

RECORD OF FUNDS TRANSFER

Entity type: ☐ Congregation ☐ Circuit ☐ Assembly Hall

Name of entity selected above: _____

INSTRUCTIONS

Indicate the entity type and name above. Enter the amount in each category below for which the transfer is being made. Some categories may not be applicable. Ensure that this form is reviewed by an authorized signer.

Send Transfer Information to the Branch Office

Using jw.org: Enter the amounts listed below. Confirm the total, and select "Submit." Record the confirmation number in the "JW.ORG Entry Confirmation" box below. (Entries under "Donations and Payments" will generate a separate jw.org confirmation number from entries for sending or requesting funds kept with the branch office.)

Using e-mail or postal mail: Mail this form to the Accounting Department, and keep a copy for your records.

Select a Payment or Transfer Method

- ☐ **Automatic Transfer:** If an approved *Authorization Agreement for Funds Transfers* (TO-60) is on file with the branch office, the transfer(s) to/from the authorized bank account will be made automatically based on the jw.org entry.
- ☐ **Electronic Transfer or Deposit to a Branch Bank Account:** Make ONE electronic transfer or deposit for the amount on the "Total Funds Being Sent" line. Then enter the reference number on the "Payment or transfer reference number" line below.
- ☐ **Check or Money Order:** Enter the check or money order number on the "Payment or transfer reference number" line below. Then mail this form along with ONE check or money order for the amount on the "Total Funds Being Sent" line below.

Donations and Payments

Worldwide Work (From contribution boxes)	_____
Worldwide Work (Resolution)	_____
Kingdom Hall and Assembly Hall Construction Worldwide (Resolution)	_____
Global Assistance Arrangement (Resolution)	_____
Circuit Overseer Assistance Arrangement (Resolution)	_____
Payment of Charges on Account	_____
Video Equipment (Resolution)	_____

(Additional category provided on jw.org, if any)

Total Donations and Payments: _____

Send Funds to Be Kept With the Branch Office

TOTAL FUNDS BEING SENT: _____

Payment or transfer reference number (if applicable): _____

Request Funds Kept With the Branch Office

JW.ORG ENTRY CONFIRMATION (if applicable)

Transaction date: _____ Confirmation number(s): _____ / _____

(Accounts servant or overseer—Sign and print name)

(Authorized signer—Sign and print name)