

## INDIANA CONFERENCE MOVING PROCEDURES SUMMARY

Please read **Moving Policies** for detail

1. 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)
2. After take-in/announcement of move, contact Move Coordinator, Robin Brown, 317-452-4788 or email [robin.brown@inumc.org](mailto:robin.brown@inumc.org) to set move date
3. Two (2) binding/not to exceed estimates from insured and bonded moving companies are required. These estimates should always be based on visual inspections (in-person or virtual assessments).
4. Complete Minister's Moving Report form, indicate preferred mover and send documentation (form & estimates) to Conference Center or scan/email Move Coordinator. The Conference is only obligated to pay the amount of the lower estimate.
5. 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**

revised 1/2023