



## How-To Send In Checks

**While you have an online platform for collecting donations, some people love to send checks and not use online, and that is perfectly fine! Here are some guidelines to follow.**

- Checks should be made payable to Tedy's Team
- If a check is made payable to you, please follow these directions BEFORE mailing the check to us.
  - a.sign the back
  - b.under your signature, please place the following: Payable to the order of Tedy's Team.
- Mail all checks to the following address:
  - a.Tedy's Team, 72A Taunton Street, Unit 101, Plainville, MA 02762
- Please make sure to mail all checks in immediately. Checks dated longer than 3 months old will not be accepted by our bank and therefor you will be unable to have them be credited towards your fundraising, unless you get the check re-issued by the donor.
- All checks need to be in my hands by the fundraising deadline to count towards your fundraising minimum.