

Dear Mr./Ms./Pastor,

Welcome to North American Division. Below are a definition of an Independent Transfer and an explanation of the process. Please read the information carefully and start the process by clicking on the link at the end of the email. This process is very important and you should start it as quickly as possible. If you have any questions or concerns, contact our office immediately.

What is an Independent Transfer?

- Independent Transfer [ITR] - are current North American Division (NAD) employees that were born outside of the United States/Canada, moved to the NAD territory on their own and now are employed by the North American Division (NAD). Since this employee moved to the NAD on their own and were not called by the NAD, they are not considered an Interdivision Employee [IDE]).
- Visit our webpage for more information
<http://www.nadsecretariat.org/independent-transfer>

Why is the process important?

- Eligibility for employment benefits such as **vacation** and **service credit accruals, provision of retirement benefits**, and administrative responsibility for the employee in regards to calls, transfers, etc., to other divisions, are all facilitated by establishing the NAD as your adopted base division. This is a part of the Independent Transfer policy E-20 for the North American Division.
- After you have reviewed this email click on this link to start the process.
https://sec.naddocs.org/Forms/Independent_Transfer_Letter

Independent Transfer Process Instructions

First Step

Independent Transfer Letter - Simply click on the link below and sign the document. It's an electronic form and once you submit the form, you will then receive an email with a link to the (S-251) application. After you have reviewed this email, click on this link to start the process

- https://sec.naddocs.org/Forms/Independent_Transfer_Letter

Second Step

(S-251) Application - To successfully fill out this application you will need a copy of the I-9 (For US employees only), proof of residency (For Canadian Employees), 2 current forms of identification (Passport/Visa/License), a copy of your service record (if you have one).

Third Step

This information will be sent to your home Division for verification. Once the division verifies your information, you will receive the final form (2-254).

Fourth Step

Form (S-254) - NAD SEC will send you an email with an attached PDF of the form (S-254). Check your years of service and review your information. If you think any of the information is incorrect, email the NAD SEC office immediately. This form is a fillable PDF. Simply sign save it to your computer and attach it to an email and send it to Secretariat@nadadventist.org.

Final Step

Once we receive all of the necessary items, we will vote the transfer in the North American Division Committee for Administration. You will then receive a final letter with the final decision to the email you provided on the application.

*This process has recently become automated. Follow the prompts; it is very important that you follow through with the whole process.

Visit our webpage for more information.

<http://www.nadsecretariat.org/independent-transfer>

Please refer any Retirement and vesting questions to your current employer, the North American Division Retirement office, and/or the former division.

Sincerely,

North American Division Secretariat