

Christian Congregation of Jehovah's Witnesses



Hse. No. J348/4 - Tema Beach Road - Nungua, Accra
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September 26, 2013

TO ALL BODIES OF ELDERS

Re: Submitting Monthly Remittances on jw.org

Dear Brothers:

We are happy to inform you of a new feature on jw.org Web site that will enable all congregations who have access to the jw.org Web site to remit their monthly contributions electronically without having to send the actual paperwork to the branch office each month. This new feature, found under the “Congregation” tab is called “Transfer Funds.” Therefore, beginning with your September contributions which you will be remitting in October, we would like you to start using this feature which will greatly facilitate the processing of monthly remittances.

All domain administrators have automatically been assigned the “Transfer Congregation Funds” role as well as the “Transfer Operating Committee Funds” role and they in turn will need to assign those roles to the brothers who are selected to enter transactions for the congregations and operating committees.

At the end of the month please follow the following steps:

1. Fill out your *Contribution Remittance Form (sd-20)* and have the secretary double check it for accuracy and sign it as usual.
2. Pay the cash/cheque into either our Barclays or Ghana Commercial Bank (GCB) account. Please ensure that on the Paid-in-by section of the bank pay-in slip, you write clearly the name of your congregation and **not** the name of the individual paying in the money.
3. Go to “Transfer Funds” under the “Congregation” tab on the jw.org Web site and click on “Transactions.” A screen, similar to *Fig. 1* below will appear.
4. Click on “Remittances.” You should now see *Fig. 2* below. Now, using your *Contribution Remittance Form (sd-20)* as basis, fill in the amounts you are contributing. Although you may be familiar with most of the contributions, please note the following:
 - For contributions for district conventions, please use *Convention Location Usage*.
 - For Monthly Contribution for Use of Kingdom Hall (MC), please use *Local Kingdom Hall Maintenance*.
 - Only congregations with Kingdom Hall loans should make payment for a loan using *Kingdom Hall Loan Payment*—a balance will display if your congregation has a loan it is repaying—all other congregations under the Monthly Contribution arrangement should contribute to Monthly Contribution for Use of Kingdom Hall (MC).

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- *Payment of Charges on Account* should be used by congregations who have a balance as shown in *Fig. 2* below.
 - Please do not use the *Deposit With Branch Office* line as well as the “Withdrawals” header (*Fig. 3*) at this time. Further direction regarding depositing and withdrawing funds with the branch office will be sent to you.
5. At the “Details” section just below the contributions, please enter the date you made payment to the bank in the “Deposit Date” field. Select the bank you made the payment to in the “Bank Name” field and write the name of your congregation as it appears on the pay-in slip in the “Reference Number” field. Click on “Next” to see the final screen for confirmation and submission. On this screen, you can click on “Change” to make any final changes or click on “Submit” to submit your remittance to the branch.

We trust that the above information will assist you in entering your monthly remittances online and we look forward to receiving them. Please feel free to contact the Accounts Department for any assistance you may need as you make good use of this very important feature. Please note that **only** congregations who are not on jw.org will continue to submit hard copies of their *Contribution Remittance Form (sd-20)* and pay-in slips.

Please accept our warm Christian love and best wishes.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Circuit Overseers

Fig.1

Transfer Funds Transactions

Select Transaction Type

Select a specific type of transaction to process.

CHRISTIAN CONGREGATION

[Remittances](#)
[Withdrawals](#)

Account Summary

All balance information is as of September 14, 2013.

CHRISTIAN CONGREGATION	
Funds on Deposit Balance	GHC967.00
Kingdom Hall Loan Outstanding Balance	GHC1,429.00
Charges Outstanding Balance	GHC1,051.00
Last Transaction Date: September 14, 2013	
Remittances	GHC281.00
Funds on Deposit - Withdrawal From Branch Office	GHC416.00

Fig.2

Remittances

CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES

Donations	Amount
Worldwide Work (From Contribution Box)	<input type="text"/>
Worldwide Work (Resolution)	<input type="text"/>
Kingdom Hall Construction Worldwide (From Contribution Box)	<input type="text"/>
Kingdom Hall Construction Worldwide (Resolution)	<input type="text"/>
Kingdom Hall Assistance Arrangement	<input type="text"/>
Relief Fund	<input type="text"/>
2014 Convention Fund	<input type="text"/>
Circuit Fund	<input type="text"/>
Assembly Hall Fund	<input type="text"/>
Convention Location Usage	<input type="text"/>
Local Kingdom Hall Maintenance	<input type="text"/>
Payments	Amount
Kingdom Hall Loan Payment (Balance as of September 14, 2013: GHC1,418.00)	<input type="text"/>
Payment of Charges on Account (Balance as of September 14, 2013: GHC1,597.00)	<input type="text"/>
Funds on Deposit	Amount
Deposit With Branch Office (Balance as of September 14, 2013: GHC730.00)	<input type="text"/>

Details

Enter additional necessary information about this transaction.

Deposit Date

Bank Name


Reference Number

Fig.3

Withdrawals

CHRISTIAN CONGREGATION OF JEHOVAH'S WITNESSES

Funds on Deposit

Balance as of September 14, 2013	GHC219.00
Transfer Action	 Withdrawal From Branch Office
Amount	<input type="text"/>

Additional Instructions

Indicate the desired transfer method or other instructions below.

