

# WATCHTOWER

Bible and Tract Society of New York, Inc.

Magazine Department  
1000 Red Mills Road, Wallkill, NY 12589-3299, U.S.A.  
Phone: (845) 744-6000

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TO ALL CONGREGATION SERVICE COMMITTEES IN THE UNITED STATES

Dear Brothers:

In the near future, magazine shipments will be delivered to congregations in the United States using a package carrier other than the United States Postal Service (USPS). This change will reduce shipping costs and, at the same time, provide timely service to congregations.

Package carriers other than the USPS cannot deliver to a post office box. Therefore, we ask all congregations that are currently using a post office box as their magazine delivery address to please determine if a regular street address can be used instead. The address need not be that of an elder. If a regular street address cannot be used, your magazines will continue to be sent to the post office box address.

Additional savings in shipping costs can be realized if the Kingdom Hall or a commercial business is used as the magazine delivery address. We encourage all congregations to consider whether your Kingdom Hall address or a commercial business address can be used for delivery of *The Watchtower* and *Awake!* The Kingdom Hall address should be used only if there is someone readily available to accept the magazines from the carrier or if the carrier can leave the magazines in a secure location. The Kingdom Hall address should not be used if the magazines might be stolen, if they might be damaged by inclement weather, or if you have other concerns.

Please use the enclosed Congregation Magazine Change of Address Only (M-206) form to change your magazine delivery address from a post office box to a street address or, if possible, to begin using the Kingdom Hall address or a commercial business address. If the Kingdom Hall is used, please include the phrase "Kingdom Hall" in the delivery address. The completed form should be sent to: Watchtower, 1000 Red Mills Road, Wallkill NY 12589-3299.

It is also preferred that a street address be used as your literature delivery address rather than a post office box. Please use the form entitled Literature Shipping Information Form (S-36), and follow the instructions on the form to make any changes to your literature delivery address.

Thank you for your assistance. We send our warm Christian love and greetings.

Your brothers,

*Watchtower B. & T. Society*  
OF NEW YORK, INC.