



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

August 15, 1997

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

Enclosed, please find a supply of forms that your congregation will need for the new service year. Please take time to verify that the forms and quantities shown on this sheet were actually received. If any items are missing, the secretary should immediately inform the Society in writing.

Please use these forms judiciously. It is quite expensive for the Society to process and ship these forms. A \$29.00 charge to cover these costs will appear on your next statement. Payment is to be included on the next monthly Contribution Remittance Form (S(d)-20) using the line provided for Congregation Account. Please see also the Society's letter of July 15, 1997, containing direction on how these forms are to be utilized.

FORM	DESCRIPTION	QUANTITY	RECEIVED ✓
M-1cs	Watchtower Cassette Subscription Slip	24	—
M-101cs	Awake! Cassette Subscription Slip	24	—
M(d)-202	Congregation Magazine Request (formerly called Distributor's Request)	10	—
M(d)-203	Weekly Subscriptions	100	—
M-205	Subscription Change of Address	10	—
M-206	Congregation Magazines Change of Address Only (formerly called Distributor's Magazines Change of Address Only)	2	—
S-1	Congregation Report	15	—
S-14	Literature Request Form	30	—
S(d)-16	Handbill Request	2	—
S(d)-20	Contribution Remittance Form	30	—
S-21	Congregation's Publisher Record	50	—
S(d)-25	Congregation Accounts Audit Report	5	—
S(d)-26	Accounts Sheet	20	—
S(d)-28	Progressive Inventory of Literature	4	—
S-29	Presiding Overseer Change of Address	4	—
S(d)-30	Monthly Congregation Accounts Report	13	—
S-36	Shipping Address for Literature Only	2	—
S(d)-61	Literature Check Sheet	15	—
S-205b	Application for Auxiliary Pioneer Service	40	—
kmi90	11/90 km insert "Ready to Face Faith Challenging...?"	4	—
kmi92	9/92 km insert "Safeguarding Your Children from..."	4	—