



# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

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

July 15, 1998

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

A supply of service forms that your congregation will need for the new service year is now being shipped. You should receive the carton soon if you have not received it already. Enclosed with the forms package is a list of all forms and quantities included. Please take time to verify that the forms and quantities shown on this sheet were actually received. If any item is missing, the secretary should immediately write the Society.

Please use these forms judiciously. It is quite expensive for the Society to process and ship these forms. An appropriate charge to cover these costs will appear on your next statement. Payment for this charge on your Congregation Account is to be included with your next monthly remittance to the Society. Care should be taken to ensure that information that is in the congregation's files or that is sent to the Society is neat and legible. It may be necessary to remind some that the forms should not be used as scratch paper or for taking notes. Some congregations provide a supply of scratch paper so that the brothers will not use forms for that purpose. When a form is used, needless waste can be avoided if brothers correct minor errors rather than discard the form. In addition, please make sure when storing forms that none are concealed by other forms of a similar size.

You will note that the Literature Request Form (S-14) contains changes. Please destroy any remaining 1997-1998 forms. Use only the revised 1998-1999 form.

Two copies each of the revised Instructions for Congregation Accounting (S(d)-27), Sample Accounts Sheet (S(d)-26a), and Sample Monthly Congregation Accounts Report (S(d)-30a) have been included with this year's forms shipment. One copy of each form should be reviewed by the presiding overseer and secretary and then placed in the congregation file. The other copies are to be reviewed by the accounts servant and kept with the accounts current file. All previous printings of these forms should be destroyed.

Since it is expected that all congregations will be using the Watchtower Electronic Funds Transfer System (WEFTS) by September 1, 1998, a supply of WEFTS' instructions and forms is also being included with this year's forms shipment. The instructions for using WEFTS should be reviewed and filed in the same manner as the Instructions for Congregation Accounting (S(d)-27). The Authorization Agreement for ACH Debit/Credit Transactions (T(d)-60) form that is provided should be retained in the congregation file for future use in the event that your congregation's WEFTS account changes.