



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

TOC January 1, 2013

TO ALL BODIES OF ELDERS IN CANADA

Re: Use of jw.org Web site for accounting statements and *Transfer Funds* clarifications

Dear Brothers:

The following replaces our letter of June 1, 2012. The branch office now uses the jw.org “Congregation” *Inbox* to send accounting statements electronically rather than in printed form.

The monthly *Donation Acknowledgement* letter is sent to all congregations using the jw.org *Inbox*. Some congregations also receive an *Invoice*, *Loan Statement*, and *Statement* when applicable. These items are needed by your accounts servant to verify the accounts each month. Therefore, please make sure that he gets them as soon as they are available. However, since other mail items may also be sent to the *Inbox*, the accounts servant should not be given access to it on jw.org, unless he is an elder. Since mail items remain in your *Inbox* for a limited time, please review the jw.org online *Help* regarding *Inbox* features.

Thank you very much for making the effort to use the jw.org *Transfer Funds* feature. It is proving very beneficial. When using the “Donations and Payments” feature, please use the “Additional Instruction” box **only** if there is *necessary* information for the branch to note about the transaction. Generally, you do not need to insert the month the remittance pertains to, the congregation name, number, or banking information. If there are unusual items for us to note, you are welcome to bring them to our attention. To update your banking information on file with the branch or to add an account (such as for an Operating Committee or Building Fund), please send us a completed *Authorization Agreement for EFT Debit/Credit Transactions* (TO-60) form along with a void check.

To remit funds to the branch for the Kingdom Hall Assistance Arrangement or the Traveling Overseer Assistance Arrangement, please use *Transfer Funds* on jw.org. Separate the portion for each arrangement shown on the TO-62 form and match that on the Web site. Please do not send a check for such remittances unless it is not practical to remit via jw.org. In such a case, please include the *Contribution Remittance Form* (S-20) with your remittance, available on jw.org from the “Forms” menu under the *Documents* tab. In no case should an Operating Committee make that remittance.

To adjust a jw.org transaction already submitted to the branch, please send a letter to the attention of the Treasurer’s Office. You may do that by mail, by e-mail to accounting.ca@jw.org or by facsimile to 905-873-4540. Please provide sufficient details, including: congregation name and number, jw.org confirmation number, the amount submitted improperly, the amount to allocate for a different purpose, and clarifying remarks.

TO ALL BODIES OF ELDERS IN CANADA

January 1, 2013

Page 2

Some who have sent a remittance to the branch for a particular month inquire as to why they receive a *Donation Acknowledgement* letter for that same month that states: “We did not receive any contributions from your congregation in time to include in this month’s confirmation letter. If your remittance is in the mail, it will be listed on next month’s acknowledgement.” Donations collected by the congregation in one month are normally submitted the following month. The acknowledgement letter confirms what was received by the branch in a particular month, not the month for which the remittance was sent. Only when no remittances are received by the branch during an entire month will you see the above on the *Donation Acknowledgement* letter.

If you need assistance with accounting features on jw.org, you are welcome to call the jw.org Accounting help-line at 905-873-4101, extension 2240. We appreciate the effort made to use the electronic *Transfer Funds* feature and for noting the above change to our accounting statement distribution method.

Please make a copy of this letter for your accounts servant. We take this occasion to convey an expression of our warm Christian love.

Your brothers,

Watch Tower B. & J. Society
OF CANADA

cc: Traveling overseers

PS to circuit overseers:

The above also applies to any *Donation Acknowledgement* letter, *Invoice*, or *Statement* sent for your circuit accounts. They are now sent via jw.org to the “Circuit” or “Circuit Section” *Inbox*. Normally, the assembly overseer and his assistant have access to that *Inbox*. Such items are no longer sent to you to pass on to them. We are confident that this adjustment will prove beneficial.