

## **Script 16 – Survivors**

### **To the survivors of the retiree.**

Survivors of a Retiree or the family or friends of a beneficiary must inform the Fund, as soon as possible, about the death of a retiree or a beneficiary of the Fund.

1. Send the Fund some form of the notification of death to avoid there being an overpayment which you would need to reimburse. Send the Fund an email, a letter, a fax, a telegram announcing the death of a retiree or beneficiary and include the UID, the name as it is on file at the Fund, the date of death. The sooner you send this, the sooner the Fund can begin to process the survivor's benefits.

Nota Bene: We remind you to please include retiree's/beneficiaries nine-digit Unique Identification Number with all of your communication with the Fund.

The documents that the Fund needs to process a survivor(s) benefits are:

2. A Certified Copy of the Official Death Certificate of the retiree should be sent as soon as possible in the most secure form possible by survivors in order to alert the Fund to the fact that the benefit must be re-processed and to avoid the need to have money recuperated.
3. A copy of a valid official Identification (copy of a passport, Driver's License, National Identity card) which has the survivor's signature on it (submitted with the Payment Instruction Form).
4. A Payment Instruction Form (Pens. E2) for each survivor claiming a benefit (these instructions are to let the Fund know what type

of benefit the survivor wants and how and where it should be paid) – the signature on the Payment Instructions form must be witnessed and verified by a UN or Government official

5. All survivor's birth, marriage and divorce certificates

Important: The Regulations & Rules of the Fund determine who is an eligible survivor. The Fund will inform you accordingly and will usually process the survivor's benefit(s) within four weeks once all papers are received.

New beneficiaries will be given their Unique Identification Numbers to register in the Fund's Member Self-Service where they can keep track of their payments, see when the Fund receives their Certificate of Entitlement among other services.

For more information refer to the fund's website [UNJSPF.org](http://UNJSPF.org)