

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 \$3,500
(Established at AC 2015; revised 1/2023)

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

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

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

*The Conference will pay for the lower cost mover

A letter of guaranteed payment will be sent to mover (and copy to moving clergy)

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

Weigh tickets from the mover are required for any payment.

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

Refer to Moving Policy for complete details