



WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

TAD October 30, 2018

TO ALL CONGREGATIONS AND CIRCUITS IN THE UNITED KINGDOM

Re: Bank Information Requests

Dear Brothers:

Many congregations and circuits are currently receiving information requests from their bank. This letter provides guidance for some of the more complex parts of any such request.

- The date of formation is the date stated on your constitution. If you are a recently formed congregation with no constitution, please simply enter the date your congregation began to operate. For circuits, please enter the date you opened your account. It may be necessary to estimate this date if you do not hold sufficient records.
- The main address should be the address of the coordinator or assembly overseer, not the Kingdom Hall. The congregation does not have a trading address.
- The congregation/circuit does not have a website.
- The congregation/circuit is not, ‘registered with a wider governing body or something similar.’
- The elders should be listed as related parties. For circuits this should be the signatories.
- Regarding the nature of your business, we suggest the following answers:
 - Purpose of your organization: Religion of Jehovah’s Witnesses
 - Income: Voluntary donations only
 - Industry: Religion
 - Services: Arranging meetings for public worship
 - Turnover: (Please enter income from last year, but do not include any unusually large donations)
 - Clients: Jehovah’s Witnesses and persons interested in learning about the Bible
 - Outside the UK: n/a

Congregations that are registered charities should not have to provide any further information. For non-registered congregations and circuits, you may be asked to provide a formation document which you are unlikely to have. However, such a document is quite simple and can be written retrospectively. The document should be on a congregation letterhead, and signed by one of the signatories. The document should state the following:

“The <enter name of congregation or circuit> was formed on <enter date of formation>. Its address is <enter address>, United Kingdom. The controllers are as follows: <list related parties as stated above>.”

We thank you for caring for these necessary matters. Please be assured of our warm Christian love and best wishes.

Your brothers,

Watch Tower B. & J. Society
OF BRITAIN