



## Notice of Incoming PSE Transfer

Must be completed and submitted to EBD by the employee's NEW district.

School: \_\_\_\_\_ District#: \_\_\_\_\_

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Email Address: \_\_\_\_\_

Transferring From: \_\_\_\_\_

\_\_\_\_\_  
Signature of Insurance Representative

\_\_\_\_\_  
Date

Submit completed form to EBD by fax at 501-683-0983, or through secure task to the EBD\_Benefits group.

Transfer forms must be submitted to EBD no later than: **August 13, 2021**.

Please have the employee added in to eFinance before sending a transfer form to EBD.