IMF Retirees Association

Guide for Surviving Spouses, Domestic Partners, and Beneficiaries

Prepared by the IMF Retirees Association (IMFRA)  
April 2018
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Introduction

This Guide is designed to assist surviving spouses, domestic partners, other beneficiaries, or executors of an IMF retiree's estate upon the death of the retiree. There are several necessary steps to be taken with respect to:

1) the IMF-provided pension,
2) life insurance acquired through the IMF,
3) medical benefits for survivors, and
4) other insurance benefits.

While every effort has been made to eliminate any errors or ambiguities, the Guide does not replace the Staff Retirement Plan (SRP) or insurance plan documents, copies of which may be obtained from the appropriate contacts in the Human Resources Department or agencies to which policies may have been delegated.

Please read this Guide and familiarize yourself with its contents. If you have any questions, please contact the appropriate team identified in the Main Contacts list.
Emergency Checklist

Retiree Staff ID: ________________

When a Retiree Dies:

☐ Inform the Fund
Contact the Staff Retirement Plan (SRP) Team in the Employment, Compensation, and Benefits Division (Human Resources Department) by:
Phone: (202) 623-6494
Email: srp@imf.org

Have available the staff ID number of the retiree or spouse/domestic partner, if possible, and your contact information. The SRP Team will respond within 48 hours and inform you about next steps.

Please leave a phone message stating that you are calling about the death of a retiree. Please also send a follow-up email and include “Death of a retiree…” in the subject line. This is to ensure that the SRP Team receives your full information.

The SRP Team will inform the relevant IMF offices and the IMF Retirees Association (IMFRA). The SRP team does not, however, inform the Bank-Fund Staff Credit Union.

Next Steps

☐ Obtain a copy of the death certificate
You will need a copy of the death certificate (an original or certified is not necessary) along with a copy of the relevant Fund Designation of Beneficiary form.

☐ Submit forms, as needed
Return the death certificate and beneficiary form. HRD staff will send other relevant forms to survivors who are eligible for benefits (e.g., pension/lump-sum death benefit, medical insurance). Complete, sign, and return to the SRP Team in the Human Resources the necessary forms accompanied by any required documentation, including a copy of the death certificate. Please direct any questions to the SRP Team.
Please note that Group Life Insurance is now administered by MetLife. Please see page 13 for details.

Inform the Bank-Fund Staff Federal Credit Union and other financial institutions
As the Fund will make a final pension payment on the last business day of the month in which the death occurred, please make certain the account of the deceased remains open to allow the final pension payment to be processed.
Main Contacts

Pension
Human Resources Department (HRD)
Employment, Compensation and Benefits Division
Pension Unit, Staff Retirement Plan (SRP) Team
Phone: (202) 623-6494
Email: srp@imf.org
Address: HQ2-5-009, 700 19th Street, NW, Washington, D.C. 20431

Finance Department, Pension Payments Section
Phone: (202) 623-4944
Email: finpp@imf.org
Address: HQ2, 12-201, 700 19th St. NW, Washington, D.C. 20431

Medical Benefits
Phone: (202) 623-8621
Email: MBPQueries@imf.org
Address: HQ2-5-808, 700 19th Street, NW, Washington, D.C. 20431

Group Life Insurance
Please note that effective January 2018 the IMF contracted with MetLife to administer retiree life insurance and serve as the recordkeeper of beneficiary information.

Phone: (866) 492-6983

When calling you will be first asked to enter the relevant social security number. If you are not comfortable doing this, press “0” several times to get to a representative. You can then provide the IMF staff id number to continue.
Bank-Fund Staff Federal Credit Union (BFSFCU)
Phone: (202) 212-6400; US/Canada Toll Free: (800) 923-7328
Email: memberservices@bfsfcu.org
Fax No: (202) 683-2380
Address: 1725 I Street NW, Suite 150, Washington, DC 20006-2406
Location: 1818 H Street, NW, MC C2-300, Washington, DC 20431

IMF Retirees Association (IMFRA)
Phone: (202) 623-8140
Email: imfra@imf.org
Address: HQ2, 05A-212, 700 19th Street NW, Washington, DC 20431
Staff Retirement Plan (SRP)/Pension

Surviving Spouse/Domestic Partner
If you are a surviving spouse/domestic partner (established prior to the date of IMF retirement), the SRP Team will send you the necessary forms to apply for the Surviving Spouse’s/Domestic Partner’s pension and other benefits, if applicable.

If you do not have a copy, please contact the SRP Team to confirm your beneficiary and obtain the current form on file. For your convenience a blank Designation of Beneficiary form is attached should you need to update the beneficiary designation. Please note that it is the designation that is on file that will prevail.

Return the completed forms showing all original signatures to the SRP Team together with the following documents:

- Copy of the death certificate. If the death certificate is not in English, the IMF will have it translated. An original or certified copy is not necessary.

- Copy of marriage certificate or evidence of continuing domestic partnership (registered with the IMF) at the time of the retiree’s death.

If all or part of the deceased retiree’s pension was paid in non-US dollar currency, the same currency arrangement will continue, unless you elect to make a change. Please contact the SRP Team if you wish to change the currency of the pension.

Important note: Each year you will receive the Staff Retirement Plan Certificate of Existence from the Finance Department with instructions for signing, certifying, and submitting this important document by August 31. If this document is not completed as requested, disruption to the pension payment may occur.

Surviving Eligible Children With or Without a Living Parent
In the event of the retiree’s death, the SRP provides Children’s Benefits to or on behalf of:

- Unmarried children up to age 19, or up to age 22 if a full-time student

- Children who become incapacitated before age 22, for as long as they are incapacitated
To be eligible for the Children’s Benefit, a child must be alive on the day of the retiree’s death or born within 10 months following the retiree’s death.

If eligible, the SRP Team will send a letter to the child (if a legal adult) or living parent/legal guardian of the minor child or children on record, with the forms that need to be completed.

The following documents must be submitted to the SRP Team:

- A copy of the birth certificate for each child
- Evidence of full-time student status, if over age 19
- Evidence of incapacity occurring before age 22, if applicable

**Designated Survivor**

A retiree may have elected to have her/his pension reduced to provide a survivor’s pension to an individual of her/his choosing. This designated survivor may be the spouse/domestic partner, a child, or another person.

Following receipt of notification of the retiree’s death, the SRP Team will send a letter to the designated survivor or legal guardian, along with the forms required to apply for the survivor pension.

**Beneficiaries Designated by Single Retirees**

When a retiree dies and there is no eligible surviving spouse or domestic partner, a lump-sum death benefit is payable to the beneficiaries listed on a Designation of Beneficiary form or, absent any designated beneficiary, to the retiree’s estate. If you are on record as a designated beneficiary, the SRP Team will send you a letter together with the form that must be completed to receive payment of the death benefit.

**Death Benefit and Any Unpaid Pension Payable to Retiree’s Estate**

If a deceased retiree is not survived by a spouse/domestic partner, eligible children, or designated beneficiaries, the lump-sum death benefit will be paid to the retiree’s estate, along with the final pension payment. The administrator or personal representative or executor of the estate should contact the SRP Team and provide the following documents:
- A copy of the death certificate
- A copy of the court document appointing the person who will administer the estate

Once these documents are received, the SRP Team will send a letter to the administrator/executor of the estate along with the required forms.
Medical Benefits Plan (MBP)

When a retiree who participated in the MBP dies, the surviving spouse/domestic partner may have the option to continue coverage, depending on eligibility:

- If you are receiving a surviving spouse/domestic partner pension from the Fund and you are enrolled in the MBP at the time of the retiree’s death, the Insurance Team will arrange continuing coverage for you and your eligible dependents.

- If you are a surviving spouse/domestic partner but will not receive a survivor pension and you are enrolled in the MBP at the time of the retiree’s death, the HRD Insurance Team will arrange for continuing coverage.

- Unmarried disabled children may remain in the MBP beyond the age of 26, subject to approval and periodic review by the MBP Administrator.

In all other cases, if you are the surviving spouse/domestic partner, you can arrange to continue coverage for up to 18 months, at the unsubsidized rate, provided you elect this arrangement within 60 days of the retiree’s death.

If coverage is continued under the MBP, you or your covered dependents will receive a new MBP card.

Please note that Aetna is the medical insurance administrator for the IMF. If you currently are covered by Actna and have questions, contact their Member Services representatives: (866) 258-6680.
Group Life Insurance Plan (GLI)

Effective January 2018 the IMF contracted with MetLife to administer retiree life insurance and serve as the recordkeeper of beneficiary information.

Phone: (866) 492-6983

Representatives are available Monday through Friday 8:00 a.m. to 11:00 p.m. (Eastern Time).

When calling you will be first asked to enter the relevant social security number. If you are not comfortable doing this, press “0” several times to get to a representative. You can then provide the IMF staff id number to continue.

If you are uncertain whether you are a beneficiary of the GLI, contact MetLife directly.

The insurance company pays the beneficiary directly.
Other Benefits

Long-Term Care Insurance
As John Hancock is the administrator of the Long-Term Care Insurance plan, questions should be directed to the John Hancock Customer Service Center:

Phone: (800) 543-7108

The TTY number for the hearing impaired is (800) 255-1808.

Representatives are available Monday through Friday, 8:30 a.m. to 6:30 p.m. (Eastern Time).

Bretton Woods Recreation Center (BWRC)
Surviving spouses/domestic partners are eligible to continue membership or initiate membership provided you are receiving a Fund pension.

Contact BWRC directly: (301) 948-5497

Access to IMFRA Website
Surviving spouses/domestic partners automatically become members of IMFRA and will continue to receive from IMFRA all the event notifications and other materials previously sent to the retiree spouse/domestic partner. They are also eligible to access the IMFRA website.

To request access, contact the IMFRA office at imfra.org, including with the request the retiree ID number of your spouse/domestic partner and your current e-mail address. Following receipt, IMFRA will send you an invitation containing the steps to follow for access to the website.
INTERNATIONAL MONETARY FUND

DESIGNATION OF BENEFICIARY
(Please Print or Type)

Check below the benefits to which this form applies. THE INSTRUCTIONS FOR EXECUTING THE FORM AND
DESCRIPTION OF BENEFITS ARE ON THE REVERSE SIDE.

☐ Staff Retirement Plan  ☐ Travel Accident Insurance  ☐ Accrued Pay and Allowances

Full Name

This designation will be used by the International Monetary Fund as a basis for the distribution of the benefits checked
above, if any, as a result of the designator’s death. This designation is not a will, but it revokes all previous designations of
beneficiaries for the same benefits and it may be revoked by a subsequent designation at any time. If no designation
appears below, or if no designated beneficiaries are alive to receive all or any of the benefits payable, then the benefits to
which this form applies, if any, will be paid to the designator’s estate. If more than one beneficiary is named in the primary
category or in the contingent category, it will be taken as the designator’s intention that each of those named in the same
category to whom benefits become payable, who is alive to receive the benefits payable as a result of the designator’s
death, will share equally the entire amount of benefits, if any, to be paid, unless the contrary is specified next to the names
of the beneficiaries.

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(If more space is needed, attach a separate sheet, date it and have it signed by designator and witnesses.)

Place  
Month Day Year  
Signature of Designator

WITNESSES:

1.  

2.  

3.  

DISTRIBUTION OF COPIES: Original — Official Copy  Yellow — Designator’s Copy
INSTRUCTIONS FOR EXECUTION OF FORM

Please complete this form, checking all boxes, and sign it in the presence of three witnesses of at least twenty-one years of age who are neither named in the form as beneficiaries nor directly related to the designator. Have the witnesses sign and write out their names and permanent addresses. Remove the yellow (designator’s) copy for your records. Executive Directors, their Alternates, and Advisors should send the completed original to the Executive Board Services Unit. IMF Institute participants should send the completed original to the IMF Institute, Administrative Division. Spouses of staff members who travel at Fund expense should complete the form as explained above and forward the original to Personnel Records after removing the yellow copy.

EXPLANATION OF BENEFITS

(This is part of the designation of beneficiary executed on the reverse side of this form.)

Those who are not participants in the Staff Retirement Plan (IMF Institute participants and technical assistance consultants, for example) should disregard the following paragraph.

STAFF RETIREMENT PLAN. While some of the death benefits payable under the Staff Retirement Plan in respect of participants (including retired participants) are payable to classes of beneficiaries specified by the Plan itself (such as pension benefits to eligible surviving spouses of married participants and to eligible children under Sections 4.9 and 4.10, respectively), other death benefits are payable to the named beneficiary or beneficiaries designated by the participant. The designation of a named beneficiary or beneficiaries for such benefits should be made by completing the face of this form. Death benefits payable to a named beneficiary, or beneficiaries include for most unmarried participants a lump-sum death benefit under Section 4.8 (which is payable in respect of participants who die without leaving an eligible surviving spouse under Section 4.9) and, for some participants (i) death benefits payable under Section 4.9 (in respect of participants who die while not in contributory service) and (ii) death benefits payable under Section 4.5 (in respect of participants who die while in contributory service). In addition, residuary benefits may be payable under Section 4.9 to a participant whose accumulated contributions exceed the total amount of specified benefits paid under the Plan. In respect of such residuary benefits payable under Section 4.9, a participant whose surviving spouse is entitled to a pension under Section 4.9, may provide that the surviving spouse is empowered, in accordance with the Plan, to revoke the designation made by the participant and to designate any beneficiary or beneficiaries that the surviving spouse wishes. A participant wishing to designate a surviving spouse should so indicate on the face of the form. This may be effected by signing the following:

"The surviving spouse will be entitled to revoke this designation after the designator’s death, in order to make a new designation for Staff Retirement Plan Section 4.9.01 purposes only."

TRAVEL INSURANCE. The International Monetary Fund provides insurance with death benefit for those who travel at the expense of the Fund. Staff members should consult General Administrative Order No. 12, for an explanation of the benefits payable. IMF Institute participants should consult "Arrangements Available for Participants" before completing this form.

ACCREDITED PAY AND ALLOWANCES. If the International Monetary Fund owes the designator any money as his death as a result of his employment by the Fund prior to his death, including payments at line of his accrued annual leave, that amount less any amount he owed to the Fund at his death is payable to his beneficiary or beneficiaries. Staff members should consult General Administrative Order No. 8, 13, and 16, for an explanation of the benefits payable. IMF Institute participants should consult "Arrangements Available for Participants".

GENERAL. The properly executed and witnessed designation of beneficiary form bearing the most recent date, received by the International Monetary Fund prior to the death of the designator, will be used for the payment of death benefits, if any, under the Staff Retirement Plan and for the payment of accrued pay and allowances, if any. For travel accident insurance death benefits if any, a form received after the designator’s death but executed prior to his death will also be considered under the above standard. In the absence of any form properly executed and witnessed, any payments in which these forms would otherwise apply will ordinarily be made to the deceased person’s estate. The completed designation of beneficiary form does not constitute a last will and testament but will permit the International Monetary Fund to distribute these benefits to the named beneficiaries apart from the administration of any estate.