Preparing for

Separation and Retirement

UNJSPF

1 Register for Member Self-Service (MSS)

In MSS, you can find personalized pension information and tools, including access to the online estimate tool, all pension forms, the document upload functionality, the online submission of benefit election and payment instruction, etc.

Learn more here.

2 Run an estimate

You should run at least one estimate for your intended separation date inside your MSS account ahead of your separation to ensure you know your benefit options and future estimated benefit amounts. This is essential to help you make an informed decision.

Learn more here.

3 Review your Annual Pension Statement

Your Annual Pension Statement is available in your MSS account under My Records > Annual Pension Statement. It is published each year in May and provides you with a summary of your status with the Fund, from the date you joined until the most recent prior year-end. If you note discrepancies in your personal data, please inform your HR. If you note discrepancies in your contributory service periods, please contact the Fund.

Learn more here.

4 Attend a virtual Pension Townhall

Pension Townhalls on various pension topics are held every month and are provided in English and French. Recordings and presentations for past sessions as well as upcoming dates and links to join are available on the dedicated page.

Learn more here.

5 Take Pension eLearning modules

Pension eLearning modules are available in English or French for various key topics. All the modules are free for members of the UNJSPF.

Learn more here.

Links to helpful information

Separating or retiring - all topics

Separation

Retirement ages

Benefit options

Separation checklist

The easiest way to submit your payment instructions, benefit selection, and required documents is through your Member Self-Service (MSS) account using the online submission of benefit election and payment instructions functionality. The system will guide you step-by-step and prompt you to upload the necessary documents (see documents below).

- [ ] **Copy of a recent bank document that contains your name and account number**
  Your name and account information on the bank document must match the name and account information provided on your payment instructions. Examples of acceptable bank documents are voided checks, copy of a formal bank statement or payment instructions for international wire transfers.

- [ ] **Copy of your valid passport or other government issued photo ID with your signature**
  The "UN Laisser Passer" is not a valid ID document. If your ID document does not include your signature, you must also provide a duly completed and hand signed form S/1 on which your signature must be authenticated by a UN Official.

If you are unable to use this functionality in MSS, in addition to the documents listed above, you must also submit:

- [ ] **Payment Instructions (PI) on the applicable form**
  Duly complete the form (E/6-A, E/6-B, E/7-A or E/7-B) that is applicable to your case.

All UNJSPF forms are available inside your MSS account and here.

Those selecting a retirement benefit (Article 28, 29, or 30) or a disability benefit (Article 33) must also submit the following copies of documents, as applicable:

- marriage certificate(s)
- divorce decrees (for any former spouse you were married to while a participant)
- spouse's valid government-issued ID
- birth certificate(s) of dependent child(ren) under 21 (or, for children above age 21 if disabled)
- death certificate(s) for spouse(s), ex-spouse(s), child(ren)
- duly completed form PENS.A/2

Your employing organization must also submit:

1. Separation Notification (PF4/SEP)
2. Separation Personnel Action form (SEPPA) (not required for staff of UN Agencies).

Contact details and info on how to submit documents are available here.