



## INSTRUCTIONS AND IMPORTANT INFORMATION FOR COMPLETING FORM PENS.E/7-B

### PAYMENT INSTRUCTIONS FOR A BENEFIT

(for participants with 5 years or more of contributory service)

#### PURPOSE OF FORM PENS.E/7-B

The form should be used to submit your benefit election and payment instructions if you have five years or more of contributory service.

The information that you provide on the form will be used by the Fund to process your benefit election and payment, as requested.

### IMPORTANT NOTES

Please do not fill out form PENS.E/7-B until you have read the notes below

This information is provided to assist you in completing form PENS.E/7-B. If there is any ambiguity, inconsistency or conflict between the information provided herein and the UNJSPF Regulations, Rules and Pension Adjustment System, the Regulations, Rules and Pension Adjustment System shall prevail.

The information provided below is subject to change. For updated information, please refer to [www.unjspf.org/for-clients](http://www.unjspf.org/for-clients).

There are three different key “ages” that are often mentioned in the context of retirement: **normal retirement age (NRA)** for pension purposes, **mandatory age of separation (MAS)** and **early retirement age (ERA)** for pension purposes.

#### RETIREMENT AGES

##### NORMAL RETIREMENT AGE

Your **normal retirement age** is the age at which you, as a participant in the Fund with at least five years of contributory service on the date of separation, become entitled to a retirement benefit under article 28 of the UNJSPF Regulations. Your normal retirement age is determined based on the date on which you commenced or recommenced participation in the Fund.

Your normal retirement age is determined as follows:

- If you joined or rejoined the Fund before 1 January 1990, your normal retirement age is 60.
- If you joined or rejoined the Fund between 1 January 1990 and 31 December 2013, your normal retirement age is 62.
- If you joined or rejoined the Fund on or after 1 January 2014, your normal retirement age is 65.

##### MANDATORY AGE OF SEPARATION

Your **mandatory age of separation** is the age at which you, as a staff member, must separate from the service of your organization. This is regulated by the staff regulations and rules of your employing organization.

##### EARLY RETIREMENT AGE

Your **early retirement age** is determined based on the date on which you commenced or recommenced participation in the Fund.

Your early retirement age is determined as follows:

- If you joined or rejoined the Fund before 1 January 2014, your early retirement age is 55.
- If you joined or rejoined the Fund on or after 1 January 2014, your early retirement age is 58.

#### CHOICE OF BENEFIT AND THE IMPLICATIONS

**A. Normal retirement benefit (article 28).** This option is open to you if, at the time of separation from service, you have reached your normal retirement age and you have at least five years of contributory service with the Fund. Under this option, you may either elect to receive:

- (a) The full normal retirement benefit, paid on a monthly basis;
- (b) Part of your benefit as a lump-sum commutation that is paid upon separation and the remainder as a reduced benefit that is paid on a monthly basis. The lump-sum commutation could be up to:

- (i) the actuarial equivalent of one third of your benefit, or the total of your contributions plus interest, if greater;
- (ii) a fixed amount of your choice, if less than the actuarial equivalent of one third of your benefit.

If you are entitled to a minimum pension under article 28 (e) or (f) of the UNJSPF Regulations, opting for a lump sum means that you renounce all rights to a minimum pension.

This option carries potential survivors' benefits and a child's benefit.

**B. Early retirement benefit (article 29).** This option is open to you if, at the time of separation from service, you have reached early retirement age, but not normal retirement age, and you have at least five years of contributory service with the Fund. The early retirement benefit is smaller than the normal retirement benefit because the early retirement benefit would commence sooner. As such, a reduction factor is applied for life, depending on your age at the time of separation and the length of your contributory service. In the same way as the normal retirement benefit, you may elect to receive:

- (a) The full early retirement benefit, paid on a monthly basis;
- (b) Part of your benefit as a lump-sum commutation that is paid upon separation and the remainder as a reduced benefit that is paid on a monthly basis. The lump-sum commutation could be up to:
  - (i) the actuarial equivalent of one third of your benefit, or the total of your contributions plus interest, if greater;
  - (ii) a fixed amount of your choice, if less than the actuarial equivalent of one third of your benefit.

The early retirement benefit carries potential survivors' benefits and a child's benefit. The payment of a child's benefit will, however, commence only when you reach your normal retirement age or upon your death, if earlier, and is only for those children who are under the age of 21 at that time, except in the case of a child found by the United Nations Joint Staff Pension Board to be disabled, in which case payment of a child's benefit commences at the same time as the early retirement benefit.

**C. Deferred retirement benefit (article 30).** This option is open to you if, at the time of separation, you have not reached your normal retirement age and you have at least five or more years of contributory service with the Fund. Under this option, you can receive the benefit either (a) when you reach your normal retirement age or (b) at any age between your early retirement age and normal retirement age. If you choose option (b), your benefit amount will be reduced in the same manner as that of an early retirement benefit. It is important to note that the deferred retirement benefit carries potential survivors' benefits, but **NOT a child's benefit. NO lump-sum commutation is payable.**

**D. Withdrawal settlement (article 31).** This option is open to you if, at the time of separation, you have not reached your normal retirement age, except in the case of death in service or disability. Electing this option extinguishes all other entitlements from the Fund, that is to say no other benefit will be paid to you or your survivors. Your withdrawal settlement will consist of your own contributions plus interest and, if applicable, an additional 10 per cent for every year of contributory service after your fifth year of contributory service, up to a maximum of 100 per cent.

#### **NOT READY TO MAKE A CHOICE? DEFERMENT OF CHOICE OF BENEFIT**

You may decide, upon separation, to defer the choice of benefit for up to 36 months under the terms of article 32 of the UNJSPF Regulations. **No interest is accrued during the period of deferment.** To defer the choice of benefit, please submit form PENS.E/7-A instead. If you do not make an election within 36 months, you will be deemed to have elected a deferred retirement benefit.

#### **FORFEITURE OF BENEFITS**

The right to a retirement, early retirement, deferred retirement or disability benefit, widow's or widower's benefit, divorced surviving spouse's benefit, child's benefit or secondary dependant's benefit **shall be forfeited if, for five years after the first payment has been due, the beneficiary has failed to submit payment instructions or has failed or refused to accept payment.**

## **INSTRUCTIONS**

Please do not fill out form PENS.E/7-B until you have read the instructions below

Before completing the form, please read articles 28, 29, 30 and 31 of the UNJSPF Regulations, available at [www.unjspf.org/resources/regulations-and-rules](http://www.unjspf.org/resources/regulations-and-rules).

Please type or print the information in BLOCK LETTERS when filling in the form. All pages must be dated and signed.

### **SECTION 1: PARTICIPANT INFORMATION**

Please provide your Unique Identification number (UID), full name, date of birth and contact information. If you do not know your Unique Identification number, please send an email to [requestUIDonly@unjspf.org](mailto:requestUIDonly@unjspf.org).

**If you are a participant,** you must request your Unique Identification number by sending an email from your work address, as this will serve as verification of your identity. Please include your index number and/or six-digit Pension Fund number in your email request.

**If you separated and no longer have access to your work email address,** you must include the following information in your email so that the member self-service (MSS) support team can verify your identity and assist you: your full name, your last employing organization before separation from service, your last duty station and your five-digit alphanumeric retirement number.

For further details, please consult [www.unjspf.org/for-clients/unique-identification-number](http://www.unjspf.org/for-clients/unique-identification-number).

The pension number field is optional on the form. Your pension number can be found on your pension statement or in the welcome letter from UNJSPF.

## **SECTION 2: ELECTION OF BENEFIT**

Please ensure that you select only **ONE** benefit option. If you select more than one option, the processing of your benefit will be delayed. Please refer to the section "Choice of benefit and the implications" above for a brief description of each benefit option.

### **A. NORMAL RETIREMENT BENEFIT (ARTICLE 28)**

#### **FOR PARTICIPANTS WHO HAVE REACHED NORMAL RETIREMENT AGE (60, 62 OR 65)**

- Select the first option if you want to receive the full normal retirement benefit, paid on a monthly basis, and NO lump-sum payment.
- Select the second option if you want to receive a maximum lump-sum commutation that is the equivalent of one third of your benefit, or the total of your contributions plus interest, if greater, and the balance as a monthly pension benefit.
- Select the third option if you want to receive a fixed lump-sum commutation, provided that it is lower than the equivalent of one third of your benefit, and the balance as a monthly pension benefit. Please indicate in the space available the specific amount of the lump sum, in United States dollars, that you are requesting.

### **B. EARLY RETIREMENT BENEFIT (ARTICLE 29)**

#### **FOR PARTICIPANTS WHO HAVE REACHED EARLY RETIREMENT AGE (55 OR 58), BUT HAVE NOT REACHED NORMAL RETIREMENT AGE (60, 62 OR 65)**

- Select the first option if you want to receive the full early retirement benefit, paid on a monthly basis, and NO lump-sum payment.
- Select the second option if you want to receive a maximum lump-sum commutation that is the equivalent of one third of your benefit, or the total of your contributions plus interest, if greater, and the balance as a monthly pension benefit.
- Select the third option if you want to receive a fixed lump-sum commutation, provided that it is lower than the equivalent of one third of your benefit, and the balance as a monthly pension benefit. Please indicate in the space available the specific amount of the lump sum, in United States dollars, that you are requesting.

### **C. DEFERRED RETIREMENT BENEFIT (ARTICLE 30)**

#### **FOR PARTICIPANTS OF ANY AGE UNDER NORMAL RETIREMENT AGE (60, 62 OR 65)**

- Select this option if you elect a deferred retirement benefit.

### **D. WITHDRAWAL SETTLEMENT (ARTICLE 31)**

#### **FOR PARTICIPANTS OF ANY AGE UNDER NORMAL RETIREMENT AGE (60, 62 OR 65)**

- Select this option if you elect a withdrawal settlement.

## **SECTION 3: BANK ACCOUNT INFORMATION FOR PAYMENT OF A MONTHLY BENEFIT UNDER OPTION A OR B**

Section 3 is applicable **ONLY** if you elect a monthly benefit under option A or B.

### **1. Payee name**

Please specify the payee name, which should match the name on your bank statement. Payment can only be made to an account in your name or to a joint account that is also held in your name. Payment cannot be remitted via cheque to a mailing address, nor can it be made to a third party.

### **2. Name of bank or financial institution**

Please provide the name of the bank or financial institution where your account is held. Please note that payment can only be made to a bank or financial institution. Payment cannot be remitted to non-banking institutions or money transfer agencies or to other third parties. Monthly benefits are paid into one account only. It is not possible to request that the payment be split.

If your account is held at an institution, such as a **brokerage firm (individual retirement account)**, **UNESCO SEPU**, **AMFIE/AMFI** or **UNSSCA**, you should also complete "10. Additional bank account information".

### **3. Beneficiary account number and/or IBAN**

This number is used to identify your personal account. Please refer to the "Banking requirements" table below for the account number requirements.

### **4. Bank ID code (SWIFT code, ACH routing number, sort code, transit number, IFSC, BSB number, NCC, etc.)**

Please refer to the "Banking requirements" table below for the bank ID code requirements.

### **5. Currency of payment**

Please specify the currency of payment. The default currency of payment is the United States dollar. However, periodic benefit payments may also be paid in the following currencies: AUD, CAD, CHF, CLP, DKK, EUR, GBP, INR, JPY, NOK, NZD, PEN, PKR, RUB, SEK, SGD, XAF and XOF. In such cases, the UNJSPF quarterly exchange rate will be applied.

You may therefore request payment in any of these currencies and to any bank of your choice, regardless of your country of residence.

**6. Name of branch**

Please provide the name of your bank branch, if applicable.

**7. Account type**

For banks located in the United States of America, you should indicate whether your account is a checking or savings account.

**8. Bank address**

You should provide the complete address of your bank or financial institution. It is preferable to provide a street address rather than a PO Box address.

**9. Intermediary or correspondent bank**

Intermediary or correspondent banks are often used when a payment is made in a currency that is different from the local currency (e.g. if payment is made in United States dollars to an account held in France). Please refer to the "Banking requirements" table below for any intermediary or correspondent bank requirements.

Any intermediary or correspondent bank fees shall be incurred by you. UNJSPF is only liable for paying the remitting bank fees.

**10. Additional bank account information**

Please provide this information if your account is held at an institution, such as a **brokerage firm (individual retirement account), UNESCO USLS, AMFIE/AMFI or UNSSCA**. Please refer to the "Banking requirements" table below for any other information requirements.

**11. Other information**

Please provide any additional information that may be required by UNJSPF. Please refer to the "Banking requirements" table below for any other information requirements.

**SECTION 4: BANK ACCOUNT INFORMATION FOR PAYMENT OF A LUMP SUM (IF ANY) OR WITHDRAWAL SETTLEMENT UNDER OPTION A, B OR D**

Section 4 is applicable **ONLY** if you elect option D or if you want the lump sum under option A or B to be paid to an account other than the one you indicated for your monthly benefit under section 3.

To complete the fields in section 4, please refer to the applicable instructions provided for section 3.

**Important notes:**

If you choose to have your lump sum or withdrawal settlement paid in any currency other than United States dollar (USD), the UNJSPF will ask its bank(s) to convert and remit the funds in your chosen currency. However, please note that the UNJSPF does not control the exchange rate or any additional fees the bank or intermediaries may charge, which will be deducted from the amount you receive. If you prefer, you can choose to receive the payment in US dollars and then work with your own bank to convert it to another currency.

**SECTION 5: EMERGENCY CONTACT**

Please provide the details of your emergency contact, for use by UNJSPF ONLY when all efforts to reach you through normal channels fail.

**SECTION 6: ACKNOWLEDGEMENT AND SIGNATURE**

The form must be completed in full, dated and signed to be valid.

Please also submit the following supporting documents, as applicable:

- (1) A copy of a valid Government-issued photo ID showing your full name, date of birth and scripted signature.
- (2) A recently dated bank statement and/or bank document, such as a voided cheque, showing your name and account number, which should match the information that you provide in the payment instructions, as well as in the Fund's records.
- (3) A copy of your spouse's official Government-issued photo ID, such as a valid passport or driving licence, showing his or her name, signature and date of birth (or a copy of your spouse's birth certificate).
- (4) Copies of the birth certificates for any children below the age of 21 and any disabled child over the age of 21.
- (5) A copy of your marriage certificate.
- (6) A copy of any divorce decree(s) for any previous marriage(s).

## HOW TO SUBMIT FORM PENS.E/7-B

The dated and hand-signed form must be returned to the secretary of your Staff Pension Committee or to UNJSPF if you are a staff member of the United Nations family, for example the United Nations Secretariat, UNDP, UNFPA, UNHCR or UNICEF.

Most registered users of MSS can submit UNJSPF forms and other documentation electronically under the “MSS Document Upload” tab of their MSS account. Users must download the relevant UNJSPF form under the “E-Forms” tab and complete, print, date and hand sign it. Then they must scan the form and upload it, either in JPG, JPEG or PDF format, and send it to UNJSPF. Once the form has been successfully submitted, there is **NO NEED** to submit a physical version of the form to UNJSPF. Go to the “About member self-service (MSS)” web page, available at [www.unjspf.org/resources/about-member-self-service](http://www.unjspf.org/resources/about-member-self-service), for a tutorial on how to upload documents using MSS.

Please note that access to the “MSS Document Upload” tab may be restricted, at the request of some UNJSPF member organizations. In such cases, the staff of such organizations will not see the “MSS Document Upload” tab as one of the MSS menu options. In any case, all participants should first check with their employing organization to ascertain the correct process for submitting documents to UNJSPF.

You can also mail the physical form, which must be duly completed, dated and hand-signed, directly to UNJSPF at any of the addresses below:

If documents are sent by regular postal mail to the New York Office	If documents are sent by express courier (e.g. DHL) or registered mail to the New York Office	If documents are sent to the Geneva Office (by either postal mail or express courier)
United Nations Joint Staff Pension Fund c/o United Nations PO Box 5036, New York, NY 10163-5036 United States of America	United Nations Joint Staff Pension Fund 37th floor, 1 DHP 885 Second Avenue, New York, NY 10017 United States of America	United Nations Joint Staff Pension Fund s/c Palais des Nations 1211 Genève 10 Suisse

## BANKING REQUIREMENTS

### KEY TERMS

**IBAN** – The International Bank Account Number is an internationally agreed standard for identifying an individual’s account at a financial institution. It consists of a two-letter ISO country code, followed by two check digits and up to 30 alphanumeric characters for the Basic Bank Account Number.

**SWIFT code** – The SWIFT code is a Business Identifier Code used by banks and payment providers when making international transfers.

To utilize the table, please identify your currency of payment and bank location.

Currency of payment (section 3.5)	Bank location (section 3.2, 3.8)	Beneficiary account number requirements (section 3.3)	Bank ID code requirements (section 3.4)	Intermediary or correspondent bank (section 3.9)/Other information (section 3.11)
USD	United Nations Federal Credit Union (UNFCU)	11 or 13 digits	226078609	-
USD	UNITED STATES	Up to 17 digits	9-digit Automated Clearing House (ACH) routing number	-
USD	Standard Chartered Bank, INDIA	11 digits	SCBLINBB	-
USD	Standard Chartered Bank, PAKISTAN	11 digits	SCBLPKKK	-
USD	CHILE	Up to 15 digits	SWIFT code (8 or 11 characters)	(Section 3.11) 8- or 9-digit tax ID (RUT) number
USD	PERU	20-digit Código de Cuenta Interbancaria (CCI)	SWIFT code (8 or 11 characters)	-
USD	Outside UNITED STATES	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
EUR	SEPA ZONE or EUROZONE	IBAN - format based on country of remittance	SWIFT code (8 or 11 characters)	-

(table continued)

<b>Currency of payment (section 3.5)</b>	<b>Bank location (section 3.2, 3.8)</b>	<b>Beneficiary account number requirements (section 3.3)</b>	<b>Bank ID code requirements (section 3.4)</b>	<b>Intermediary or correspondent bank (section 3.9)/Other information (section 3.11)</b>
EUR	Outside SEPA ZONE or EUROZONE	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
CHF	SWITZERLAND	IBAN - 21 characters starting with CH	SWIFT code (8 or 11 characters)	-
CHF	Outside SWITZERLAND	IBAN - format based on country of remittance	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
AUD	AUSTRALIA	Up to 9 digits	6-digit Bank State Branch (BSB) number in 000-000 format	-
AUD	Outside AUSTRALIA	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
CAD	CANADA	Up to 16 digits	9-digit transit number	-
CAD	Outside CANADA	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
CLP	CHILE	Up to 15 digits	SWIFT code (8 or 11 characters)	(Section 3.11) 8- or 9-digit tax ID (RUT) number
DKK	DENMARK	IBAN - 18 characters starting with DK	SWIFT code (8 or 11 characters)	-
GBP	UNITED KINGDOM	8 to 10 digits	6-digit sort code	-
GBP	Outside UNITED KINGDOM	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
INR	Standard Chartered Bank, INDIA	11 digits	SCBLINBB	-
INR	INDIA	No specific requirement	11 alphanumeric characters Indian Financial System Code (IFSC)	-
JPY	JAPAN	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.11) 7-digit Zengin code
JPY	Outside JAPAN	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
NOK	NORWAY	IBAN - 15 characters starting with NO	SWIFT code (8 or 11 characters)	-
NZD	NEW ZEALAND	12 digits in 00000000-000 format, leading zeros may be added	6-digit National Clearing Code (NCC) in 00-0000 format	-
NZD	Outside NEW ZEALAND	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.9) Intermediary or correspondent bank
PEN	PERU	20-digit Código de Cuenta Interbancaria (CCI)	SWIFT code (8 or 11 characters)	
PKR	Standard Chartered Bank, PAKISTAN	11 digits	SCBLPKKK	-
PKR	PAKISTAN	No specific requirement	SWIFT code (8 or 11 characters)	(Section 3.11) Inter-Bank Funds Transfer (IBFT)
RUB	RUSSIAN FEDERATION	20 digits	SWIFT code (8 or 11 characters)	(Section 3.1) full name as it appears on your bank statement, including your patronymic name. (Section 3.4) 9-digit bank ID code (BIK) (Section 3.11) 12-digit tax ID (INN) number
SEK	SWEDEN	IBAN - 24 characters starting with SE	SWIFT code (8 or 11 characters)	-
SGD	SINGAPORE	No specific requirement	SWIFT code (8 or 11 characters)	-
XAF	Central African Economic and Monetary Community (CEMAC)	23 digits	SWIFT code (8 or 11 characters)	-
XOF	West African Economic and Monetary Union (WAEMU/UEMOA)	24 alphanumeric characters	SWIFT code (8 or 11 characters)	-