

## **Form (S-254) Instructions**

An email (see next page) with a PDF will be sent to the Independent Transfer's email provided on form (S-251.) If we do not have a current email address it is sent through the employer designated on the application.

- This PDF will contain the Independent Transfer Name, which Division he/she is transferring from and the NAD effective date of transfer (First date of NAD employment.)
- Section A and B - The PDF will also provide how many years served in the former division and whether they vested in the former division retirement plan or not based on the signed documentation received from the previous Division.
- Sections C, D and E – The form will have items that do not pertain to the employee/transferee crossed out and only the items that pertain to the employee uncrossed out, depending on when you transferred to NAD. If you have questions, send an email to [independenttransfer@nadadventist.org](mailto:independenttransfer@nadadventist.org).
- If there are any discrepancies or questions on vesting, we urge the Independent Transfer to contact their [HR office or email the secretariat office of the former division to find out their vesting policies](#).

***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.***

## **Form (S-254) Instructions**

Below is a sample email requesting the transferee's review and signature of the (S-254) document.

Dear Pastor/Teacher/Treasurer,

Please read over the attached form, and then sign it and return a copy to my attention. Refer any Retirement and vesting questions to the current/former employer or the North American Division Retirement office. If everything on the form is correct (i.e., years of former division service, effective date of employment (first date of NAD employment) and legal name on form, please sign it and return a copy to [independenttransfer@nadadventist.org](mailto:independenttransfer@nadadventist.org).

If for some reason, we have missed some of the former division service, this is the time to get it corrected. Please contact the former division employer where the service was missing and clarify the years of service. Then let us know and we will resend the verification document for updated service information. A new signature of clearance from the division with the updated service information is required.

If you are concerned about losing service, please discuss this with the former division or current employer as well.

Thanks in advance for your attention to this matter.

Respectfully,

Please save the document attached to this email message to your computer. Once you have completed this pdf thoroughly, proceed to attach it to a new email and send it to this email address: [independenttransfer@nadadventist.org](mailto:independenttransfer@nadadventist.org) or call (443) 391-7113.

If the years of service are not correct, please contact your former division directly to clarify the years of service. It is very important to keep us informed of the outcome. If the years of service change, please email [independenttransfer@nadadventist.org](mailto:independenttransfer@nadadventist.org). If you need further assistance, contact us at the email address given above.

***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.***

## Form (S-254) Instructions

Below is a sample Form (S-254), also known as "Relationship to Home Division Form"  
(For transferees that have service in the former division only. Division status is complete  
once the signed clearance form from the division is received.)

### S-254 -APPLICANT'S STATEMENT--RELATIONSHIP TO HOME DIVISION

I, **Name of Transferee** have applied for an independent transfer from the **Inter-European Division** to the North American Division effective **1st Date of Employment NAD** on the following basis:

1. This independent transfer is my own responsibility.
2. No furlough privileges will be granted nor homeland visits at denominational expense.
3. In harmony with established procedures applicable to all denominational workers, retirement benefits, when due, will be granted according to the provisions of the retirement policies of the respective division(s) at the time the retirement application is submitted.
4. Benefits shall be paid in local currency where it is impossible to transfer funds. (See GC Working Policy Z 20 05-4.)

#### A. EMPLOYEES NOT VESTED IN THEIR HOME DIVISION THEREBY LOSING SERVICE CREDIT

The Division (my home division) states that I have **-# of-years** of service credit which is not adequate for vesting in the Division. I therefore agree to forfeit any accrued years of service in my home division unless at a later date I return to labor in the Division, and thereby earn enough service credit to meet that division's vesting requirements. I understand that, for periods prior to January 1, 2000, I will earn North American Division service credit beginning on the date of my employment in the NAD and according to the NAD Working Policy Z 25 15, unless restricted by Z 25 30. A copy of this agreement will be on file at the North American Division Secretariat and in the secretariat of my home division.

#### B. EMPLOYEES VESTED IN THEIR HOME DIVISION

The Division (my home division) states that I have **# years** of service credit and therefore I am vested in the Division. Retirement benefits will be paid to me as provided by NAD E 20 35 and NAD Z 25 30. I understand that, for periods prior to January 1, 2000, I will earn NAD service credit beginning on the date of my employment in the NAD and according to NAD Working Policy Z 25 15, unless restricted by Z 25 30. A copy of this agreement will be on file at the North American Division Secretariat and in the secretariat of my home division.

#### C. EMPLOYEES WHO WERE EMPLOYED IN THE NORTH AMERICAN DIVISION BEFORE JANUARY 1, 1978

The Division (my home division) states that I have **-YEARS- years** of service credit. Since I was employed in the North American Division before January 1, 1978, I understand my service in my home division may be included in my North American Division retirement benefits, after meeting minimum requirements in the NAD. (Retirement Office will determine if C applies)

#### D. SPECIAL PROVISION FOR RETIREMENT AFTER DECEMBER 31, 1999

If I was an employee of a participating employer on December 31, 1999 and my independent transfer occurred after December 31, 1977 and before the deadline of December 31, 1999, I understand that in order for my service in my home division to be included in my North American Division retirement benefits, I must meet the minimum requirement of being vested in the NAD Plan by December 31, 2014, with at least ten years of service. (Retirement Office will determine if D applies)

#### E. POST-1999 INDEPENDENT TRANSFER

Since I transferred independently after 1999, and do not have North American Division qualifying service credit prior to 2000, I understand that I will not be eligible for any pension from the NAD and will only be eligible for the payout of my retirement savings account under the Adventist Retirement Plan, and only for years of employment in the NAD. Any pension for pre-NAD service credit will not be the responsibility of the North American Division.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Legal NAME

\*Sections that apply (A, B, C, D or E). Items crossed out do not apply.

***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.***