

SHIPPING ADDRESS FOR LITERATURE ONLY

(Cong. No.)

(Congregation)

(City)

(Province or State)

PLEASE TYPE OR PRINT CLEARLY

**NEW
ADDRESS**

(Name)

(Street Address)

(Post Office Box or Rural Route and Box Number)

(City)

(Province or State)

(Zone or Code)

**OLD
ADDRESS**

(Name)

(Street Address)

(Post Office Box or Rural Route and Box Number)

(City)

(Province or State)

(Zone or Code)

**Reason
for Change**

DATE

S-36 11/88

(Secretary sign here)

Printed in U.S.A.

GUIDELINES FOR FILLING OUT FORM

1. Please fill out this entire form in duplicate and be sure that all information is accurately and neatly entered.
2. Avoid the use of abbreviations where possible.
3. The CONGREGATION NUMBER, NAME, CITY, AND STATE should be shown exactly as they appear on the monthly statement from the Society.
4. The street address should be spelled accurately. Specify whether it is an Avenue, Boulevard, Road, Street, etc.
5. Where possible please use a street address, since the use of a Post Office Box or Rural Route and Box Number restricts our methods of shipping.
6. Please do not show the address of your literature distribution center for your shipping address since certain items will still need to be sent directly to your congregation.
7. The name of the city used in the shipping address should be spelled out in full. Be sure that it is officially recognized by the Postal Service. If uncertain of the correct ZIP code, please check with the local Post Office.
8. Check the form for completeness before dating and signing. Send only the original completed form to: 25 Columbia Heights, Brooklyn, NY 11201.