

Christian Congregation of Jehovah's Witnesses

2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100



July 3, 2003

TO ALL PRESIDING OVERSEERS AND SECRETARIES IN THE UNITED STATES

Dear Brothers:

Selected congregation forms for use during the 2004 service year are being sent as part of your regular literature shipments beginning in June. Please review this letter and the enclosed checklist with the literature coordinator (or servant) in your congregation as soon as possible.

As forms arrive with the literature shipments:

- 1) Verify that the total quantity of each form sent matches the amount listed on the literature shipment packing list.
- 2) Promptly forward each congregation's consignment of forms to the respective congregation secretary as indicated on the literature shipment packing list.
- 3) Each congregation secretary should record the date the forms are received in the space provided on the enclosed checklist.

Be sure to **check with the literature coordinator** for any needed forms that are listed on the enclosed checklist but have not yet been received **before calling the branch office**. If necessary, the secretary of the coordinating congregation should contact the Shipping Department to resolve any discrepancies.—See Correspondence Information in the *Watchtower Literature Request Guide* (S-15a).

Please use congregation forms judiciously. Much work and expense is involved in producing these forms. It may be necessary to remind some that congregation forms should not be used as scratch paper or for taking notes. Some congregations provide a supply of scratch paper so that the brothers will not use forms for that purpose. Needless waste can be avoided if brothers correct minor errors rather than discard the form. However, care should always be taken to ensure that information kept in the congregation's files or sent to the branch office is neat and legible. When storing forms, be sure that none are concealed by other forms of a similar size. Note that only the forms on the enclosed list will be consigned. All other forms must be requested through the congregation. Monitor your supply of forms and request needed forms well in advance so you will not run out.

We would appreciate it if you would now take the time to verify that the names and addresses appearing on your last accounts statement, literature packing list, and magazine shipment label are correct. If any corrections are needed, please advise us at once by using the appropriate form—S-29, S-36, or M-206 (see the letter to all Congregation Service Committees

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dated April 15, 2002). Use the *Congregation Meeting Information and Handbill Request (S-5)* form to notify the branch office of any change in your public meeting information, such as meeting times and Kingdom Hall address or phone number. As a reminder, literature coordinating congregations should not complete the *Congregation Meeting Information and Handbill Request* for congregations in their Kingdom Hall Literature Group. Each congregation must submit its own request.

Literature Coordinating Congregation: An additional supply of forms will also be provided for each coordinating congregation. Since many congregations now fax in their *Literature Request Forms (S-14)*, only three *Literature Request Envelopes (1re)* will be provided with this year's consignment. None will be consigned in future years. You may request more envelopes as needed on the *Literature Request Form*.

Watchtower Literature Request Guide (S-15a) and The Watchtower and Awake!/Our Kingdom Ministry Request Guide (S-15b): As stated in our note dated May 1, 2003, you will receive two copies of the revised *Watchtower Literature Request Guide* and two copies of the revised *The Watchtower and Awake!/Our Kingdom Ministry Request Guide*. The *Watchtower Subscription Request Guide* has been discontinued. Please discard all previous versions of these guides and arrange for each member of the Congregation Service Committee to familiarize himself with the new information. As noted in the introduction to each guide, the literature coordinator, literature servant, and magazine servant should carefully read the revised instructions.

Record of Electronic Funds Transfer (T-62) and Instructions for Watchtower Electronic Funds Transfer (T-63): As noted in the enclosed checklist, both the *Record of Electronic Funds Transfer* and the *Instructions for Watchtower Electronic Funds Transfer (WEFTS)* have been revised. At the end of September the recorded WEFTS voice prompts will also be revised to harmonize with the new forms. Therefore, after the WEFTS payment on the last day of August or the first few days of September is made, all previous versions of the aforementioned forms should be discarded. Beginning September 30, 2003, the new forms should be used. **Please inform the accounts servant of these instructions as well as provide him with all of the revised accounting forms.**

We appreciate your diligence in seeing to it that all congregation forms are used for their intended purpose and that all outdated forms are properly discarded as directed. Please accept with this our Christian love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

Enclosure: Annual Forms Checklist