

October 4, 2006

TO ALL REGIONAL BUILDING COMMITTEES IN THE UNITED STATES

Watchtower Credit Card Program

Dear Brothers:

We are pleased to inform you that the U.S. Branch Office has set up a credit card program for use by Regional Building Committees. The credit cards will be issued by JPMorgan Chase and will carry the MasterCard logo. The credit card can be used wherever MasterCard is accepted. Watchtower will receive a rebate for all purchases on the card. We have enclosed a CD that contains the following two forms and two instruction manuals necessary to implement the program:

- *Watchtower Purchasing Card Program Policies and Procedures for Regional Building Committees*
- *Watchtower Purchasing Card Program Cardholder User Manual for Regional Building Committees*
- *RBC Credit Card Account Application*
- *ACH Debit/Credit Authorization Agreement for RBC Credit Card Program*

The Regional Building Committee can request credit cards through the U.S. Branch Treasurer's Office using the *RBC Credit Card Account Application*. Credit card requests are project specific. The Regional Building Committee appoints an elder in their Finance/Accounting Department as the "Project Credit Card Coordinator" for the project. The *RBC Credit Card Account Application* is comprised of two worksheets. The first worksheet requests information about the project and contact information for the project credit card coordinator and an assistant. The second worksheet asks for information necessary to request a card in the name of a volunteer who will be purchasing materials for the project.

All credit card activity for a specific project is reflected on one central billing account. JPMorgan Chase will automatically debit the local building fund checking account to pay the monthly central billing account statement. Therefore, it will be necessary to send to the Treasurer's Office the banking information for the local building fund account using the *ACH Debit/Credit Authorization Agreement for RBC Credit Card Program* and a photocopy of a check from the account. The Treasurer's Office will set up the automatic payment with JPMorgan Chase Bank.

The duties of the project credit card coordinator and his assistant(s) are outlined in the document *Watchtower Purchasing Card Program Policies and Procedures for Regional*

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Building Committees. They should read and fully understand how the program works. If the project credit card coordinator or his assistants have any questions, they should call the Treasurer's Office. The project credit card coordinator and his assistant(s) are responsible for processing all paperwork associated with a project's credit cards and monitoring credit card transactions for all cards assigned to a project. They are the first line of defense against any fraudulent activity, should this occur. The project credit card coordinator's duties require access to the internet. Computers used should have adequate virus and spyware protection.

Credit cards will be mailed directly to the cardholder by the bank. The duties of a cardholder are outlined in the document *Watchtower Purchasing Card Program Cardholder User Manual for Regional Building Committees*. This document should be sent to the Regional Building Committee volunteer when a credit card is requested for his use. The volunteer should read and fully understand their responsibilities. Credit cards should be treated as if they were cash and should be safeguarded as such. If a cardholder does not safeguard the credit card and fraudulent activity occurs, the bank may, in some cases, hold Watchtower responsible.

It is our hope that the use of credit cards will assist you in purchasing materials for Regional Building Committee projects. If you have any questions about the arrangement, please feel free to call the Treasurer's Office Credit Card Desk at 718-560-5000. We send our Christian love and greetings.

Your brothers,

Enclosure

Supplier Information Form

SUPPLIER: JPMorgan Chase MasterCard credit cards
Available to all US Regional Building Committees

CONTACT: US Branch Treasurer's Office
Credit Card Desk
718-560-5000

PRODUCT(S): The credit cards are project-specific and are issued by JPMorgan Chase. They carry the MasterCard logo. Watchtower will receive a rebate for all purchases on the card.

PRICES: n/a

ORDERING INFORMATION: Complete the electronic *Account Application* and *ACH Debit/Credit Authorization Agreement* and return them to the branch Treasurer's Office via E-mail at treas@jw.org.
Please review the *Policies and Procedures* document for further details on requesting credit cards.

PAYMENT TERMS: At the end of the billing cycle, the balance due on the project credit cards will be automatically paid electronically via Automated Clearing House (ACH) as a debit transfer from the project's local building checking account.

SHIPPING AND DELIVERY: Credit cards will be mailed to the cardholders at the address provided on the application. Upon receipt, the cardholder will need to call the bank to activate the credit card, answering the bank's security questions based on the information provided.

QUALITY OF PRODUCT(S): The credit card can be used wherever MasterCard is accepted.

WARRANTY AND RETURNS: n/a

GENERAL COMMENTS: Please read carefully the *Policies and Procedures* document as well as the *Cardholder User Manual* for further information about this program.

DATE: October 4, 2006