

RECORD OF ELECTRONIC FUNDS TRANSFER

CONGREGATION NAME: _____ **CONG. NUMBER:** _____

INSTRUCTIONS: BEFORE CALL: Complete this *Record of Electronic Funds Transfer* form. Enter the amount in each category for which you will be making a remittance. Enter the total in the space provided. Double-check all calculations. Be sure that this amount is available in your bank account, including any deposited checks which may require time to clear. This form should be properly signed.

CALL WEFTS: (*Watchtower Electronic Funds Transfer System*) For security reasons, do not use a cordless telephone. Follow the script provided to make your funds transfer. The total stated by WEFTS at the conclusion of your call should equal the total which you calculated. **If the two totals do not agree, DO NOT AUTHORIZE THE TRANSFER.** Hang up, recalculate the figures, and call again. When you authorize a funds transfer you will be given a confirmation number which will also appear on your next Society statement(s). Record this number in the space provided. **AFTER CALL:** Attach this record to your monthly *Accounts Sheet*. Your bank statement(s) will show each ACH debit made from your account(s). Please notify the Society of any discrepancies.

NOTE: Following each amount that you enter into WEFTS you must press the pound (#) key to complete the entry. To bypass a particular prompt or to enter a zero amount, you may press the pound (#) key without entering any amount.

- 1. Society's Worldwide Work (includes \$ _____ congregation resolution) \$ _____
- 2. Society Kingdom Hall Fund (includes \$ _____ congregation resolution) \$ _____
- 3. 1998 Convention Fund (*After April 1, 1998 include with Worldwide Work*) \$ _____
- 4. Payment on Congregation Account \$ _____
- 5. Payment for Property Loan **(See note below)* \$ _____
- 6. Kingdom Hall Assistance Arrangement \$ _____
- 7. Traveling Overseers' Automobile and Insurance Program \$ _____
- 8. Relief Fund \$ _____
- Additional Contributions or Payments: _____ \$ _____
WEFTS will provide appropriate prompts
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TOTAL STATED BY WEFTS: \$ _____ **TOTAL** \$ _____

Transaction Date: ____/____/____ **Time:** ____:____ *am/pm* **Confirmation Number:**

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NAME OF PERSON MAKING THIS TRANSFER: _____

***NOTE ON PROPERTY LOAN PAYMENTS:** If a secondary bank account has been specified from which these payments are to be made, a separate ACH debit will be made from that account for the amount you enter on this line. Please check with the brother responsible for overseeing this secondary account to verify that these funds are in the account and available for transfer, including any deposited checks which may require time to clear. All property loan payments will be acknowledged on your Pennsylvania Corporation Statement.

Accounts Servant _____ **Secretary** _____