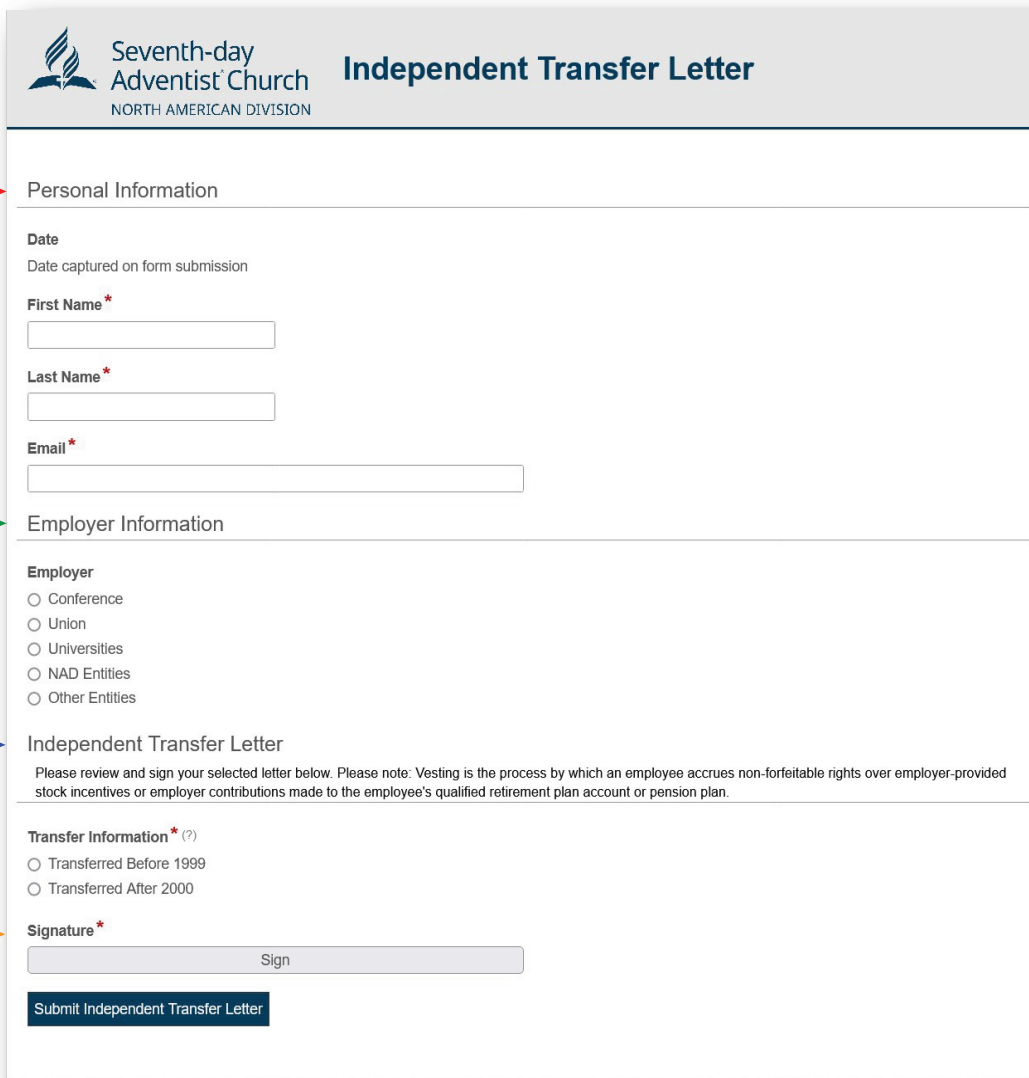


Independent Transfer Letter (ITL) Form Instructions

To fill out the independent transfer letter, fill in the blank spaces before submitting the form. Please read the information thoroughly before submitting the form.



Seventh-day Adventist Church **Independent Transfer Letter**
NORTH AMERICAN DIVISION

Personal Information

Date
Date captured on form submission

First Name*

Last Name*

Email*

Employer Information

Employer

- Conference
- Union
- Universities
- NAD Entities
- Other Entities

Independent Transfer Letter

Please review and sign your selected letter below. Please note: Vesting is the process by which an employee accrues non-forfeitable rights over employer-provided stock incentives or employer contributions made to the employee's qualified retirement plan account or pension plan.

Transfer Information* (?)

- Transferred Before 1999
- Transferred After 2000

Signature*

Submit Independent Transfer Letter

Personal Information

- The date will automatically fill in.
- Type your first name, your last name and your email address.
 - Email information is very important. Please type carefully and accurately. This email address will receive important information regarding the status of your application.

Employer Information

- Select your current employer.
- If you select Conference, a drop-down menu will appear. Please select your conference. The Union will automatically fill in.
- If you select Union, a drop-down menu will appear, and you will need to select your Union.

Independent Transfer Letter

- The letter refers to the current process of the independent transfer in the NAD Working Policy Handbook.
- First, select whether you transferred before 1999, or transferred after 2000.
- Depending on your selection, a specific letter will show.
- Please read the information carefully.

Signature

- Type in Your Name
- Once you have Typed in your name then hit the submit button.

If at any point you need assistance, please email us at independenttransfer@nadadventist.org or call us at (443) 391-7113 Monday–Thursday, 8:00 a.m. – 6:00 p.m.