

Christian Congregation of Jehovah's Witnesses



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

June 8, 2012

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Obtaining forms from the branch office

Dear Brothers:

In January 2009, a number of forms used by congregations became available for download from the "Documents" tab of the jw.org Web site. In August 2010, letters to all congregations or all bodies of elders began to be *exclusively* available on the site as well. This arrangement has allowed forms and letters to be made instantly available to congregations and has resulted in simplification at the branch office. At this time, we wish to announce a further simplification with regard to forms used by congregations.

Effective immediately, most forms that are available for download on the jw.org Web site should no longer be requested from the Shipping Department. However, since the following forms require trimming, use special paper, or are used in large quantities, they may continue to be requested from the Shipping Department:

- *Field Service Report* (S-4)
- *House-to-House Record* (S-8)
- *Territory Assignment Record* (S-13)
- *Congregation's Publisher Record* (S-21)
- *Receipt* (S-24)
- Complete sets of public talk outlines (not individual outlines)
- *Please Follow Up* (S-43)
- *Congregation Meeting Attendance Record* (S-88)
- *Theocratic Ministry School Assignment* (S-89)
- *Application for Auxiliary Pioneer Service* (S-205b)

Thank you for your cooperation with these arrangements. Any questions in this regard may be directed to the Shipping Department at ShippingCorrespondence@jw.org. We send our warm Christian love.

Your brothers,
*Christian Congregation
of Jehovah's Witnesses*

cc: Traveling overseers

PS to service overseer:

Please inform the brothers working with literature requests of these adjusted arrangements.