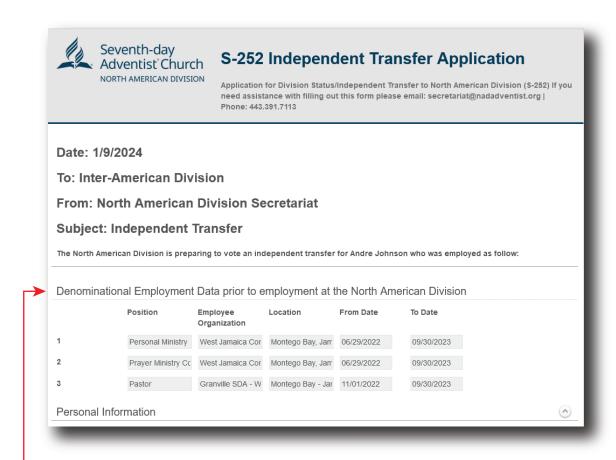
Form (S-252) Instructions

Once S-251 has been submitted the Division Secretariat Office will receive form (S-252). The (S-252) Form will contain (read only) certain information from form (S-251).



Denominational Employment Data

• Prior to employment at the North American Division

Personal Information (not shown in image)

 Full name, email, and originating division. Note: Please include any name changes (maiden name or other changes.)

Employment Information (not shown in image)

Current position and employer

The Division will need to fill out sections:

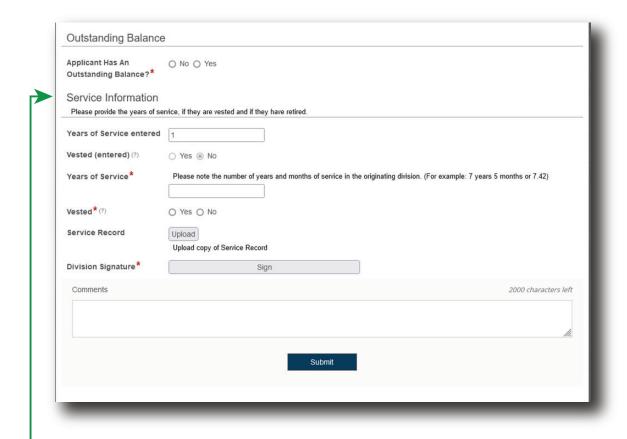
- 1. Division Information (not shown in image)
- 2. Service Information (shown on next page)

Division Information

- Financial Obligation Whether the individual has a remaining balance with the previous employer. If the individual is not cleared financially the transfer is placed on hold until this can be taken care of by the individual and the division. NAD does not need to know any private/confidential information. We just need to be notified again when everything has been cleared between both parties involved. Former division may hold on sending the former division service records until this is finalized.
- Contact Email Contact information for the individual that will handle the payment of the financial obligations.
- Service Records Upload the service records information with a signature and clearance.

Form (S-252) Instructions (continued)

Division fills out this section only...and submits it back to the North American Division Secretariat office.



Service Information

- First and Last name These fields will be read only. You are not able to make a correction to the name you will only be able to read it.
- Years of service. Please provide the years and months of service for the individual. For example: 12 years and 5 months. If you do not have service within the former division add a 1 or a 0 in the space for former division service so you may move through the application process.
- Vested State whether the individual is vested in the division's retirement plan, by selecting yes or no. The person has worked the required number of years to vest in the retirement plan held by the former division.
- Sign type your name and then hit the submit button.
- A current North American Division (NAD) service record is then requested of the current employer. This is used to verify the effective date (start date) of NAD employment that is used on the S254 form.