the post via Royal Mail is the only other option. Please see Royal Mail conditions for sending money through the post.

To send money to a person in custody through online banking, please follow the steps below. It is extremely important that **all information is completed accurately**, otherwise the payment will be returned to you.

Please do not send any more than **£50**. **Any amount exceeding £50 will be returned to the sender in full within 10 working days.**

How to send funds to a person in custody through online banking

1. Set-up a new online banking payment to the following account details:

Account Name: **Scottish Prison Service Prisoner Funds Central**

Sort Code: **83-06-08**

Account Number: **21170685**

Ensure you check that the bank details have been entered correctly.

2. Enter the amount to be sent – **not exceeding £50**
3. In the reference field, enter only the following;
 - the person in custody's number,
 - their date of birth in format DDMMYY and
 - 2 digit code of the establishment they are located in (see below table for details).

For example, to send a payment to Mr Joe Bloggs who is located in **Barlinnie** with prisoner number **123456**, date of birth is **15 April 1966** enter the following details in the reference field:

123456 150466 BE

It is important to ensure these details are correct, otherwise the payment will not reach the intended recipient and will instead be refunded. Refunds may take up to 10 working days to be returned to the sending account.

4. Authorise the payment.

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If you experience any issues with the process, please contact the relevant establishment between the hours of 9.30am to 3.30pm in the first instance.

Establishment List

Establishment	2 Digit Code
Barlinnie	BE
Castle Huntly	CH
Cornton Vale	CV
Dumfries	DS
Edinburgh	EH
Glenochil	GL
Greenock	GK
Grampian	GN
Inverness	IS
Low Moss	LM
Perth	PH
Polmont	PT
Shotts	SS