

# Legal Documents

## OVERVIEW

- To avoid loss to the Company, Store Management must process all legal documents in a timely and appropriate manner
- Legal documents/requests/correspondence other than wage garnishment paperwork must be sent **immediately** to the Legal Department and copied to your DM/DLPM – see below
  - Wage garnishment paperwork must be sent to the Payroll Department – see below
- Direct any questions regarding this process to the Legal Department at (508) 390-5419
- **Processing/sending these documents right away is IMPORTANT** - failure to send these documents immediately could affect the Company's rights and/or result in fines and penalties

## SERVICE OF DOCUMENTS

All members of Management should refuse to accept service of legal documents. TJX expects all legal documents to be served to the Company's registered agent. Those attempting to serve documents should be directed to your state's Secretary of State website which lists the Company's agent for accepting service.

## HANDLING LEGAL DOCUMENTS

Legal documents may come in by mail or may be left at the store even if not effectively "served." Any legal letters, legal documents, or documents left by anyone attempting service, or documents left by government inspectors or other officials, **must be sent via FedEx overnight** to:

The TJX Companies Inc.  
Legal Department  
550 Cochituate Rd, T1W  
Framingham, MA 01701  
508-390-5419

## GARNISHMENTS

If paperwork that is clearly related to wage garnishment (*i.e.*, garnishing any current or former Associate's wages) is left with the store, that paperwork **must be sent via FedEx overnight** to:

The TJX Companies Inc.  
Payroll Garnishments - Rte 300-2AS  
300 Value Way  
Marlborough, MA 01752  
774-308-3616