

# Christian Congregation of Jehovah's Witnesses



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

November 10, 2009

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: *Request for Certificate of Insurance for Memorial* (TO-18)

Dear Brothers:

If you will be renting a facility for the upcoming Memorial and the owner of the facility requires evidence of insurance, please complete the *Request for Certificate of Insurance for Memorial* (TO-18) form that is available in the *Forms* section of the *jw.org* Web site under the *Documents* tab. The form should be returned to the Treasurer's Office using the methods listed on the form. It can be edited and e-mailed or printed and sent to the Treasurer's Office. If you are meeting in a Kingdom Hall you will not need a certificate of insurance.

The letter dated November 5, 2007, to all bodies of elders in the United States along with the *Guidelines for Securing a Memorial Facility* should be referenced and followed before any contracts are signed by the congregation and before a *Request for Certificate of Insurance for Memorial* is submitted. The requested certificate of insurance will be sent to the coordinator of the body of elders.

We pray that Jehovah will bless your preparations for this most important event of the year.

Your brothers,

*Christian Congregation  
of Jehovah's Witnesses*