

INDIANA CONFERENCE MOVING PROCEDURES

All moves up to 13,000 lbs. will be paid in full
Moves exceeding 13,000 lbs. will be paid at a maximum of \$3,000
(Established at AC 2015)

After take-in/announcement of move, contact Move Coordinator, Robin Brown, 317-452-4788 or email robin.brown@inumc.org to set move date

Two (2) binding/not to exceed estimates from insured and bonded movers are needed

Complete Minister's Moving Report form, choose mover and send documentation (form & estimates) to Conference Center or scan/email Move Coordinator.

Letter of payment guarantee to be sent to mover (and copy to moving clergy)

***If estimate exceeds 13,000 lbs., *moving clergy* must make billing arrangements with mover ***

DUE TO TAX REFORM REGULATIONS
ALL MOVES WILL BE ISSUED A 1099 TAX FORM

11/2020