



# WATCH TOWER

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BIBLE AND TRACT SOCIETY OF CANADA  
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TOB December 1, 2014

TO ALL CONGREGATIONS IN CANADA

Dear Brothers:

We wish to remind you of the following regarding the issuing of official tax receipts at calendar year-end.

1. Allow sufficient time for donations to be forwarded to the branch. In order to issue a tax receipt for 2014, the gift must be *received* at the branch by December 31, 2014, or the postmark on the envelope must indicate it was mailed December 31 or earlier.
2. If you have moved during the year please provide the Accounting Department at the branch with your current mailing address, if you have not already done so. When advising us of any address changes, please provide your old address as well.
3. Unless instructed otherwise, the Society will continue to acknowledge each donation received by letter and issue one receipt at year-end. If you wish to receive one tax receipt for each corresponding donation, or if you prefer not to have an acknowledgment letter sent to you each time a donation is made, please let us know and we will gladly honor your request.
4. Any who wish to make their donations electronically by automatic withdrawal from their personal bank account should request the appropriate form and instructions from the secretary or accounts servant.
5. Those who wish to receive their acknowledgement letters and tax receipts electronically should see the congregation secretary to obtain instructions on how to advise the branch. If your request is not received by January 1, we cannot guarantee that your year-end tax receipt for 2014 will be sent electronically.

We take this opportunity to express our sincere gratitude for your generous support of the worldwide work and to send you our warm Christian love and greetings.

Your brothers,

*Watch Tower B. & J. Society*  
OF CANADA

PS to coordinator of the body of elders:

Please have this letter read to the congregation at the Service Meeting during the **weeks of December 15 and December 22**. Please provide a copy of this letter to the accounts servant for his attention and files.

## TO ALL CONGREGATIONS IN CANADA

December 1, 2014

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PPS to the accounts servant:

To ensure accurate reporting of receipted donations on your charity return, please take note of the following suggestion:

Congregations with an August 31 year-end may find it advisable to issue two official receipts for income tax purposes to donors, one for any donations received from January to August and another for donations received from September to December.

Please take note of the following:

### **REMINDERS:**

- Personal checks made payable to the Watch Tower Society should be sent on a **weekly basis**. Some accounts servants are holding checks for a few weeks before mailing.
- Ensure that all checks forwarded are payable to Watch Tower Society.
- Ensure that the checks have been signed.
- If the donor is a non-witness or is disfellowshipped, attach a note to that effect.
- **Indicate the congregation number** on the **front** of each check.

### **DONATIONS RECEIVED BY DECEMBER 31, 2014:**

Ensure that any donations received by December 31, 2014, are **mailed** or **hand delivered immediately** to the branch office. **It is important that you care for this matter promptly**. In past years publishers have submitted their donations in the contribution box before December 31 only to find that the accounts servant did not mail the correspondence to the branch office until sometime in January.

### **POSTDATED CHECKS:**

When a series of postdated checks are received, the **whole series** should be forwarded **immediately** to the branch office and not held by the accounts servant until the deposit date and forwarded one at a time.

### **CASH DONATIONS:**

When publishers or individuals from the field **donate cash** to the branch office through the congregation and a tax receipt is requested, the receipt should be issued through the congregation. The total amount of any donations received in this manner can be included with the congregation's month-end remittance to the branch office. The congregation should not write a check on behalf of the individual and request the branch office to issue a tax receipt.

Thank you for your diligent effort in your assignment as accounts servant and be assured that your work on behalf of the brothers is appreciated very much.