



Cómo enviar la elección de beneficios y las instrucciones de pago en el MSS

Paso 1: Acceda a la página principal de MSS en: <https://member.unjspf.org/>

Paso 2: Inicie una sesión en MSS.

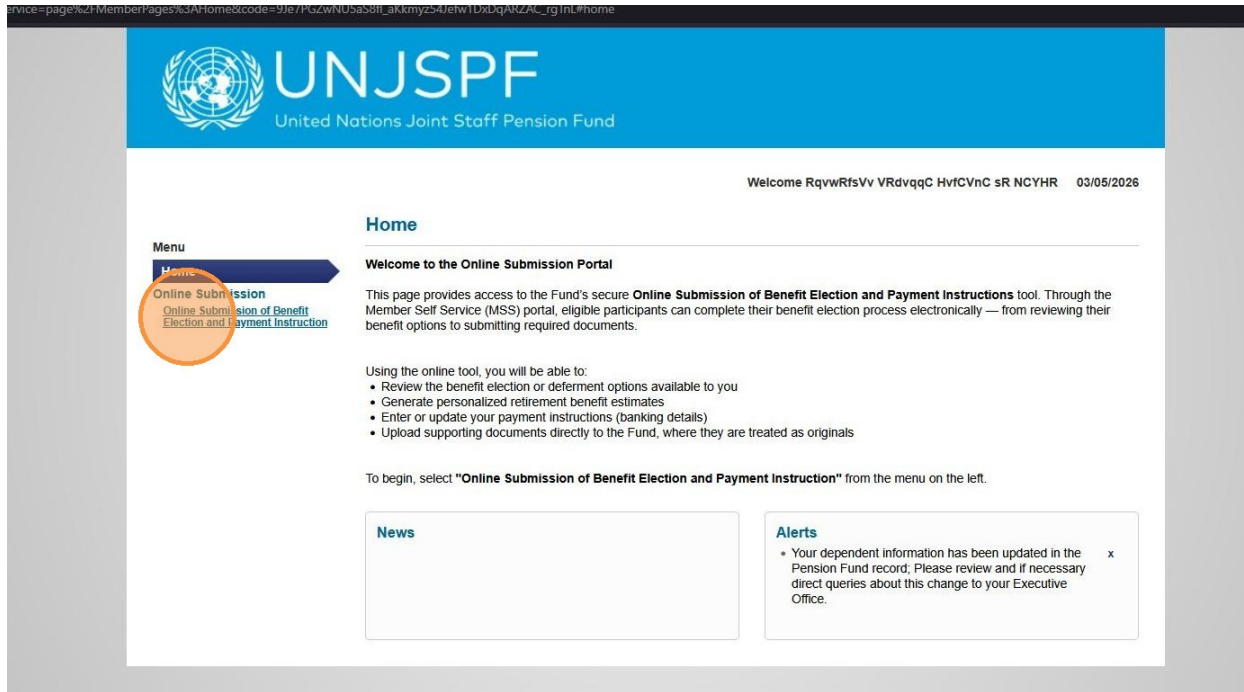
Paso 3: Haga clic en “**Online submission of benefit election and payment instruction**”.

For comprehensive pension information, visit the [UNJSPF – United Nations Joint Staff Pension Fund website](#).

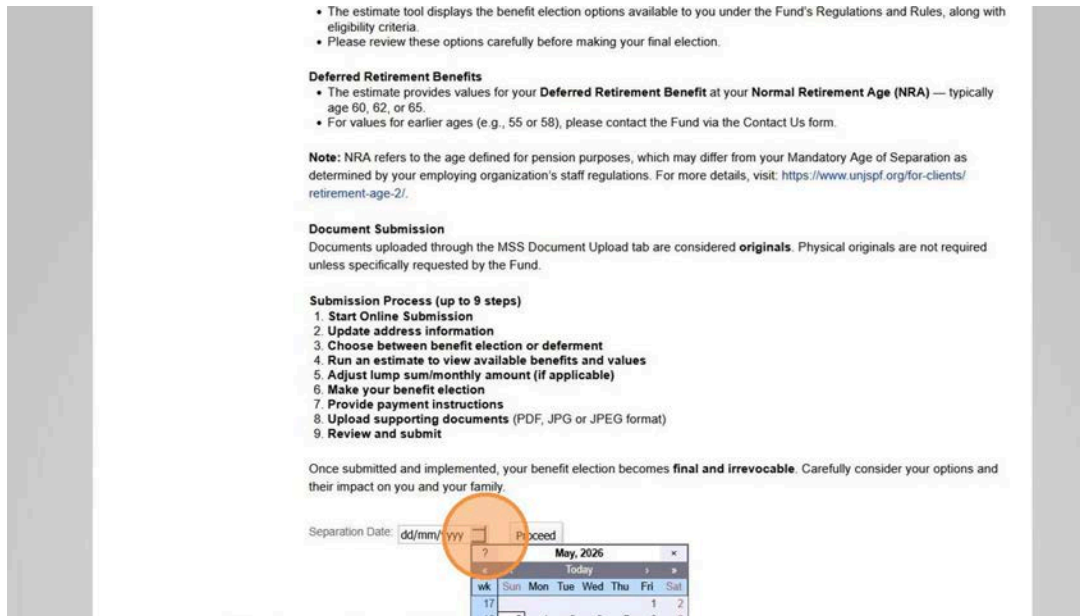
The screenshot displays the Member Self-Service (MSS) portal interface, organized into three main columns:

- My Information** (represented by a person icon):
 - Personal Details
 - Dependents
- My Records** (represented by a wrench and screwdriver icon):
 - Payment Records
 - Annual Pension Statement
 - Official UNJSPF Documents
 - Key Documents Tracker
 - Submitted Documents
- My Pension Self-Service** (represented by a document icon and a question mark icon):
 - Generate an Estimate
 - Upload a Document/Form
 - Download Official UNJSPF Forms
 - Validate
 - Restore
 - Transfer In
 - Online Submission of Benefit Elections and Payment Instruction** (highlighted with an orange circle)

Paso 4: Se abrirá una nueva ventana. Vuelva a hacer clic en **“Online Submission of Benefit Election and Payment Instruction”**.



Paso 5: Seleccione una **fecha de separación (Separation Date)** dentro de los próximos tres meses.



Paso 6: Lea las instrucciones y haga clic en “Start Election”.

Important:
You **cannot submit pension queries** via this feature. All queries must be submitted via the established channels on the Fund's Contact page.

Preparing Your Documents

- Prepare supporting documents (e.g., **passport, birth Certificate, marriage certificate**) in **PDF, JPG, or JPEG** format. No other file types are accepted.
- Keep documents in the same folder on your device for easy access.
- Upload documents **one by one** as individual files (**do not combine** multiple documents into one file).

Upload Guidelines

- Follow the instructions on each page carefully.
- All information you provide must be **true and complete**.
- Electronic submission without signature is allowed only if the Fund already holds your signature on file (e.g., Form A/2 or S/1). If no signature is on record, you will be prompted to upload a signed S/1 form.

System requirements
For best results:

- Use the latest versions of **Google Chrome, Mozilla Firefox, Internet Explorer (IE), or Microsoft Edge**.
- **Do not use Safari (Mac)**, as it can cause upload issues.

Important reminders

- If there is an issue with an uploaded document, the Fund will contact you at the **email associated with your MSS account**.
- You are solely responsible for the **choice, content, and accuracy** of any uploaded documents.
- A third party **cannot use this tool on your behalf** unless a **legal guardian** has been appointed.
- Please inform the Fund promptly of any **change of address or personal information**.
- You may **edit and resubmit your election** until your benefit has been calculated. After that, it will be **locked and sent to audit**.
- If there is any conflict between this tool and **UNJSPF Regulations & Rules**, the official Regulations & Rules will prevail.

Legal Information
The information provided via this tool is for your convenience. Legal compliance requires **accuracy and completeness** of your data. Guardianship rules and detailed legal terms can be found on the [Legal Guardianship & Estate page](#).

Previous Start Election

Paso 7: Haga clic en “Edit Address”.

UNJSPF
United Nations Joint Staff Pension Fund

Welcome RqwRfsVv VRdvqc HvICVnC sR NCYHR 03/05/2026

Click the 'Edit Address' button to enter or update the address you will use after separation. Reminder: The address you provide here will be reflected in your official record.

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Online Submission of Benefit Election and Payment Instruction

Step 2 of 9. Member Demographics

First Name: RqwRfsVv
Middle Name:
Last Name: VRdvqc HvICVnC sR NCYHR

Official Mailing Address

Country: UNITED STATES OF AMERICA
Address Line 1:
Address Line 2:
Postal Code:
City:
State:
Phone Number:
Email Address:

Edit Address

Previous Click here to continue

Paso 8: Complete los campos de **Official Mailing Address** con su dirección postal.

Pouch address changes
If you need to change a Pouch address, this cannot be done through this MSS address screen. Please follow these steps:
1. Go to the E-Forms tab in MSS and download Form PF23M.
2. Complete the form, date it, and sign it by hand.
3. Submit the form to the Fund either by:
• Electronically, via the MSS Document Upload tab,
or
• By postal mail to one of the Fund's official mailing addresses (see the [UNUSPF Contact Us webpage](#)).

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Edit Address

To update your mailing or emergency contact address, follow these steps:

1. Select **Update Mailing Address**.
 - For your personal address: choose **Official Mailing Address**.
 - For your emergency contact: choose **Emergency Contact**.
2. **Choose the country first**.
 - This ensures the form fields are adjusted to match the country's address format.
3. **Enter all required fields**.
 - For Emergency Contact, type the contact's name in the **Address 1** field.
 - Complete the remaining fields as indicated.

When finished, click **Save** to confirm your updates.

Address/Emergency Contact

Official Mailing Address

Address 1:

Address 2:

Address 3:

City: NEW YORK

County: RENSSELAER

Country: UNITED STATES OF AMERICA

Emergency

Paso 9: Complete los campos de **Emergency** si desea proporcionar una dirección de emergencia. Esto es opcional.

Online Submission
Online Submission of Benefit
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1. Select **update mailing address**.
 - For your personal address: choose **Official Mailing Address**.
 - For your emergency contact: choose **Emergency Contact**.
2. **Choose the country first**.
 - This ensures the form fields are adjusted to match the country's address format.
3. **Enter all required fields**.
 - For Emergency Contact, type the contact's name in the **Address 1** field.
 - Complete the remaining fields as indicated.

When finished, click **Save** to confirm your updates.

Address/Emergency Contact

Official Mailing Address

Address 1: 123 TEST

Address 2:

Address 3:

City: NEW YORK NEW YORK 10001

County: NEW YORK

Country: UNITED STATES OF AMERICA

Emergency

Address 1:

Address 2:

Address 3:

City: NEW YORK

County: RENSSELAER

Country: UNITED STATES OF AMERICA

Paso 10: Haga clic en **“Save”** cuando termine.

Online Submission
Online Submission of Benefit
Election and Payment Instruction

1. Select **Update Mailing Address**.
 - For your personal address: choose **Official Mailing Address**.
 - For your emergency contact: choose **Emergency Contact**.
2. **Choose the country first**.
 - This ensures the form fields are adjusted to match the country's address format.
3. **Enter all required fields**.
 - For Emergency Contact, type the contact's name in the **Address 1** field.
 - Complete the remaining fields as indicated.

When finished, click **Save** to confirm your updates.

Address/Emergency Contact

Official Mailing Address

Address 1: 123 TEST
Address 2:
Address 3:
City: NEW YORK NEW YORK 10001
County: NEW YORK
Country: UNITED STATES OF AMERICA

Emergency

Address 1:
Address 2: 123 TEST
Address 3:
City: NEW YORK NEW YORK 10001
County: NEW YORK
Country: UNITED STATES OF AMERICA

Back Save

Paso 11: Verifique que su dirección postal sea correcta. Si desea cambiarla, haga clic en **“Edit Address”**. Si todo está correcto, haga clic en **“Click here to continue”**.

Click the "Edit Address" button to enter or update the address you will use after separation.
Reminder: The address you provide here will be reflected in your official record.

Step 2 of 9. Member Demographics

First Name: RqwRtVv
Middle Name:
Last Name: VRdvqQC HvICVnC sR NCYHR

Official Mailing Address

Country: UNITED STATES OF AMERICA
Address Line 1: 123 TEST
Address Line 2:
Postal Code: 10001-0000
City: NEW YORK
State: NEW YORK
Phone Number:
Email Address:
[Edit Address](#)

[Previous](#) [Click here to continue](#)

Paso 12: Se le pedirá que elija entre aplazar su decisión de beneficios hasta 36 meses o presentar su elección de beneficios. Haga clic en la opción que desea seleccionar.

A partir de este punto, los pasos del proceso serán diferentes según lo que haya seleccionado.

- **Continúe leyendo** si seleccionó **I want to delay my decision for up to 36 months.**
- **Vaya a la página 10** si hizo clic en **I am ready to submit my election.**

The screenshot shows the UNJSPF website interface. At the top, there is a blue header with the UNJSPF logo and the text "United Nations Joint Staff Pension Fund". Below the header, there is a navigation menu on the left with "Home" and "Online Submission" (with a sub-link "Online Submission of Benefit Election and Payment Instruction"). The main content area is titled "Step 3 of 9. Deferment of choice or payment under Article 32". It displays the user's UNJSPF ID as 000293522 and the Separation Date as 30/06/2026. The text explains that this page allows postponing the benefit decision for up to 36 months. It states that under Article 32, users can postpone their benefit election or payment instructions for up to 36 months, which is called a deferment of choice or payment. It emphasizes that it is very important to return before the 36-month period ends to make the benefit election, and that if they do not, the Fund will automatically grant a deferred retirement benefit. At the bottom, there are two buttons: "I want to delay my decision for up to 36 months" (highlighted with an orange border) and "I am ready to submit my election". A "Previous" button is also visible.

The screenshot shows the same UNJSPF website interface as the previous one. The main content area is titled "Step 3 of 9. Deferment of choice or payment under Article 32". It displays the user's UNJSPF ID as 000293522 and the Separation Date as 31/03/2026. The text explains that this page allows postponing the benefit decision for up to 36 months. It states that under Article 32, users can postpone their benefit election or payment instructions for up to 36 months, which is called a deferment of choice or payment. It emphasizes that it is very important to return before the 36-month period ends to make the benefit election, and that if they do not, the Fund will automatically grant a deferred retirement benefit. At the bottom, there are two buttons: "I want to delay my decision for up to 36 months" and "I am ready to submit my election" (highlighted with an orange border). A "Previous" button is also visible.

1. APLAZAR LA DECISIÓN

Paso 13: Verá una lista de documentos requeridos. Haga clic en “**Choose File**” y luego en “**Upload**”.

UNJSPF
United Nations Joint Staff Pension Fund

Welcome RqwrRfsVv VRdVqQC HvfCvnc sR NCYHR 03/05/2026

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Online Submission of Benefit Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click “Choose File” to pick a document from your device, then click “Upload”. (Repeat this step for each required document).
2. **Add details:** In the Description field, select the correct document type (for example: copy of passport or ID). (Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File ID.pdf Upload Delete

Previous Next

Paso 14: Una vez que cargue su documento, seleccione la **Descripción (Description)** en la lista desplegable.

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Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click “Choose File” to pick a document from your device, then click “Upload”. (Repeat this step for each required document).
2. **Add details:** In the Description field, select the correct document type (for example: copy of passport or ID). (Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">S1 - Signature Specimen FormBank Document (RIB, Top Part of Bank Statement)Copy of Birth Certificate of Children under 21Copy of Marriage Certificate/Divorce CertificateCopy of Passport or IDCopy of Passport or ID of SpouseOthers</div>

Paso 15: Cuando termine de cargar los documentos, haga clic en "Next".

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Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID

Files

MSS Document Upload - 3 Easy Steps:

- Select your file: Click "Choose File" to pick a document from your device, then click "Upload". (Repeat this step for each required document).
- Add details: In the Description field, select the correct document type (for example: copy of passport or ID). (Repeat this step for each required document).
- Click Next to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID

Previous Next

Paso 16: Revise su información demográfica y haga clic en "Next".

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Step 9 of 9. Review and Submit

Exit e-Pension

Demographic Information

First Name: RqwRtsVv Country: UNITED STATES OF AMERICA
Middle Name: Postal Code: 10001-0000
Last Name: VRdvqC HvFCVnC sR NCYHR DOB:
Suffic: Age: 54
Unique ID: Gender: Male
Current Nationality: BRAZIL Marital Status: Married
Entry Date: 1 Apr 2012 Participation Status: Active Participant
Address Line 1: 123 TEST Language: English
Address Line 2: Date of Separation: 30 Jun 2026
City: NEW YORK Phone:
Email Address:

Edit Demographics

Benefit Elected: Deferment Under Article 32 Edit Benefit Election

Uploaded Documents: Copy of Passport or ID Edit Upload Documents

Previous Next

Paso 17: Revise la información, marque la casilla de **Declaración (Attestation)** y haga clic en **“Click here to confirm and submit”**.

United Nations Joint Staff Pension Fund

Welcome RqvwRfsVv VRdvvqC HviCVnC sR NCYHR 03/05/2026

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Step 9 of 9. Final Confirmation

Information:
Under Article 32, you may postpone your benefit election or payment instructions for up to **36 months**. This is called a deferment of choice or payment.

It is very important that you return **before the 36-month period ends** to make your benefit election.

If you do not do so, the Fund will automatically grant you a **deferred retirement benefit**.

ATTESTATION:
 I ATTEST HAVING READ THE INFORMATION ABOVE WITH RESPECT TO THE DEFERMENT UNDER ARTICLE 32 AND UNDERSTAND THAT I AM EXPECTED TO SUBMIT A BENEFIT ELECTION WITHIN 36 MONTHS OF MY SEPARATION FROM SERVICE.

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Click here to confirm and submit

Paso 18: Aparecerá la siguiente pantalla de confirmación. Ha completado el proceso.

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Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

- The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
- After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
- The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the **“Official UNJSPF Documents”** file on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.
- We have received your **deferment of choice** and wish to inform you that it will **expire 36 months** from your date of separation.

If you do not submit your benefit election by that date, you will be **deemed to have elected a deferred retirement benefit**.

Please note that **no interest accrues** during the deferment period.

Should you resume participation in the Fund within the 36-month deferment period from your date of separation, your participation will be considered **continuous**, provided that **no benefit has been paid** to you.

The **right to any benefit** - including retirement, early retirement, deferred retirement, disability, widow's or widower's, divorced surviving spouse's, child's, or secondary dependent's benefit - will be **forfeited** if, for **five years after the first payment becomes due**, the beneficiary fails to submit payment instructions or refuses to accept payment.

View/Download a copy of your submission in the **“Official UNJSPF Documents”** file on your Member Self Service home page.

Thank you,
United Nations Joint Staff Pension Fund – Operations Services

Click here to confirm and submit

2. ENVIAR SU ELECCIÓN DE BENEFICIOS

Paso 13: Después de hacer clic en **I am ready to submit my election**, verá una estimación de pensión que muestra las opciones de beneficios disponibles para usted, para que pueda tomar una decisión informada. Después de revisar la estimación, haga clic en **“Next”**.

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Step 4 of 9. Pension Estimate Results

UNJSPF ID: [Redacted]
Separation Date: 30/06/2026

Important Information

- This estimate is unaudited and based on data provided by your employing organization.
- Final benefit amounts will only be determined after separation, once all data has been audited.
- Breaks in service, part-time service, or leave without pay may not be reflected in the automatically generated estimate.

If you have any questions about this estimate, please contact the Fund using the UNJSPF Contact Form.

Please note:

- Your actual entitlement will be calculated based on the total contributory service up to your confirmed separation date.
- In some cases, you may still be able to generate an estimate after you have separated from service.
- If you do so, ensure that the separation date entered in the estimate tool is not later than your actual separation date, as this will produce an unrealistic estimate.

Estimate results: options available based on 30/06/2026 separation date

Full Early Retirement	Estimated Monthly	\$2,776.74
Reduced Early Retirement with Maximum LS	Estimated Monthly	\$1,347.00
	Estimated	\$243,743.66
Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
Withdrawal Settlement	Estimated	\$454,988.98

Previous Next

Si selecciona una **liquidación por retiro (Withdrawal Settlement)**, continúe leyendo.

Si selecciona una **jubilación anticipada o completa (Early or Full Retirement)**, vaya a la página **18**.

Si selecciona una **jubilación diferida (Deferred retirement)**, vaya a la página **25**.

2.1 Liquidación por retiro

Paso 14: Haga clic nuevamente en “Next”.

Online Submission of Benefit Election and Payment Instruction

THE GENERAL SERVICE BOARD ON THE BEHALF OF THE UNITED NATIONS DEVELOPMENT PROGRAM (UNJSPF) ON THE BEHALF OF YOU OFFER the option to select a smaller lump-sum amount than the maximum allowed.

UNJSPF ID: [REDACTED]
Pension Application: [REDACTED]
Separation Date: 30 Jun 2026

Adjust Your Estimate (Optional)

Leave both fields blank to use the maximum lump-sum amount. You may enter a smaller lump sum or a higher monthly pension if you wish to customize your estimate.

Enter Fixed Lumpsum: [] Leave blank to apply the maximum fixed lump sum
Or
Enter Monthly Pension: [] Enter a higher amount if you wish to increase your monthly pension instead

Estimate Results

Full Early Retirement	Estimated Monthly	\$2,776.74
Reduced Early Retirement with Maximum LS 1) Reduced Monthly Pension 2) Maximum Lumpsum	Estimated Monthly	\$1,347.00
	Estimated	\$243,743.66
Reduced Early Retirement with Fixed LS 1) Reduced Monthly Pension 2) Fixed Lumpsum	Estimated Monthly	\$1,347.00
	Estimated	\$243,743.66
Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
Withdrawal Settlement	Estimated	\$454,988.98

Paso 15: Marque la casilla **Withdrawal Settlement** y luego haga clic en “Next”.

Welcome RqvwRtsVv VRdqqC HvfcVnC sR NCYHR 03/05/2026

Step 6 of 9. Benefit Election

Before Making an election, please click on this [here](#) to read more about each one of the options below.

Once you have reviewed and understood the benefit options available to you, please select one of the choices below.

Estimate results: options available based on 30/06/2026 separation date

<input type="radio"/> Full Early Retirement	Estimated Monthly	\$2,776.74
<input type="radio"/> Reduced Early Retirement with Maximum LS 1) Reduced Monthly Pension 2) Maximum Lumpsum	Estimated Monthly	\$1,347.00
	Estimated	\$243,743.66
<input type="radio"/> Reduced Early Retirement with Fixed LS 1) Reduced Monthly Pension 2) Fixed Lumpsum	Estimated Monthly	\$1,347.00
	Estimated	\$243,743.66
<input type="radio"/> Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
<input checked="" type="radio"/> Withdrawal Settlement	Estimated	\$454,988.98

Paso 16: Seleccione la moneda de pago (Currency of payment).

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: **Select Currency** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amount
- If you choose another currency

Next steps:

1. Enter your bank details in
2. Click "Verify PI" to validate
3. Prepare a PDF document

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Verify PI

Paso 17: Seleccione el país donde se realizará el pago (Country where payment is to be made).

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: **USD** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using

Next steps:

1. Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
2. Click "Verify PI" to validate the structure of your payment instructions.
3. Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Verify PI

Paso 18: Agregue sus datos bancarios.

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Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

1. Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
2. Click "Verify PI" to validate the structure of your payment instructions.
3. Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text"/>
Branch Name:	<input type="text"/>
Bank Address Line 1:	<input type="text"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text"/>
Postal Code:	<input type="text"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text"/>
Account Number/IBAN:	<input type="text"/>

Paso 19: Cuando termine, haga clic en "Verify PI" y luego en "Next".

Welcome RqvwRfsVv VRdvvqC HvfcVnC sR NCYHR 03/05/2026

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

1. Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
2. Click "Verify PI" to validate the structure of your payment instructions.
3. Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text" value="UNFCU"/>
Branch Name:	<input type="text" value="MAIN"/>
Bank Address Line 1:	<input type="text" value="24-01 44TH RD"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text" value="LIC"/>
Postal Code:	<input type="text" value="11101"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text" value="226078609"/>
Account Number/IBAN:	<input type="text"/>

Paso 20: Ingrese cualquier información bancaria adicional. Si el pago se realizará a una cuenta en los Estados Unidos, seleccione también el **tipo de cuenta (Account Type)**. Haga clic en **“Next”**.

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

PLEASE ENTER ANY ADDITIONAL INFORMATION BELOW TO HELP ENSURE STRAIGHT-THROUGH PROCESSING OF YOUR PAYMENT.
FOR PAYMENTS IN USD OR WITHIN THE UNITED STATES, SELECTING AN ACCOUNT TYPE IS REQUIRED.

If your name at your Bank is different from the one on your Fund's records, please enter the name at your bank

Account Properties:

First Name:
Middle Name:
Last Name:
Additional Information Required:
Additional Payment Information if known:
Name of the Correspondent Bank:
City and Country of the Correspondent Bank:
Bank Identification Code of the Correspondent Bank:

Please Select Account Type:
If your Account is held at a Financial Institution such as UNESCO USLS, AMFIE or UNSSCA, Please select the following:
Name of the Financial Institution:
Account Reference with the Financial Institution:

Paso 21: Verá una lista de documentos requeridos. Haga clic en **“Choose File”** y luego en **“Upload”**.

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Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the Description field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

No file chosen

Paso 22: Una vez que cargue sus documentos, seleccione la **Descripción (Description)** en la lista desplegable.

Menu
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Online Submission
Online Submission of Benefit
Election and Payment Instruction

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	
<input type="checkbox"/>	Bank Document.pdf	S1 - Signature Specimen Form Bank Document (RIB, Top Part of Bank Statement) Copy of Birth Certificate of Children under 21 Copy of Marriage Certificate/Divorce Certificate Copy of Passport or ID Copy of Passport or ID of Spouse Others

Paso 23: Cuando termine, haga clic en **"Next"**.

United Nations Joint Staff Pension Fund

Welcome RqwwRtsVv VRdvqqC HvFCVnC sR NCYHR 03/05/2026

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click "Choose File" to pick a document from your device, then click "Upload".
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID
<input type="checkbox"/>	Bank Document.pdf	Bank Document (RIB, Top Part of Bank Statement)

Previous Next

Paso 24: Revise su información demográfica y haga clic en **“Next”**.

Step 9 of 9. Review and Submit Exit e-Pension

Demographic Information

First Name:	RqwrRfsVv	Country:	UNITED STATES OF AMERICA
Middle Name:		Postal Code:	10001-0000
Last Name:	VRdvqqC HvfCvnc sR NCYHR	DOB:	
Suffix:		Age:	54
Unique ID:		Gender:	Male
Current Nationality:	BRAZIL	Marital Status:	Married
Entry Date:	1 Apr 2012	Participation Status:	Active Participant
Address Line 1:	123 TEST	Language:	English
Address Line 2:		Date of Separation:	30 Jun 2026
City:	NEW YORK	Phone:	
		Email Address:	

[Edit Demographics](#)

Benefit Elected: **Withdrawal Settlement** [Edit Benefit Election](#)

Payment Instructions - Lump Sum: **USD Payment to UNITED STATES OF AMERICA**

Uploaded Documents: **Copy of Passport or ID
Bank Document (RIB, Top Part of Bank Statement)** [Edit Upload Documents](#)

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Paso 25: Revise la información, marque la casilla de **Declaración (Attestation)** y haga clic en **“Click here to confirm and submit”**.

United Nations Joint Staff Pension Fund

Welcome RqwrRfsVv VRdvqqC HvfCvnc sR NCYHR 03/05/2026

Step 9 of 9. Final Confirmation

Information:
A **Withdrawal Settlement** is a **one-time payment** that ends all your pension rights with the Fund. Once the payment has been made, **no changes to your benefit election can be accepted**.

The amount shown in this submission is an **unaudited estimate**, based on the information available to the Fund at the time of calculation. The final amount may differ once your entitlement is fully reviewed and confirmed.

ATTESTATION:
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE REGARDING THE WITHDRAWAL SETTLEMENT AND THAT I ACCEPT THAT NO CHANGE IN MY ELECTION WILL BE POSSIBLE ONCE THE PAYMENT HAS BEEN MADE.

[Previous](#) [Click here to confirm and submit](#)

Paso 26: Aparecerá la siguiente pantalla de confirmación. Ha completado el proceso.

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Online Submission
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Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

1. The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
2. After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
3. The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.

View/Download a copy of your submission in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Thank you.
United Nations Joint Staff Pension Fund – Operations Services

[Click here to go back to the Online Submission Home Page](#)

2.2 Jubilación anticipada o normal

Paso 14: Si elige una jubilación normal o una jubilación anticipada, existe la opción de ajustar su estimación ingresando una suma fija o un monto de pensión mensual. Si desea hacerlo, ingrese sus preferencias en los campos correspondientes.

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Step 5 of 9. Adjust Your Pension Estimate (Optional)

The pension estimate shown on the previous screen reflected the maximum lump-sum amount available. On this screen, you have the option to select a smaller lump-sum amount than the maximum allowed.

UNJSPF ID:
Pension Application:
Separation Date: 30 Jun 2026

Adjust Your Estimate (Optional)

Leave both fields blank to use the maximum lump-sum amount. You may enter a smaller lump sum or a higher monthly pension if you wish to customize your estimate.

Enter Fixed Lumpsum: Leave blank to apply the maximum fixed lump sum
Or
Enter Monthly Pension: Enter a higher amount if you wish to increase your monthly pension instead

Estimate Results

Full Early Retirement	Estimated Monthly	\$2,776.74
-----------------------	-------------------	------------

Paso 15: Seleccione su **beneficio** y luego haga clic en **“Next”**.

United Nations Joint Staff Pension Fund

Welcome RqvwRfsVv VRdVqqC HvfcVnC sR NCYHR 03/05/2026

Step 6 of 9. Benefit Election

Before Making an election, please click on this here to read more about each one of the options below.

Once you have reviewed and understood the benefit options available to you, please select one of the choices below.

Estimate results: options available based on 30/06/2026 separation date

<input type="radio"/> Full Early Retirement	Estimated Monthly	\$2,776.74
<input checked="" type="radio"/> Reduced Early Retirement with Maximum LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Maximum Lumpsum	Estimated	\$243,743.66
<input type="radio"/> Reduced Early Retirement with Fixed LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Fixed Lumpsum	Estimated	\$243,743.66
<input type="radio"/> Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
<input type="radio"/> Withdrawal Settlement	Estimated	\$454,988.98

Paso 16: Seleccione la moneda de pago (Currency of payment).

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Online Submission of Benefit Election and Payment Instruction

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: **Select Currency** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amount
- If you choose another currency

Next steps:

- Enter your bank details in
- Click "Verify PI" to validate
- Prepare a PDF document

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Verify PI

Note: The "Select Currency" dropdown menu is highlighted with an orange circle in the original image.

Paso 17: Seleccione el país donde se realizará el pago (Country where payment is to be made).

Welcome RqvwRfsVv VRdvvqC HvtCVnC sR NCYHR 03/05/2026

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Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: **USD** Select the Country where Payment is to be made: **Select Country**

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using

Next steps:

- Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
- Click "Verify PI" to validate the structure of your payment instructions.
- Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:

Branch Name:

Bank Address Line 1:

Bank Address Line 2 (Optional):

Bank City:

Postal Code:

Country:

Bank Identification Code/Routing Number:

Account Number/IBAN:

Select Country

- AFGHANISTAN
- ALAND ISLANDS
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- ARUBA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN

Note: The "Select Country" dropdown menu is highlighted with an orange circle in the original image.

Paso 18: Agregue sus datos bancarios.

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Online Submission of Benefit Election and Payment Instruction

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

1. Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
2. Click "Verify PI" to validate the structure of your payment instructions.
3. Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text"/>
Branch Name:	<input type="text"/>
Bank Address Line 1:	<input type="text"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text"/>
Postal Code:	<input type="text"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text"/>
Account Number/IBAN:	<input type="text"/>

Paso 19: Cuando termine, haga clic en "Verify PI" y luego en "Next".

Welcome RqvwRtsVv VRdVqqC HvFCVnC sR NCYHR 03/05/2026

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Online Submission of Benefit Election and Payment Instruction

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

Important:

- One time payment amounts are calculated in USD.
- If you choose another currency, the conversion will be done by our paying bank using the daily exchange rate.

Next steps:

1. Enter your bank details in the fields below. The Bank Country field will already be pre-populated based on your earlier selection above.
2. Click "Verify PI" to validate the structure of your payment instructions.
3. Prepare a PDF document with your bank's official wire transfer instructions. You will be asked to upload this document at the next step.

Bank Name:	<input type="text" value="UNFCU"/>
Branch Name:	<input type="text" value="MAIN"/>
Bank Address Line 1:	<input type="text" value="24-01 44TH RD"/>
Bank Address Line 2 (Optional):	<input type="text"/>
Bank City:	<input type="text" value="LIC"/>
Postal Code:	<input type="text" value="11101"/>
Country:	<input type="text" value="UNITED STATES OF AMERICA"/>
Bank Identification Code/Routing Number:	<input type="text" value="226078609"/>
Account Number/IBAN:	<input type="text"/>

Paso 20: Ingrese cualquier información bancaria adicional. Si el pago se realizará a una cuenta en los Estados Unidos, seleccione también el **tipo de cuenta (Account Type)**. Haga clic en **“Next”**.

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - ONE TIME PAYMENT

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Online Submission of Benefit Election and Payment Instruction

Benefit Election: Withdrawal Settlement

Select Currency of Payment: Select the Country where Payment is to be made:

PLEASE ENTER ANY ADDITIONAL INFORMATION BELOW TO HELP ENSURE STRAIGHT-THROUGH PROCESSING OF YOUR PAYMENT.
FOR PAYMENTS IN USD OR WITHIN THE UNITED STATES, SELECTING AN ACCOUNT TYPE IS REQUIRED.

If your name at your Bank is different from the one on your Fund's records, please enter the name at your bank: _____

Account Properties:

First Name:
Middle Name:
Last Name:
Additional Information Required:

Please Select Account Type: (dropdown menu open showing Savings, Checking, and UNESCO)

If your Account is held at a Financial Institution such as UNESCO USLS, AMFIE or UNSSCA, Please enter the following:

Additional Payment Information if known: _____
Name of the Correspondent Bank:
City and Country of the Correspondent Bank:
Bank Identification Code of the Correspondent Bank:

Name of the Financial Institution:
Account Reference with the Financial Institution:

Paso 21: Si seleccionó que también se le pague una suma fija, también deberá proporcionar instrucciones bancarias sobre dónde desea recibir ese pago. Si la cuenta es la misma que ingresó para su beneficio regular, simplemente marque la casilla **“Apply the same instruction for Lumpsum”**. De lo contrario, agregue los datos bancarios (siga los mismos pasos que arriba).

Step 7 of 9. PAYMENT INSTRUCTIONS (PI) - MONTHLY

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Online Submission
Online Submission of Benefit Election and Payment Instruction

Benefit Election: Early Retirement with Maximum Lump Sum

Select Currency of Payment: Select the Country where Payment is to be made:

PLEASE ENTER ANY ADDITIONAL INFORMATION BELOW TO HELP ENSURE STRAIGHT-THROUGH PROCESSING OF YOUR PAYMENT.
FOR PAYMENTS IN USD OR WITHIN THE UNITED STATES, SELECTING AN ACCOUNT TYPE IS REQUIRED.

If your name at your Bank is different from the one on your Fund's records, please enter the name at your bank: _____

Account Properties:

First Name:
Middle Name:
Last Name:
Additional Information Required:

Please Select Account Type: (dropdown menu open showing Savings)

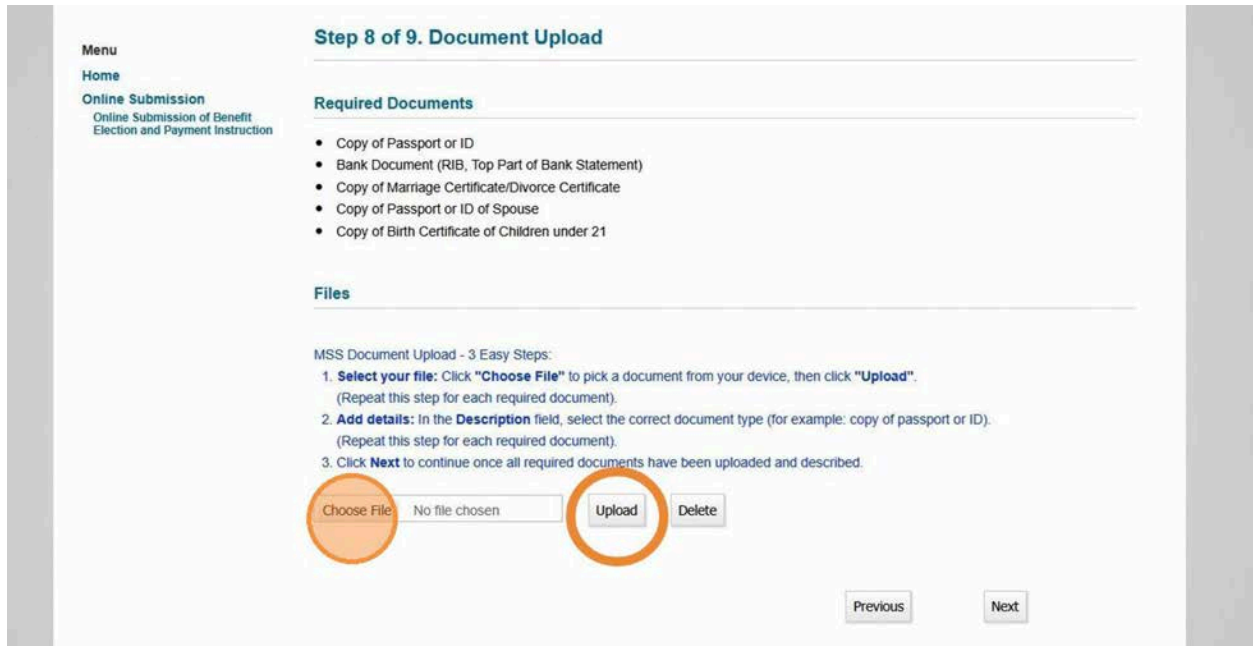
If your Account is held at a Financial Institution such as UNESCO USLS, AMFIE or UNSSCA, Please enter the following:

Additional Payment Information if known: _____
Name of the Correspondent Bank:
City and Country of the Correspondent Bank:
Bank Identification Code of the Correspondent Bank:

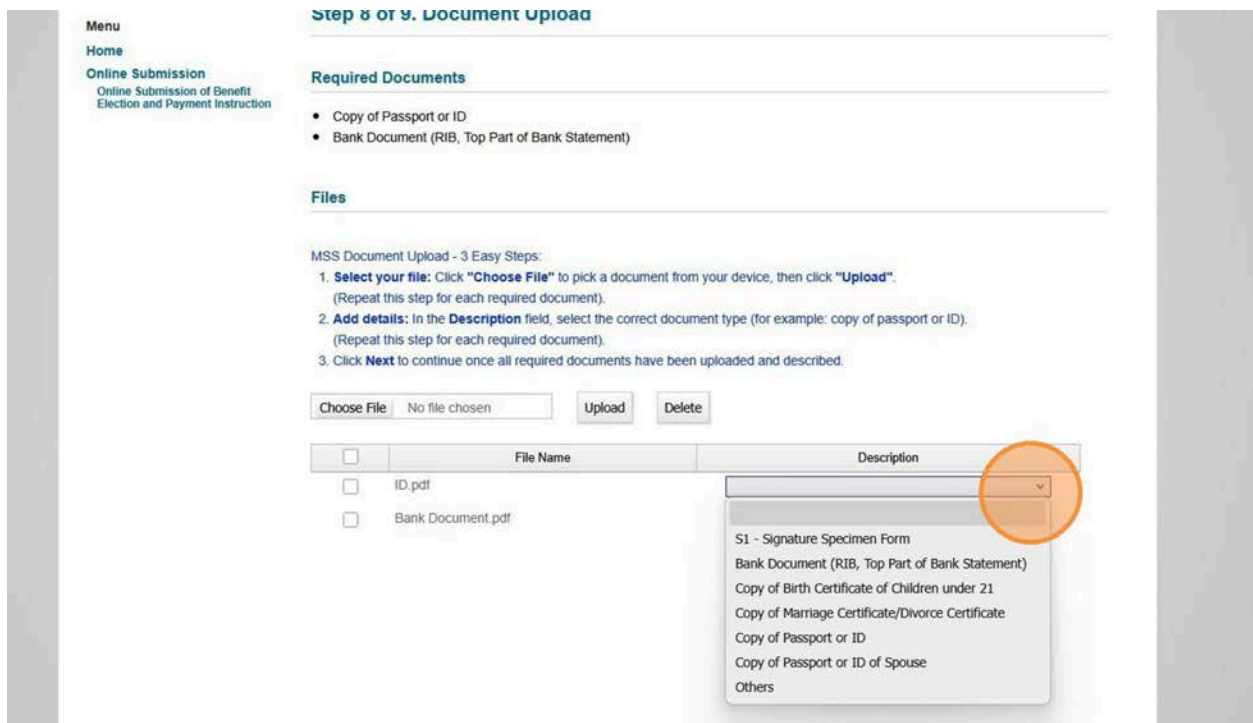
Name of the Financial Institution:
Account Reference with the Financial Institution:

Apply the same instruction for Lumpsum:

Paso 22: Verá una lista de documentos requeridos. Haga clic en **“Choose File”** y luego en **“Upload”**.



Paso 23: Una vez que cargue sus documentos, seleccione la **Descripción (Description)** en la lista desplegable.



Paso 24: Cuando termine, haga clic en **“Next”**.

Online Submission of Benefit Election and Payment Instruction

- Copy of Passport or ID
- Bank Document (RIB, Top Part of Bank Statement)
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID of Spouse
- Copy of Birth Certificate of Children under 21

Files

MSS Document Upload - 3 Easy Steps:

1. **Select your file:** Click **“Choose File”** to pick a document from your device, then click **“Upload”**.
(Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID).
(Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File No file chosen Upload Delete

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID
<input type="checkbox"/>	Bank Document.pdf	Bank Document (RIB, Top Part of Bank Statement)
<input type="checkbox"/>	Marriage Certificate.pdf	Copy of Marriage Certificate/Divorce Certificate
<input type="checkbox"/>	ID.pdf	Copy of Passport or ID of Spouse
<input type="checkbox"/>	Child BC.pdf	Copy of Birth Certificate of Children under 21

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Paso 25: Revise su información demográfica y haga clic en **“Next”**.

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Step 9 of 9. Review and Submit Exit e-Pension

Demographic Information

First Name:	RqwRtsVv	Country:	UNITED STATES OF AMERICA
Middle Name:		Postal Code:	10001-0000
Last Name:	VRdvqQC HvICVnC sR NCYHR	DOB:	
Suffix:		Age:	54
Unique ID:		Gender:	Male
Current Nationality:	BRAZIL	Marital Status:	Married
Entry Date:	1 Apr 2012	Participation Status:	Active Participant
Address Line 1:	123 TEST	Language:	English
Address Line 2:		Date of Separation:	30 Jun 2026
City:	NEW YORK	Phone:	
		Email Address:	

Edit Demographics

Benefit Elected: Early Retirement with Maximum Lump Sum Edit Benefit Election

Payment Instructions - Monthly: USD Payment to UNITED STATES OF AMERICA Edit Payment Instructions

Payment Instructions - Lump Sum: USD Payment to UNITED STATES OF AMERICA

Uploaded Documents: Copy of Passport or ID, Bank Document (RIB, Top Part of Bank Statement), Copy of Marriage Certificate/Divorce Certificate, Copy of Passport or ID of Spouse, Copy of Birth Certificate of Children under 21 Edit Upload Documents

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Paso 26: Revise la información, marque la casilla de **Declaración (Attestation)** y haga clic en **“Click here to confirm and submit”**.

Welcome RqvwRfsVv VRdvqqC HvfCVnC sR NCYHR 03/05/2026

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Step 9 of 9. Final Confirmation

Information:
An **Early Retirement with Lump Sum** is available to participants who have completed **at least five years of contributory service** and who separate from service **on or after reaching their early retirement age** (55 or 58, depending on their date of entry or re-entry into the Fund), but **before reaching normal retirement age**.

By choosing this option, you have **elected to commute a portion of your benefit into a lump-sum payment**. Once the payment has been made, **no changes to your benefit election can be accepted**.

The amount shown in this submission is an **unaudited estimate**, based on the information available to the Fund at the time of calculation. The **final amount** may differ once your entitlement is fully reviewed and confirmed.

ATTESTATION:
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE REGARDING THE FULL EARLY RETIREMENT AND THAT I ACCEPT THAT NO CHANGE IN MY ELECTION WILL BE POSSIBLE ONCE THE PAYMENT HAS BEEN MADE.

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Click here to confirm and submit

Paso 27: Aparecerá la siguiente pantalla de confirmación. Ha completado el proceso.

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Online Submission of Benefit Election and Payment Instructions

Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

1. The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
2. After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
3. The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the **"Official UNJSPF Documents"** tile on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.
- Please download the UNJSPF Digital CE App on your phone or tablet and enroll to the Digital CE to be able to submit your proof of life digitally as a retiree. Learn about the DCE app here: <https://www.unjspf.org/for-clients/digital-certificate-of-entitlement/>.

View/Download a copy of your submission in the **"Official UNJSPF Documents"** tile on your Member Self Service home page.

Thank you,
United Nations Joint Staff Pension Fund – Operations Services

2.3 Jubilación diferida

Paso 14: Seleccione **Deferred Retirement Benefit** y luego haga clic en **“Next”**.

Step 6 of 9. Benefit Election

Before Making an election, please click on this [here](#) to read more about each one of the options below.

Once you have reviewed and understood the benefit options available to you ,please select one of the choices below.

Estimate results: options available based on 30/06/2026 separation date

<input type="radio"/> Full Early Retirement	Estimated Monthly	\$2,776.74
<input type="radio"/> Reduced Early Retirement with Maximum LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Maximum Lumpsum		
<input type="radio"/> Reduced Early Retirement with Fixed LS	Estimated Monthly	\$1,347.00
1) Reduced Monthly Pension	Estimated	\$243,743.66
2) Fixed Lumpsum		
<input checked="" type="radio"/> Deferred Retirement Benefit	Estimated Monthly from age 62	\$4,787.48
<input type="radio"/> Withdrawal Settlement	Estimated	\$454,988.98

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Paso 15: Verá una lista de documentos requeridos. Haga clic en **“Choose File”** y luego en **“Upload”**.

Step 8 of 9. Document Upload

Required Documents

- Copy of Passport or ID
- Copy of Marriage Certificate/Divorce Certificate
- Copy of Passport or ID of Spouse

Files

MSS Document Upload - 3 Easy Steps:

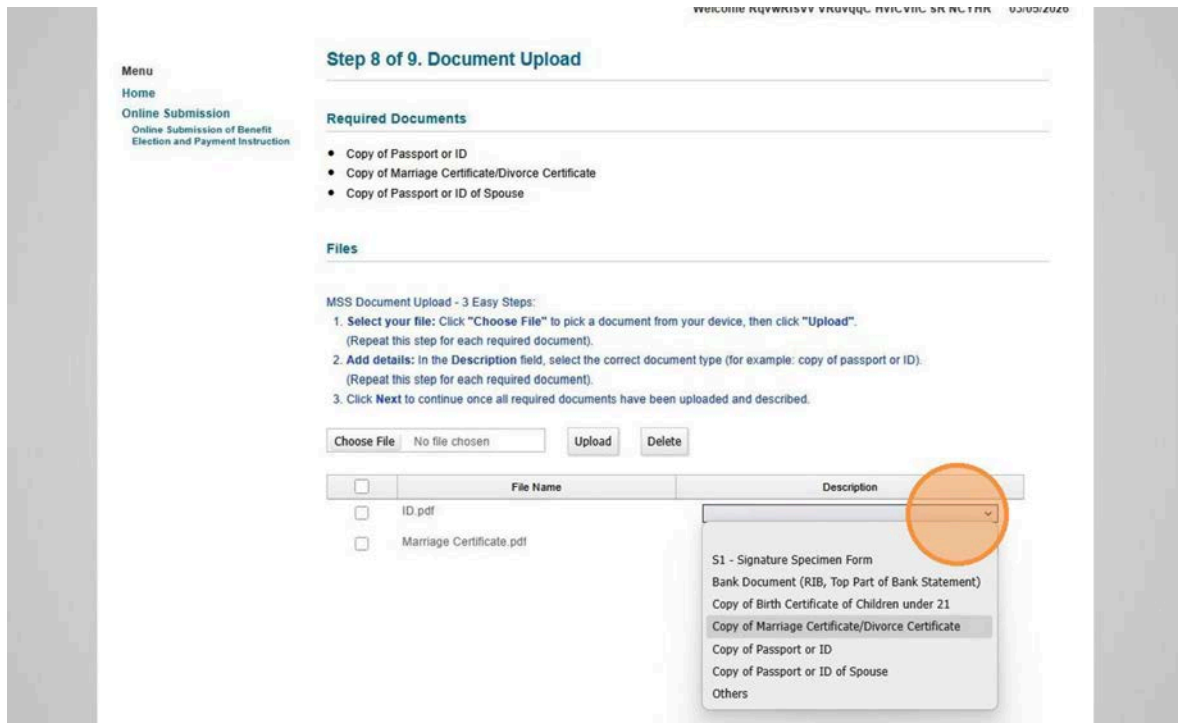
1. **Select your file:** Click **“Choose File”** to pick a document from your device, then click **“Upload”**. (Repeat this step for each required document).
2. **Add details:** In the **Description** field, select the correct document type (for example: copy of passport or ID). (Repeat this step for each required document).
3. Click **Next** to continue once all required documents have been uploaded and described.

Choose File Marriage Certificate.pdf **Upload** **Delete**

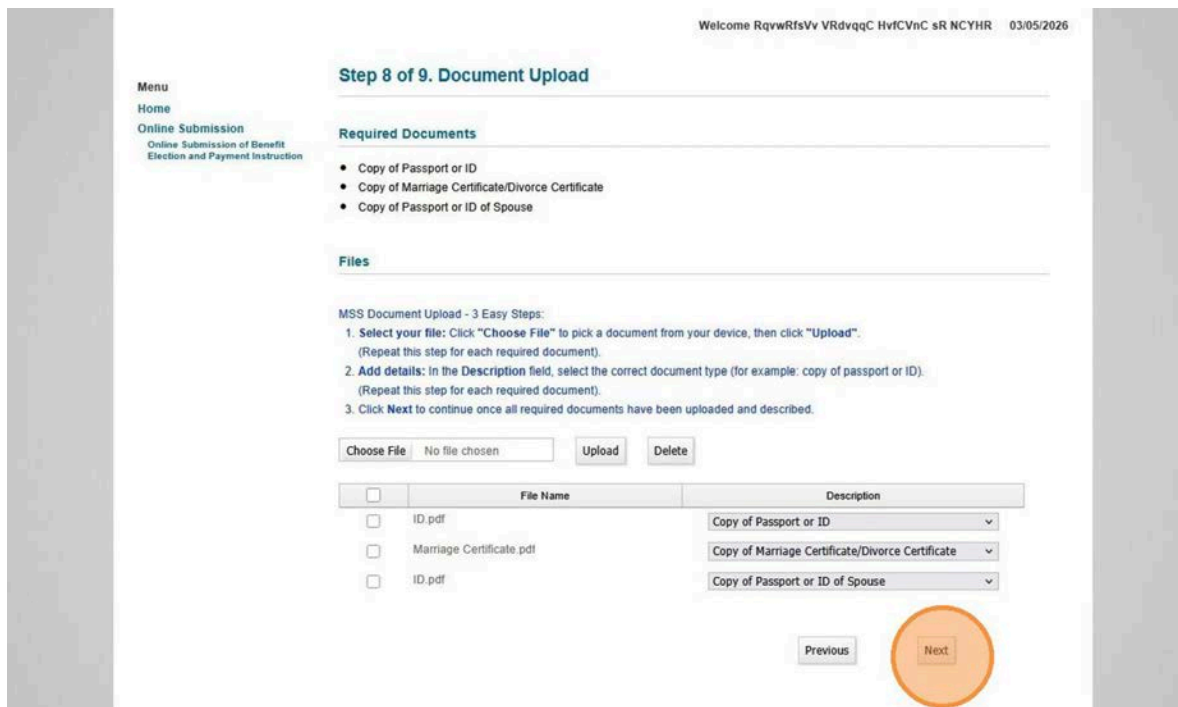
File Name	Description
<input type="checkbox"/> ID.pdf	

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Paso 16: Una vez que cargue sus documentos, seleccione la **Descripción (Description)** en la lista desplegable.



Paso 17: Cuando termine, haga clic en **“Next”**.



Paso 18: Revise su información demográfica y haga clic en **“Next”**.

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Online Submission of Benefit Election and Payment Instruction

Step 9 of 9. Review and Submit Exit e-Pension

Demographic Information

First Name:	RqwRfsVv	Country:	UNITED STATES OF AMERICA
Middle Name:		Postal Code:	10001-0000
Last Name:	VRdvqqC HvfcVnC sR NCYHR	DOB:	
Suffix:		Age:	54
Unique ID:		Gender:	Male
Current Nationality:	BRAZIL	Marital Status:	Married
Entry Date:	1 Apr 2012	Participation Status:	Active Participant
Address Line 1:	123 TEST	Language:	English
Address Line 2:		Date of Separation:	30 Jun 2026
City:	NEW YORK	Phone:	
		Email Address:	

Benefit Elected: **Deferred Retirement Benefit**

Uploaded Documents: Copy of Passport or ID
Copy of Marriage Certificate/Divorce Certificate
Copy of Passport or ID of Spouse

[Edit Demographics](#)
[Edit Benefit Election](#)
[Edit Upload Documents](#)

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Paso 19: Revise la información, marque la casilla de **Declaración (Attestation)** y haga clic en **“Click here to confirm and submit”**.

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UNJSPF
United Nations Joint Staff Pension Fund

Welcome RqwRfsVv VRdvqqC HvfcVnC sR NCYHR 03/05/2026

Step 9 of 9. Final Confirmation

Information:
A **Deferred Retirement** is available to participants who have completed **at least five years of contributory service** and separate from service before reaching normal retirement age.

The amount shown in this submission is an **unaudited estimate**, based on the information available to the Fund at the time of calculation. The **final amount** may differ once your entitlement is fully reviewed and confirmed.

ATTESTATION:
 I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE INFORMATION ABOVE REGARDING THE DEFERRED RETIREMENT.

[Previous](#) [Click here to confirm and submit](#)

Paso 20: Aparecerá la siguiente pantalla de confirmación. Ha completado el proceso.

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Step 9 of 9. Online Submission Confirmation

Thank you for submitting your benefit election and payment instructions through the MSS Online Submission tool.

Next steps

1. The Fund will begin processing once your employing organization submits:
 - The **Separation Personnel Action Form (SEPPA)**, and
 - The **Separation Notification Form (final clearance)**.
2. After these forms are received, your submission will be reviewed, and your entitlement will be processed within **15 working days**.
3. The Fund may contact you if additional documents or clarifications are required.

Where to find your submission

- A copy of your submission is stored in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Changing your submission

- You may submit a new election or payment instruction at any time before your case is finalized.
- Each new submission will **replace all previous submissions**.
- Once your case has been **calculated and sent to audit**, your submission will be locked, and your election will be irrevocable.

Status update

- Your Separation Notification was received on **14 Aug 2018**.

View/Download a copy of your submission in the "**Official UNJSPF Documents**" tile on your Member Self Service home page.

Thank you,
United Nations Joint Staff Pension Fund – Operations Services

[Click here to go back to the Online Submission Home Page](#)