



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

January 4, 2010

TO ALL BODIES OF ELDERS

Re: Forms and outlines on the jw.org website

Dear Brothers:

We are happy to announce that beginning on January 1, 2010, many of the forms used by congregations have been made available to download and print from the jw.org website. Although most forms on the site will be available in English, a few forms will be available in additional languages.

The forms will be in PDF format. All forms can be printed and then filled in manually, as is currently done with hard-copy forms received from the branch office. Some forms have also been prepared so that they can be filled in on the computer. If the form is filled in using a computer, it must be printed immediately, since the file cannot readily be saved with the edited text. In addition to forms, all public talk outlines will be available to download and print from the website.

The forms and the public talk outlines will be found under the new *Documents* tab. Those who have the *Manage Users* roles will automatically be assigned the *View Forms* role. However, the congregation account administrators can assign the *View Forms* role to other elders or ministerial servants selected by the Congregation Service Committee to have access to this section of the website. The *Forms* option allows the user to display forms by category and to search using keywords. More details will be provided in the online *Help* section of the site.

Because certain forms and public talk outlines will be available for printing at any time, the forms that are available on the website will no longer be automatically consigned to the congregations. As existing forms are modified, congregations will be notified, which will allow them to print copies of the latest revision as needed.

It is hoped that all congregations can make full use of this provision, since it ensures that the latest versions of forms are used. However, forms printed on card (i.e. S-12, S-13, S-21, S-88) may still be requested from the branch office if needed. Please note that although the *Field Service Report* (S-4), *Receipt* (S-24), and *Theocratic Ministry School Assignment* (S-89) forms will be placed on the website, it may be more practical for congregations to continue requesting heavily used forms in larger quantities from the branch office.

Thank you for noting these new arrangements. Please be assured of our warm Christian love and greetings.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN

cc: Travelling overseers

PS to the secretary:

This letter should be retained in the congregation's file with other letters related to jw.org.