



# WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 560-5000

January 3, 2000

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Dear Brothers:

Some adjustments have been made in the procedure to follow when notifying the Society of disfellowshippings, disassociations, and reinstatements. Enclosed you will find a supply of revised Notification of Disfellowshipping or Disassociation (S-77) forms. This adjusted form will eliminate use of the Record of Disfellowshipping or Disassociation (S-79a and S-79b) cards. Therefore, please destroy your supply of all *blank* S-79a and S-79b cards, as well as *blank* S-77 forms with a print date prior to 11/99 in the lower left-hand corner. *Do not* destroy forms that have already been filled out for past cases.

Complete instructions for filling out the revised S-77 form are located on the form itself. These instructions should carefully be read and followed each time a committee is formed and also when preparing to notify the Society of a case of disfellowshipping or disassociation.

The new procedure does not apply to the handling of reinstatements in cases in which a Record of Disfellowshipping or Disassociation (S-79b) card or an old Disfellowshipped or Disassociated Person (S-78) card already exists in the congregation's file. In such cases, if a person is reinstated or dies, the secretary should sign and date the card and mail it to the Society in a special blue envelope. If there is an S-77 form made out for that person, the same information should be recorded on that form, which is retained in the confidential file.

In the future, when the Society returns an S-77 form to the congregation following a disfellowshipping or disassociation, a set of three blank S-77 forms will be included. This will keep the congregation's supply replenished. If more S-77 forms or blue envelopes are needed, they may be borrowed from a nearby congregation and later replaced. Furthermore, at your request, the Society will be glad to send a reasonable amount.

We believe that this new procedure for notifying the Society of disfellowshippings, disassociations, and reinstatements will simplify matters. Your conscientiousness in filling out the forms carefully and completely will be very much appreciated. Be assured of our warm love and Christian greetings.

Your brothers,

*Watchtower B. & T. Society*

OF NEW YORK, INC.