



WATCH TOWER

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BIBLE AND TRACT SOCIETY OF CANADA
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August 16, 2010

TO ALL BODIES OF ELDERS IN CANADA

Re: Activation of jw.org Web site Transfer Funds feature

Dear Brothers:

As of September 1, 2010, the **Transfer Funds** feature of the jw.org Web site will be active for congregation accounts. This includes the Congregation Account for every congregation and an Operating Committee Account and/or a Building Fund Account for some congregations.

Our letter of December 6, 2009, indicated that the arrangement to transfer funds using the jw.org Web site was being set up for all congregations. This replaces the previous method of sending a check and the *Contribution Remittance Form (S-20)*. Please make that letter available immediately to the account administrators and other brothers approved by the body of elders (such as the accounts servant) who will be assigned the new role *Transfer Congregation Funds* on the jw.org Web site. For congregations with an Operating Committee Account and/or a Building Fund Account, there will also be the need to assign the new roles of *Transfer Building Funds* and/or *Transfer Operating Funds*.

The **Transfer Funds** feature of jw.org allows all congregations to remit funds as a donation to the branch using *Donations and Payments* function. The funds can be for the Worldwide Work, the Kingdom Hall Fund, the Kingdom Hall Assistance Arrangement (KHAA), the Traveling Overseer Assistance Arrangement (TOAA), or for the Relief Fund. When needed, it also allows for donations to the Convention Fund, which is not now the case.

You can verify a balance due from you and/or the balance of *Funds on Deposit* with the branch on jw.org (or by reading the monthly statement). A balance owing will show up on jw.org and allow a payment transaction to be made using the *Donations and Payments* function. That is how congregations make a remittance for a Kingdom Hall loan payment or a payment to cover a charge to your congregation account for postage or for shipping costs or other items obtained through the branch office. By means of the *Funds on Deposit* function, congregations can leave excess funds on deposit with the branch and request their return when needed. If other types of transactions are needed, they can be described in the *Additional Instructions* field.

Our letter to all bodies of elders in Canada dated April 26, 2010, also describes the new method of disbursing funds for Kingdom Hall loans and for leaving excess building funds on deposit with the branch until such are needed. Those arrangements are also now in effect. If you have a building fund or will in the future, please carefully review that letter.

Re: Activation of jw.org Web site Transfer Funds feature

August 16, 2010

Page 2

Please also carefully review your monthly *Congregation Statement* to make sure that any funds that you have on deposit are earmarked for the correct fund. Questions on any of the above matters may be addressed to the Accounting Help Line at 905-873-4101, extension 2240.

It is a pleasure to work along with you in caring for Kingdom interests. Please accept an expression of our warm Christian love and heartfelt greetings.

Your brothers,

Watch Tower B. & J. Society

OF CANADA

c: Regional Building Committees
Traveling overseers

PS: We kindly ask that you now start using the **Transfer Funds** feature of the jw.org Web site.