

## HOW TO SUBMIT TRUE LINK RECEIPTS

At Good Shepherd Fund, we're committed to processing your True Link requests swiftly and efficiently. To help us serve you better, please follow these guidelines when submitting your True Link receipts:

1. **Submit Itemized Receipts:** For every purchase, ensure you provide itemized receipts. This helps us review and process your requests accurately.
2. **Online Purchases:** If you made a purchase online, please send a screenshot of both the shopping cart and the receipt. This ensures we have a complete record of the items you bought.

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### For Email Receipts:

1. **Subject Line:** Include the **beneficiary's name** and "True Link Receipts" in the subject line.
2. **Clear Photos:** Take clear photos of each receipt. If you can't read it, we can't either.
3. **Attachments:** Attach the receipts as a PDF or photo.
4. **Email:** Send your email to [email@goodshepherdfund.org](mailto:email@goodshepherdfund.org).

### For Fax Receipts:

1. **Label Receipts:** Write the **beneficiary's name** on the top of each receipt.
2. **Keep Copies:** Make a copy for your records.
3. **Fax Number:** Fax your receipts to 215-358-2291.

### For USPS Mail:

1. **Label Receipts:** Write the **beneficiary's name** on the back of every receipt.
2. **Keep Copies:** Make a copy for your records.
3. **No Tape or Staples:** Please do not tape or staple receipts.
4. **Mailing Address:**
  - o Good Shepherd Fund
  - o 10439 S. 51st Street, Suite 225
  - o Phoenix, AZ 85044-8626

### Need Help?

If you have any questions, please contact us at 833-403-1198 or [email@goodshepherdfund.org](mailto:email@goodshepherdfund.org).