

# Christian Congregation of Jehovah's Witnesses



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January 22, 2018

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Online Congregation Donations Using JW.ORG

Dear Brothers:

We are pleased to inform you that donations to congregations and circuits may now be made online using credit or debit cards on [jw.org](http://jw.org). For your congregation to receive online donations on [jw.org](http://jw.org), you will need to accept the *Donation Facilitation Agreement* that will be made available for the elders on [jw.org](http://jw.org) on or before February 1, 2018. When considering this agreement, please note that, in general, all congregations of Jehovah's Witnesses in the United States meet the points outlined in the section "The Congregation's Representations."<sup>1</sup> If there is an unusual situation involving your congregation that raises a question about whether it is qualified, you may call the Legal Department at the branch office.

Please review the *Instructions for Processing Donations Made to the Congregation via [jw.org](http://jw.org)* and provide a copy to the accounts servant. To provide donors with the opportunity to use [jw.org](http://jw.org) as a platform to make donations to your congregation, please follow the feature activation instructions as soon as possible.

Many donors in the United States have appreciated using [KHDonate.net](http://KHDonate.net) for making online donations to their congregations. However, the new arrangement using [jw.org](http://jw.org) will make this feature available for many more branches and will give donors one online location for making donations to support the activities of Jehovah's Witnesses. Therefore, [KHDonate.net](http://KHDonate.net) will no longer be used as of May 31, 2018.

The five-minute local needs part on the midweek meeting of March 5, 2018, should be used to explain this arrangement and demonstrate the features of [jw.org](http://jw.org) to the congregation. Further information on this part will be provided in the upcoming weeks.

Thank you for caring for these matters. We hope that this new provision will prove helpful to your congregation.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*

c: Circuit overseers in the United States

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<sup>1</sup> Congregations qualify as churches or associations of churches as described in section 508(c)(1)(A) of the Internal Revenue Code of 1986, as amended (the "IRC"), excepted from applying for recognition of section 501(c)(3) status. Additionally, they are entitled to receive charitable contributions that are deductible under section 170(c) of the IRC.

PS to body of elders:

Please have the following announcement read to the congregation the week of February 5, 2018. If your congregation will be attending a circuit assembly, arrange for the announcement to be read at the following midweek meeting. After reading the announcement, provide the names of the elders or ministerial servants who have been selected by the body of elders to assist individuals in the congregation with donations on jw.org. If the jw.org online donation feature for your congregation has not been activated before the announcement is made, inform the congregation of the date that it will be activated, or that your congregation has elected not to participate.

**JW.ORG Online Donations Feature:** We are pleased to inform you that donations to your congregation and circuit may now be made using your credit or debit card on jw.org. You may access this feature by selecting the link “Make a Donation to Our Worldwide Work” at the bottom of the home page on jw.org or by selecting “Support Our Worldwide Work” on the home screen in the *JW Library* app.

Donations that you designate for a specific congregation or circuit will be sent to Christian Congregation of Jehovah’s Witnesses (CCJW). CCJW will accept the funds on behalf of the congregation or circuit, provide you with a receipt, and forward the donation to the congregation or circuit you designate. Your receipt will identify CCJW as receiving the donation and your selected congregation or circuit as the ultimate beneficiary of your donation. Transaction fees associated with processing online donations on behalf of the congregation will be cared for by CCJW.

Anyone who wishes may set up a jw.org login account. If you regularly use the online donation feature, it is recommended that you set up a jw.org login account. A personal login account will allow you to see your donation history and create recurring donations. All donations will immediately be confirmed by e-mail. Please note that this e-mail acknowledgment will serve as a receipt for tax purposes. You will not receive a separate acknowledgment letter from the branch office via e-mail. If you have any questions on how to use the online donations feature, please request assistance from one of the elders. Further information on how to use this feature will be provided in the local needs part on the week of March 5, 2018.

Many donors in the United States have appreciated using KHDDonate.net for making online donations to their congregations. However, the new arrangement using jw.org will make this feature available for many more branches and give donors one online location for making donations to support the activities of Jehovah’s Witnesses. If you make donations to your congregation using KHDDonate.net, please note that this service will be discontinued on May 31, 2018. All recurring donations that were set up using KHDDonate.net will continue until that date. You may manually discontinue the recurring transaction on KHDDonate.net or allow it to continue until the service ends.

# INSTRUCTIONS FOR PROCESSING DONATIONS MADE TO THE CONGREGATION VIA JW.ORG

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1. **JW.ORG Feature Activation:** Christian Congregation of Jehovah’s Witnesses (CCJW) has agreed to provide administrative support to allow donors to donate to congregations on jw.org. To activate the jw.org feature for making online donations to the congregation, an elder designated by the body of elders must agree to the terms of the *Donation Facilitation Agreement*. The Agreement with CCJW allows CCJW to collect donations on behalf of the congregation and to forward these donations to the congregation’s bank account. A link to the agreement is located on the “Administration” tab. The congregation will not be able to receive donations via jw.org until this agreement has been accepted.

2. **Making an Online Donation:** After selecting the option to make a donation to a congregation or circuit, the donor will be asked to select his congregation. The donor will be able to confirm that he has selected the correct congregation by comparing the address and meeting times shown. The donor’s circuit will automatically be selected, based on the congregation he chooses. If the donor has set up a personal jw.org login account, his selection will be retained in his profile. The donor may change the congregation in his profile if needed. The donor’s circuit will automatically update in his profile when he changes his congregation or the congregation is transferred to another circuit. It is recommended that each donor have their own jw.org login account.

3. **Providing Assistance:** As a body of elders, select one or more elders or ministerial servants to be prepared to assist individuals in the congregation with donations on jw.org, if they request help. This assistance may include setting up a jw.org login account, making a credit or debit card donation, or helping individuals who need to reset their user name or password. When assisting others, a brother should not save the jw.org password of individuals or retain their credit or debit card details.

4. **Refunds:** If a donor approaches one of the elders to request a refund of a donation made on jw.org, please instruct him to contact the Accounting Department at the branch office.

5. **Donation Acknowledgment:** Immediately after a donation is completed on jw.org, the donor will automatically receive an e-mail confirming their donation. This e-mail acknowledgment will serve as a receipt for tax purposes. Donors will not receive a separate acknowledgment letter from the branch office. There is no need for the congregation to provide acknowledgement letters for donations made using jw.org. If a donor has a question related to his personal donation, he should be instructed to contact the Accounting Department directly.

6. **Receiving Donations:** All funds donated to the congregation via jw.org will be deposited into the congregation bank account on file with the branch office no less than once a month. If this account

needs to be updated, a revised *Authorization Agreement for ACH Debit/Credit Transactions* (TO-60) should be sent to the Accounting Department.

7. **Monthly Statement:** Following the end of each month, CCJW will provide the congregation with a statement of the congregation's donation activity. The names of donors will not appear on the statement. The congregation secretary should make sure that the accounts servant receives the monthly statement as soon as possible. The accounts servant should match the statement details with credits in the congregation's bank account. If there are any discrepancies, the secretary should contact the Accounting Department at the branch office using the jw.org e-mail account. The statement should be filed in the appropriate monthly accounts records folder in the current file. Transaction fees associated with processing online donations on behalf of the congregation will be cared for by CCJW.

8. **Recording Electronic Transfers:** It is not necessary to complete *Receipt* (S-24) forms for donations received electronically. The amount received from the branch office should be recorded in the month it is received, as shown on the account statement. On the *Accounts Sheet* (S-26), this amount should be recorded only in the "Checking Account"—"In" column. No amounts should be entered in the "Receipts"—"In" or "Receipts"—"Out" columns. The code "CE" should be entered in the "TC" (Transaction Code) column. When completing the *Monthly Congregation Accounts Report* (S-30), the sum of all electronic donations received during the period (transactions with the code "CE") should be reported on a separate line in the "Congregation Receipts" section of the "Congregation Financial Report".