

# BAPTIST RECORD UPDATE FORM

(Return this form to The Baptist Record, PO Box 530, Jackson MS 39205)

**SECTION 1 - CHURCH INFORMATION**

Please send me \_\_\_\_\_ update forms.  
Please send me \_\_\_\_\_ updated list of subscribers.

(If the information below is incorrect, please make corrections in the space to the right.)

PERSON PREPARING BAPTIST RECORD UPDATE FORM	PERSON PREPARING BAPTIST RECORD UPDATE FORM

MAIL SUBSCRIPTION LIST TO	MAIL SUBSCRIPTION LIST TO

**GENERAL INSTRUCTIONS AND INFORMATION**

Please type or print all information on these forms. Allow two weeks for processing. You may make copies of this form, or request them from our office when you submit your update forms. Please include all address information. We must have complete address information to add records to your subscriber list.

**SECTION 2 – ADDITIONS**

- Use this portion for **ADDITIONS ONLY**.
- Please verify address information before filling out this form. Be sure all components of the address are included (proper street names and suffixes, directionals, apartment numbers, etc.)
- Please do not add names already on your subscriber listing as this will result in duplications. To avoid the possibility of duplications, keep a dated record of names requested for addition.

	NAME (LAST/FIRST/MIDDLE INITIAL)	POSTAL DELIVERY ADDRESS	CITY	ST	ZIP
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

SPACE FOR CHANGES AND DELETIONS ON BACK

**SECTION 3 – CHANGES**

- Use this portion for **CHANGES ONLY**.
- It is important to write in both the subscriber number AND corresponding name for proper verification.
- Please verify address information before filling out this form, being sure all components of the address are included (proper street names and suffixes, directionals, apartment numbers, etc.)
- Fill out both "old" and "new" information.

SUBSCRIBER NUMBER		NAME (LAST/FIRST/MIDDLE INITIAL)	POSTAL DELIVERY ADDRESS	CITY	ST	ZIP
#	old					
1	new					
#	old					
2	new					
#	old					
3	new					
#	old					
4	new					
#	old					
5	new					
#	old					
6	new					
#	old					
7	new					
#	old					
8	new					
#						
9	new					
#	old					
10	new					

**SECTION 4 - DELETIONS**

- Use this portion for **DELETIONS ONLY**.
- The subscriber number and corresponding name are the only items needed for deletions.

	SUBSCRIBER NUMBER	NAME (LAST/FIRST/MIDDLE INITIAL)		SUBSCRIBER NUMBER	NAME (LAST/FIRST/MIDDLE INITIAL)
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		