



Frequently Asked Questions

1. How do I submit my Certificate of Eligibility form each year to ensure continuity in the payment of my pension?

In person: Take the completed Certificate of Eligibility form to the offices of the Staff Retirement Plan in Headquarters where it can be certified by a Pension Officer or to the Bank's Country Office and have it certified by the Resource Planner or the Bank's Representative.

By mail: Send a completed, signed and notarized original Certificate of Eligibility form to the Executive Secretariat of the Staff Retirement Plans at Stop E0507, 1300 New York Avenue, NW, Washington, DC 20577.

2. As a Surviving Spouse, do I lose my pension benefits if I remarry?

No, if a surviving spouse remarries, the change in marital status does not affect the continued payment of the survivor's pension. This annuity is a lifetime payment, if the survivor complies with the annual requirement to submit a certificate of eligibility correctly executed.

3. How do I change the instructions for the direct deposit of my pension?

Complete and sign the Authorization Agreement for Automatic Deposits for Retirees form (SRP-756), available in Retiree Self Service portal, and mail the completed form to the Executive Secretariat of the Staff Retirement Plans at Stop E0507, 1300 New York Avenue, NW, Washington, DC 20577.

In addition, include a voided check or other form of proof from your bank, along with the completed form. The other form of proof should include your name, as the account holder, the type of bank account, the account number and your bank's routing number. For checking and savings accounts, a Bank statement or a confirmation from the Bank stating the ownership of the account. If the Bank is outside the US, the payee should complete form SRP-767 Annex to Authorization in addition to SRP-756 form.

4. How do I get a copy of my pension deposit advice?

You can find a copy of your pension deposit advice in the Retiree Self Service by logging in and selecting "Obtain your Payslip." For support on how to activate your account, you may contact the office of the IDB Retirement Plans at VPF/SRP@IADB.ORG or at 202-623-3560.

5. How do I get a certification letter stating the amount of my pension?

You can download a [Pension Verification Letter](#) through your Retiree Self Service Account. Alternatively, you can contact the offices of the Staff Retirement Plan by email at VPF/SRP@IADB.ORG or by telephone to 202-623-3560.

6. How do I change my beneficiary under the Staff Retirement Plan?

Submit a completed, signed and witnessed [Designation of Beneficiary in the case of Non-survival of Qualified Spouse](#) form (DPA-724), available to download from the Retire Self Service, to the Executive Secretariat of the IDB Retirement Plans at Stop E0507, 1300 New York Avenue, NW, Washington, DC 20577.

Please note that beneficiaries cannot be witnesses.

7. How do I notify the Staff Retirement Plan of a Change of Address?

You can request a change in your address through the Retiree Self Service Account at "Update your Contact Information". Alternatively, you may complete and sign [Request for Change of Address of a Retired or Participant](#) form (SRP-755) and send by e-mail to VPF/SRP@IADB.ORG

8. How do I change my designated beneficiary for the Retiree Life Insurance?

Submit a completed, signed and witnessed [Retiree Life Insurance Program Designation of Beneficiary Card](#) form (HRD-668), available to download from the Retire Self Service, to the Staff Retirement Plan at Stop E0507, 1300 New York Avenue, NW, Washington, DC 20577.

Please note that beneficiaries cannot be witnesses.

9. As a retiree, what do I do if I get married or divorced?

As soon as there is a change in your marital status, you should communicate this change to Executive Secretariat of the Staff Retirement Plans. Depending on the complexity of your case, notification may take place through the following means:

- (i) You can update your Marital Status by accessing your Retiree Self Service Account and follow the User Guide. Additionally, you must submit a certified copy of the marriage certificate or of the decree of divorce to the offices of the Staff Retirement Plan. Note that all requests to add/delete beneficiaries are subject to review and acceptance of the documentation provided. No change in status will be executed without the validation and acceptance of the original or certified copies of the relevant documentation.
- (ii) You may send an email to VPF/SRP@IADB.ORG reporting the change in status and request guidance through the process to update your status from a Pension Officer.

10. As a retiree or beneficiary receiving a pension, what should my spouse or other family member do upon my passing?

Contact us by any of the following means:

- (i) Regular mail:
IDB Retirement Plans
Inter-American Development Bank
1300 New York Avenue, N.W. Stop E0507
Washington, D.C. 20577
- (ii) Email:
VPF/SRP@IADB.ORG
- (iii) Telephone:
SRP General Telephone Line: 202-623-3560

Once the SRP Office has been informed of the death, we will update our records and send information only to the beneficiaries or “attorney in fact” regarding any survivor or insurance benefits which may be applicable. It is strongly recommended that the Designation of Beneficiaries and Power of Attorney forms are kept up to date.

The last monthly pension payment to the deceased retiree or surviving spouse will be made at the end of the month in which the retiree or surviving spouse died, into the bank account where the pension is being deposited. This bank account should not be closed before the final pension payment is deposited.

If the retiree is survived by a qualified spouse, the surviving spouse will be entitled to a lifetime pension. If the retiree is not survived by a qualified spouse, Section 4.5 (f) (ii) of the Staff Retirement Plan establishes that a lump sum payment shall be made to the designated beneficiaries on record.

Additionally, the retiree’s life insurance will be paid to the designated beneficiaries on record. The amount of this benefit is variable depending on the option selected by the retiree at the time of retirement, but currently should not be less than US\$10,000 for the retiree or \$5,000 for the spouse. The payment of this benefit is subject to withholding by the Medical Insurance, Tax Unit, and Payroll for any outstanding balance the retiree may owe.

The following documentation must be forwarded to the SRP Office to process the payments described above:

- (i) Death Certificate; original or certified copy.
- (ii) Request of Survivor’s Pension or Authorization for Payment of Benefit and Authorization for Payment of Life Insurance forms along with a voided check for checking account, and for savings account a Bank statement or a confirmation from the Bank stating the ownership of the account. If the Bank is outside the US, the payee should complete “Annex to Authorization of Deposit in addition to SRP-756” form (SRP-767).
- (iii) Copy of a Government issued identification such as National ID, Driver’s License, Passport, etc.
- (iv) Copy of Tax Returns, if the retiree or beneficiary was receiving tax advances.

Please note that the IDB only makes electronic payments and that the beneficiary's account must be under his/her name. If the payment is outside of the U.S., an additional form for deposits outside USA must be completed since payments will be made via SWIFT.

11. How do I renew my Bank ID at Headquarters and Country Offices?

You may request renewal by contacting the Staff Retirement Plan by e-mail at VPF/SRP@IADB.ORG or by telephone at 202-623-3560.

**These FAQs are intended to provide only a summary of the main provisions of the Plan. It neither establishes nor confers any rights. The official Retirement Plan document is the only document that determines the entitlement to and the amount of benefits payable under the Plan, or any rights created by the Plan.*