**Paperwork Retention & TJX Application Address**

(rev 4/21)

**Personal Expenses**- Scan/Email with originals mailed into Accounting

**Daily receipts** (all other register paperwork: ex- rewards certs.)- stored at store (6 months)

**Signed TJX rewards** sign-up slips- mail to TJX

**Completed Home Delivery Forms** Completed forms are kept for 6 months than disposed of in the Iron Mountain bins

If you have questions about other paperwork that comes up, please let me know.

TJX Reward slip procedure:

During that process the customer must sign a receipt that gives TJX permission to do a credit check.  Those receipts are called the “Customer Verification” receipts.  We are required to send those receipts to TJX once the customer has signed them.

Can you collect those Customer Verification receipts and send them to TJX once a week.

Here is the address to send them to:

If STP is sending the Signature Verification Slips via U.S. Mail, the following address should be used:

**TJX, PO Box 965051 Orlando, FL 32896-5051**

If STP is sending the Signature Verification Slips via FedEx/UPS, the following address should be used (currently being used by the TJX Mail Center):

**GE Capital/POS Applications**

**140 Wekiva Springs Rd.**

**Longwood, FL  32779**