



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

TAB:TAE December 28, 2010

TO ALL BODIES OF ELDERS IN BRITAIN

Re: Transferring funds to the branch office

Dear Brothers:

We wish to inform you of plans to introduce a new arrangement for transferring funds to the branch office. This new arrangement will replace the current method of using Barclays Payflow or Lloyds credit slips. The branch will use the Direct Debit scheme to take the funds directly from your congregation's bank account. We will only take funds when instructed by you. We will always provide the notification required by the Direct Debit Guarantee.

Until further notice, the current procedure for transferring funds to the branch should still be followed. You will receive information in due course. Meanwhile, please do not contact the branch office. However, we do need you to complete the *Direct Debit Instructions (DDI)*. These are available as an attachment to this letter on [jw.org](http://jw.org). There is one to be completed for Watch Tower and one for International Bible Students Association. If you have a Kingdom Hall Operating Committee, a Watch Tower DDI should also be completed for this bank account.

The name of the account holder, the eight-digit account number, the six-digit sort code and the postal address of the branch that holds the account should be filled in. If a mistake is made please do not amend the form. Instead, a blank DDI should be downloaded and completed. Please leave the reference field for us to complete. The agreement must be signed by two of the cheque signatories.

Please detach the Direct Debit guarantees. These should be kept in the congregation file with other letters relating to accounts. The DDIs should be sent here to the branch office marked for the attention of Desk TAD by January 31, 2010.

Thank you for your cooperation and hard work in caring for the donations made to further the work of declaring this good news of the Kingdom.

We take this opportunity to send you our warm Christian love.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN