

## 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).

**Seventh-day Adventist Church**  
NORTH AMERICAN DIVISION

### S-252 Independent Transfer Application

Application for Division Status/Independent Transfer to North American Division (S-252) If you need assistance with filling out this form please email: [secretariat@nadadventist.org](mailto:secretariat@nadadventist.org) | Phone: 443.391.7113

**Date:** 1/9/2024  
**To:** Inter-American Division  
**From:** North American Division Secretariat  
**Subject:** Independent Transfer

The North American Division is preparing to vote an independent transfer for Andre Johnson who was employed as follow:

Denominational Employment Data prior to employment at the North American Division

	Position	Employee Organization	Location	From Date	To Date
1	Personal Ministry	West Jamaica Cor	Montego Bay, Jarr	06/29/2022	09/30/2023
2	Prayer Ministry Cc	West Jamaica Cor	Montego Bay, Jarr	06/29/2022	09/30/2023
3	Pastor	Granville SDA - W	Montego Bay - Jar	11/01/2022	09/30/2023

Personal Information

### **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 next page)**

## Form (S-252) Instructions (continued)

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

Outstanding Balance

Applicant Has An Outstanding Balance?  No  Yes

Service Information  
Please provide the years of service, if they are vested and if they have retired.

Years of Service entered

Vested (entered) (?)  Yes  No

Years of Service\*   
Please note the number of years and months of service in the originating division. (For example: 7 years 5 months or 7.42)

Vested\* (?)  Yes  No

Service Record   
Upload copy of Service Record

Division Signature\*

Comments 2000 characters left

### 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.

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