

# *After you leave the ILO*

## **What beneficiaries have to do to ensure that pension payments are not interrupted**

1. Complete the **Annual Certificate of Entitlement Form** (attestation that you are alive) promptly and return it to the UNJSPF. Do not return this form to the ILO Pension Secretariat.
2. Inform the UNJSPF of any **change in address**, including change in the country of residence.
3. If you **change your bank account**, contact the UNJSPF two months in advance to complete a new payment instructions form. Report the full name and address of the bank and any special bank routing or account codes. Enclose an IBAN if possible.
4. Inform the UNJSPF of any **change in civil status** (marriage, divorce, death of a spouse).

**The ILO Pension Secretariat cannot access the pension files of former officials. Pension payments are made by the UNJSPF.**

**Retired persons and beneficiaries must contact the UNJSPF for all enquiries, tax statements, estimates and payment problems.**