



# Memo

**To:** Principals, Parish and School Administrators and Bookkeepers

**From:** Jackie Dunbar, Benefits Generalist/Claims Specialist

**Date:** April 25, 2013

**Re:** **Forms for Transferring and Terminating Teachers**

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You will find the Teacher Transfer forms and Teacher Termination forms in the Administrator section of our web site at [www.seattlearchbenefits.org](http://www.seattlearchbenefits.org). Please fax your completed form to me at (206) 382-3493. If you are not able to access the internet, please call the Benefits Services office at (206) 382-4566 or (800) 950-4904 to request a copy of the form.

- For **transferring** teachers, **the transfer form needs to be filled out by the school that the teacher is transferring to.**

It is important to fill out these forms completely so we can make sure your monthly health and welfare benefit bills are correct.

If you have any questions, please call me at (800) 950-4904 or (206) 382-4566.

Thank you for your assistance.