



WATCH TOWER

TELEPHONE / TÉLÉPHONE
(905) 873-4100

BIBLE AND TRACT SOCIETY OF CANADA
OFFICE OF THE SECRETARY-TREASURER
P.O. Box / C. P. 4100, Georgetown, Ontario L7G 4Y4, Canada

FAX / TÉLÉCOPIE
(905) 873-4540

TOB November 5, 2012

TO ALL CONGREGATIONS IN CANADA

Dear Brothers:

We wish to express our sincere appreciation for all donations received during the past year, either by check or electronically. In December of last year we initiated a new arrangement whereby personal donations could be made electronically by automatic withdrawal from your personal bank account. The response we have received indicates many prefer to use this method of making contributions. Therefore, if you are interested in this arrangement, you may request a *Pre-Authorized Debit Agreement* form from the secretary or accounts servant. At this time, the automatic withdrawal method can only be used for regular monthly electronic donations.

The authorization form allows you to specify the amount to be withdrawn monthly and whether the donations are for the Worldwide Work or Kingdom Hall Construction Worldwide. You can also choose whether you wish to receive a tax receipt annually or on a per donation basis. Please allow two weeks to set-up and initiate the automatic withdrawal.

Once enrolled, it is important that you notify the branch office promptly of any changes in your e-mail address, mailing address, or bank accounts, or to adjust or terminate the agreement. The *Pre-Authorized Debit Agreement* form provides options for contacting the branch. Please keep in mind that your year-end tax receipt will be forwarded to the mailing address that we have on file.

We take this opportunity to thank you once again for your generous support of the worldwide work and to send you our warm Christian love and greetings.

Your brothers,

Watch Tower B. & T. Society
OF CANADA

PS to the coordinator of the body of elders:

Please have this letter read to the congregation at the Service Meeting during the **weeks of November 19 and November 26**. Please ensure that the secretary and accounts servant follow through with the accompanying instructions.

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November 5, 2012

Page 2

INSTRUCTIONS FOR SECRETARY AND/OR ACCOUNTS SERVANT

Please download and print the *Pre-Authorized Debit Agreement* form on jw.org and have the form available for all who request it beginning with the Service Meeting for the week of November 19, 2012.

Review the following reminders with anyone who requests the form:

- ◆ Allow two weeks from the date the form is mailed or faxed to set-up and initiate the automatic withdrawal.
- ◆ The options to correspond with the branch are noted at the bottom of the agreement form. Please note, we do not recommend sending personal banking information by e-mail.
- ◆ Stress the importance of completely filling out the personal information section, including congregation, telephone number and e-mail address.