

Questions

How do I get my money?

How long will it take?

Who do I contact?



← Tear off here before returning →

OREGON YOUTH AUTHORITY
ATTN: TRUST ACCOUNTANT
530 CENTER ST NE SUITE 500
SALEM, OR 97301

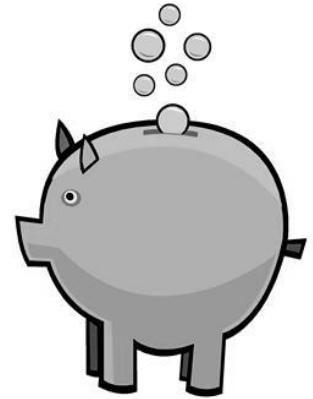
Return Address:

Four horizontal lines for return address.

Place
Stamp
Here



OYA Trust Account



Oregon Youth Authority
530 Center St. NE
Suite 500
Salem, OR 97301

Instructions:

1. Fill out the information below.
2. Fold form so OYA's address is on the outside.
3. Put postage on where indicated.
4. Mail form to address on the front.

-or-

Fax form to: 503-373-7921



I, _____, request to close my trust account that was opened

Your name: (First, Middle, Last)

while I was in OYA custody/care. Please send a check to me at the address below for

the balance* in my account:

Name: (First, Middle, Last)

JJIS# (if you know it)

Current Address

Date of Birth

City, State, Zip

Phone Number

Thank you,

Signature

Date

* Account balance must be at least \$5.00

*If you owe restitution, that amount may be deducted from your account prior to being closed.

★ Save this portion for future reference ★

How do I get my money?

Fill out a Trust Disbursement request form at an OYA Facility.

- or -

Fill out this form and mail it to OYA Trust Accountant. (address on front of form)

- or -

Write a letter and mail it to OYA Trust Accountant. (address on front of form)

- or -

Send an email to the email address indicated below.

How long will it take until I receive my check?

7 to 10 business days after we receive the letter or form.

(Also after a 6-week grace period - see below)

Did you know...?

It's OYA policy to wait 6 weeks from the time you leave an OYA facility before we close out your Trust Account.

Why?

This is to ensure we have posted all deposits and trust disbursement requests to your account.

Who can I contact?

OYA Trust Accountant
(See address on front of pamphlet)

Email: OYATrustAccounts@oya.oregon.gov
Fax #: 503-373-7921