



Submitting your Box Tops

Watch a how-to video and learn more at [BTFE.com/submit](https://www.btfef.com/submit)

1 Sort

Separate your regular Box Tops, bonus certificates and collection sheets into three piles. Make sure each of your Box Tops has a visible, valid expiration date and product code.

1. Regular Box Tops

2. Bonus certificates

3. Collection sheets



Do you have Box Tops codes? You must redeem these 14-digit codes online at [BTFE.com/redeem](https://www.btfef.com/redeem). Do not include them with your mailed-in submission.

2 Bundle each of your piles

Regular Box Tops

Bundle these into groups of 50 using rubber bands, envelopes or baggies. Label each bundle with "50" on the outside.

Bonus certificates

Bundle all of your bonus certificates together, making sure none of them are attached to collection sheets.

Collection sheets

Make sure Box Tops are **only glued or taped** to these sheets. Staple *completed* sheets together into packets of 50 Box Tops.

3 Fill out submission form & prepare packages

Fill out an online submission form at [BTFE.com/submit](https://www.btfef.com/submit), making sure to complete a **unique form for each package** you send.

Print out your submission form and staple your bundle of bonus certificates to it.

Fill packages in this order:

- First, regular Box Tops
- Then, collection sheets
- On top, submission form and bonus certificates

4 Mail in your Box Tops

Mail to:

Box Tops for Education
350 Victor
Highland Park, MI 48203

Packages postmarked by **November 3** will be included in your school's December check. Packages postmarked by **March 2** will be included in your school's April check. *We recommend tracking your shipment.*



Check the postmark rules of the mail carrier you choose to use. If your package is received after 6:00 pm, some carriers will postmark it as the next day.