



Memo

To: Principals, Parish and School Administrators and Bookkeepers
From: Benefits Services Office
Date: June 3, 2014
Re: Forms for Transferring and Terminating Benefits for Teachers

We are continuing to develop processes for the interface between our new payroll and benefit enrollment systems. One of our goals is to assure that your September invoice for benefits that we will mail to you on August 15 is up to date and accurate. To accomplish this we are asking that you complete the **Teacher Transfer** and **Teacher Termination** forms again this year and send them to us as soon as possible. You will find these forms in the Administrator section of our web site at www.seattlearchbenefits.org (in the FORMS section). Please fax your completed forms to Benefits Services 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.

We are developing payroll instructions for terminating and transferring teachers in UltiPro and will provide that information to you before the beginning of August.

Thank you for your assistance.