

# Handbook for Advanced Planning and Survivor Formalities for IDB Retirees and Employees, and Their Families

STEPS FOR RECEIVING BENEFITS AND  
MANAGING FINANCIAL AFFAIRS UPON DEATH

**PREPARED AND DISTRIBUTED BY**

The Association of Retirees of the Inter-American Development Bank (IDB),  
in collaboration with the IDB Staff Retirement Plan (SRP) and IDB Global Federal Credit Union

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# HANDBOOK FOR ADVANCED PLANNING AND SURVIVOR FORMALITIES

The death of a loved one is one of the most difficult times for family, partners and friends. The days afterwards can be a blur of contacting friends and family, mourning the loss, organizing memorial events, and confronting a future which no longer includes that person. Survivors may experience severe grief, which can result in disturbed sleep, loss of appetite, fatigue and anxiety. Those conditions can make it difficult to manage daily affairs, let alone settle an estate, which often involves unfamiliar complex legal formalities.

The IDB Retirees Association, working with the IDB Staff Retirement Plan (SRP) and IDB Global Federal Credit Union, has prepared a simple step-by-step guide to help IDB retirees and their families navigate the sequence of measures necessary to ensure that pension, insurance, tax and financial issues are settled quickly and correctly. This handbook also

includes checklists for advance planning and a summary for survivors to ensure that the proper documentation is available for settlement of a departed loved one's affairs.

**Acknowledgement** – The authors are grateful to the 1818 Society (the World Bank retirees association) for sharing their Guide. For other resources, see the [Death With Dignity Life File](#) and AARP Foundation's [Personal Estate Planning Kit](#).

## DISCLAIMER

This Handbook is meant to be a guide for Association members and their families, but in no way constitutes legal or financial advice and should not be relied on as such. Members should consult with attorneys and financial specialists regarding their specific arrangements and circumstances.

Though the Association obtained useful current information from SRP and IDB Global Federal Credit Union about their respective procedures and online resources, these could change. Survivors must contact those entities directly for up-to-date information about their policies, practices and procedures when settling a loved one's affairs.

# 1. HOW TO PREPARE



## ADVANCED PLANNING

Retirees can help reduce risks and complications for survivors after your death by deciding now how you want your assets to be distributed and what type of end-of-life care and funeral arrangements you desire, setting out all your wishes in the proper documents, and appointing a trusted relative or friend to oversee everything when you are gone. Such estate and end-of-life planning will help ensure smooth settlement of your financial plan, minimizing estate settlement costs and avoiding delays.

Here are the main documents you can prepare and other steps you can take for your estate and end-of-life planning:

**Last will and testament.** A will ensures that your property is passed along to those you want to receive it upon your passing.

**Trust.** A trust is a financial arrangement for management of your assets.

**Living trust.** You can create a trust during your lifetime that designates a person who will manage your assets for the benefit of the beneficiaries you choose. A trust allows for

easy transfer of your assets and can avoid the costs and delays of probate (court settlement).

**Life insurance policy.** Life insurance provides for payment of a specific amount to your designated beneficiaries upon your death. Beneficiaries can be an individual, a trustee or a charity. You should regularly review your life insurance beneficiaries to update any names.

**Retirement plan accounts and employee benefits.** In the case of the IDB, benefits include the pension plan, health insurance and life insurance. Here, too, you should review your list of beneficiaries to make sure it is current, the distribution established (for example, shared equally among your surviving spouse and children), and the names and contact information are correct.

**Durable financial power of attorney.** Through a durable financial power of attorney, you can give someone you trust the legal authority to take care of your financial matters if you are incapacitated (for instance, if you go into a coma).

**Living will and health care power of attorney.** These forms explain your health care wishes. A living will/advance directive instructs your

doctor to ensure, withhold or withdraw life-prolonging interventions if you are terminally ill or permanently unconscious. A health care power of attorney allows you to name a person to make healthcare decisions for you if you are incapacitated.

**Immigration status.** If you or your spouse are not US citizens, decide if you want to change your or your spouse's residency status.

**Taxes and Social Security.** Ensure you are up to date on tax filing and social security contributions and records.

#### **IDB Global Federal Credit union members**

should review the list of beneficiaries for each of their accounts. If your beneficiaries are not already members of IDB Global Federal Credit Union but are eligible to join, they can consider opening an account so that funds in your account can easily be transferred to them upon your death.

- Beneficiaries need to be added to each account individually. You can do so online using the "Payable on Death" form under Forms>Payable on Death.
- If eligible, the executor of a member's estate may wish to open an account at the Credit Union during the member's lifetime. Provide proof of the person's address, a government-issued ID, and a

copy of the contract if the person is an IDB Group employee, and make an initial minimum deposit of \$50 for a savings account plus a \$2 account opening fee.

**Other bank accounts.** If you have any other bank accounts that are in your sole name, consider making them a joint account with your spouse or a trusted relative or naming a "payable upon death beneficiary" for easy transfer upon your death.

**Contact information.** Update your contact information in all financial, legal, and tax-related documents.



#### **CONSULT AN EXPERT**

Everyone's estate and personal needs are different, and laws vary greatly by country and state. Do not rely on anyone else's situation for your own planning. Consult an attorney to prepare your will and other estate documents such as living trusts. Qualified estate planning lawyers can interpret the laws on property rights, taxes, wills, probate and trusts.

You may also want to hire an accountant, financial planner and life insurance professional. Estate attorneys can be identified through referral from a trusted advisor or friend or by researching your state, county or city BAR

Association lawyer referral service. The cost of these experts can be in the thousands of dollars, but they can ensure that the estate avoids pitfalls, lengthy procedures and unnecessary costs or taxes.



## ORGANIZE YOUR RECORDS

Create a “life file” with all the information a survivor or executor will need and store it in a secure place. Include the following:

- List of bank and investment accounts, account numbers and other information, as well as insurance policies, safe-deposit box and other financial matters (for joint accounts, consider sharing online usernames and passwords with co-owners for use in the event of incapacity), passwords and account information if you have invested in any cryptocurrency
- Password list for mobile phone, tablet, computer, laptop, email, social media accounts, etc.
- List of important original documents and where to find them (deeds, car titles, birth and marriage certificates, estate planning documents)
- Personal information such as: social security number, IDB ID, driver’s license number, date of birth; names and phone numbers of family members
- Name of tax adviser (if any) and location of tax records
- Funeral insurance or pre-paid burial plot, if any
- Bills, with due dates and amounts, identifying those that are ongoing and that are paid through automatic debit
- A “where to find” document identifying the location of important items your heirs might need after your death: the deed to your house, the title and keys to your car, your social security and Medicare cards.

Consider purchasing a fireproof home safe and a USB thumb drive to store important documents and information. Make copies of the contents to leave with a trusted friend or family member.

If you have a safe deposit box, make arrangements with your bank to provide access to it to your spouse or other trusted family member or friend.

See the AARP Foundation’s [Personal Estate Planning Kit](#).

## 2. HOW TO RECEIVE DEATH BENEFITS

### A. IDB PENSION

All IDB retirees who participate in the IDB Staff Retirement Plans, which may be updated periodically, should keep up with changes to IDB Pension procedures. See <https://www.iadb.org/en/retirees/pension-plans> or write to the Staff Retirement Plans at [vpf/srp@iadb.org](mailto:vpf/srp@iadb.org).

#### Who is eligible for a survivor benefit?

If a deceased retiree is survived by a qualified spouse, the spouse is entitled to a lifetime pension. A qualified spouse is one who was married or registered in the Bank's system as "Domestic Partner" to the retired participant on the last day of his or her service. If the retiree is not survived by a qualified spouse, a lump sum payment will be made to the retiree's designated beneficiaries on record. Retirees are responsible for updating their [Designation of Beneficiaries form](#).

#### How to request survivor benefits?

1. Inform the IDB about the death of the retiree or spouse/partner and submit an original or certified copy of the death certificate. A Pension Officer from the Staff Retirement Plans will contact you to assist you with the process.

#### 2. Submit the following forms:

- a. Request for Survivor's Pension or Authorization for Payment of Benefits signed by each of the beneficiaries, as applicable (SRP will send the forms to the beneficiaries.)
- b. Authorization for Payment of Life Insurance signed by each of the beneficiaries (SRP will send the forms to the beneficiaries)
- c. Copy of government-issued identification with a photograph, such as a national identification card, driver's license, or passport, for each of the beneficiaries
- d. Copy of a voided check for a checking account or of a bank statement for a savings account showing the beneficiary's name and account number, for verification. Once IDB has been informed of the death, the Staff Retirement Plans Office will update its records and send information only to the beneficiary or beneficiaries or the person holding a power of attorney for the deceased retiree ("Attorney in Fact") and about their respective benefits.

## B. IDB MEDICAL INSURANCE PLAN

If a surviving spouse or partner is eligible for a survivor's pension from the IDB, the survivor is entitled to continued IDB medical insurance coverage for his or her lifetime, with continuing coverage for eligible dependents on the same basis as the retiree enjoyed.

In order to continue coverage, you must contact the IDB Staff Retirement Plan (SRP), report the death of the retiree or spouse/partner and submit an original or certified copy of the death certificate. A Pension Officer from the Staff Retirement Plan will contact you to assist you with the process and provide the necessary forms for you to complete. Return the forms and SRP will send the information to the insurance unit for registration.

For more details, including benefits for dependent children and widowed spouses who remarry, see the [Medical Benefits Handbook](#).

## C. IDB LIFE INSURANCE

Retirees and spouses have a life insurance benefit that will be paid to the designated beneficiaries on record. The amount of this benefit varies, depending on the option selected by the retiree at the time of

retirement. Currently, coverage upon death of a retiree is for no less than \$10,000, and \$5,000 upon death of a retiree's spouse. If the retired participant selected the High Option of the Program, the amount payable to designated beneficiaries will be at least 10% of the retiree's last annual salary at termination but no less than \$15,000. Coverage upon death of a retiree's spouse under the High Option is \$7,500.

To request life insurance benefits, follow the same steps and submit the same documentation as required for the pension plan, as described in subsection A above. For more information, see <https://www.iadb.org/en/retirees/pension-plans>.

## D. IDB GLOBAL FEDERAL CREDIT UNION ACCOUNTS

### 1. Notify IDB Global Federal Credit Union

If you are handling the financial affairs of an IDB Global Federal Credit Union member who has passed away, please notify the Credit Union of the member's death, using any one of the following methods:

- Form: Fill out the [online Bereavement Support form at www.idbglobalfcu.org/bereavement](http://www.idbglobalfcu.org/bereavement)

- Phone: 202-623-3363
- Email: [credit@idbglobalfcu.org](mailto:credit@idbglobalfcu.org)
- Mail:  
IDB Global Federal Credit Union  
1300 New York Ave., N.W.  
Washington D.C. 20577

Because IDB Global Federal Credit Union and the Inter-American Development Bank are separate legal entities, you must notify the Credit Union of the account holder's death in addition to the Bank. In all cases, you will need to provide an original or certified death certificate (in English or Spanish).

## 2. Request Funds

After IDB Global Federal Credit Union has been notified of a member's death, the funds in the deceased member's account or accounts will be disbursed based on the type of account, whether the late account holder listed any beneficiaries, and whether the account holder was a U.S. citizen or permanent resident. In all cases, the survivor or executor will need to provide a death certificate and other documentation, as detailed below.

In the case of a "sole" account, that is, not held jointly with anyone else, IDB Global is required to freeze the funds in the account upon receiving notice of the owner's death.

Any checks that have not yet cleared are returned, and all automatic withdrawals are rejected. Once IDB Global has received all the documents, as listed below, the funds for a sole account will usually be released within 10-15 business days, either to the designated beneficiaries or to the executor of the estate if no beneficiaries were listed.

If you are not sure how an account is set up or have other questions, please contact the Credit Union as indicated above.

### **(i) Sole account with beneficiaries listed**

In order to disburse the funds to the beneficiaries listed, IDB Global needs:

- Original or certified death certificate (in English or Spanish)
- Valid government-issued photo identification for each beneficiary
- Proper written instructions from each beneficiary for the distribution of funds (either an internal transfer to another IDB Global account or a cashier's check).

### **(ii) Joint account with or without beneficiaries listed**

If the account is held in joint ownership, the deceased member will need to be removed

from the account. The joint owner will become the sole primary owner, having complete authority over the account. Any beneficiaries listed as “Payable on Death” do not supersede the authority of a joint owner.

The surviving owner must fill out and sign a new “Member Services Form” requesting removal of the late co-owner. Please contact our Member Services line at 202-623-3363 for more information regarding the form.

Once the Member Services Form has been submitted, the account will remain open under the sole account owner. Checks issued under both names should be destroyed. The sole account owner can order new checks under his or her name.

### **(iii) Sole account for a U.S. citizen or permanent resident, without beneficiaries listed**

If the account holder did not formally name any beneficiaries, the probate court will issue a document appointing an “executor” or “personal representative” (the terms vary by jurisdiction). When the executor presents the appointment document and identification to IDB Global Federal Credit Union, the funds in the deceased member’s account are released to the executor. At that point, it is the executor’s responsibility to distribute the assets of the estate.

Prior to disbursing the funds to the executor or personal representative, IDB Global needs:

- Original or certified death certificate
- Estate Letters of Administration (appointment document)
- Tax identification number from the IRS (EIN) for the Estate (see [IRS form](#))
- Valid government-issued photo identification for the executor

### **(iv) Sole account for a non-U.S. citizen or non-permanent resident, without beneficiaries listed**

The executor of the estate or will must submit the documents from the country in which the account holder is domiciled (translated into English or Spanish) to IDB Global Federal Credit Union. Contact 202-623-3363 for assistance. These documents must be notarized at a U.S. Embassy or Consulate (see [travel.state.gov](http://travel.state.gov) for more information).

Prior to disbursing funds, IDB Global Federal Credit Union needs:

- Original or certified death certificate

- Valid government-issued photo identification for the executor
- Estate Letters of Administration

## E. OTHER FINANCIAL INSTITUTIONS

Survivors and/or executors should follow similar steps to those listed above for all other financial institutions where the deceased person has accounts or investments. These include banks, credit unions, investment brokers and dealers, and insurance companies. Original death certificates will likely be required for each institution and procedures will vary.

During their lifetime, account holders should maintain a current list of the account information for trusted family members or friends, especially those chosen as executors.

## F. FOR U.S. CITIZENS AND PERMANENT RESIDENTS

Survivors and executors should use US tax advisors and attorneys to address issues related to U.S. taxes, social security and immigration. This Handbook does not provide advice on these matters but outlines some

general considerations that retirees, their spouses and partners should take into account in both the advance planning and settlement stages. Please refer to IRS Publication 559, Survivors, Executors and Administrators.

### 1. Taxes

- *Federal income tax return for the deceased:* A final income tax return must be filed for the year of death up to the time of death. The due date is April 15 of the year following death. Extensions may be requested, but any taxes due must be paid by April 15 to avoid penalties.
- *Federal income tax return for the estate:* Form 1040 must also be filed to cover the period from death during the year to the end of the tax year, if the estate should receive more than a minimum amount of income set by federal law following the individual's death. The due date is April 15 of the year following death. For further information, please see Filing the Final Tax Returns of a Deceased Taxpayer page on the IRS site.
- *Federal income tax return for a trust:* If the trust receives a minimum amount of income set by federal law, a tax return for the trust must also be filed. The due date is April 15 of the year following death.

- *State tax:* For information on state tax requirements, please refer to the respective state's tax regulations.

## **2. U.S. Social Security**

Typically, a hospital or funeral home will notify the Social Security Administration of the person's death. Any government benefits for the deceased, such as Social Security, will stop and/or be returned. Surviving spouses of retirees who have contributed to U.S. Social Security may be required to report the death to the Social Security Administration. The surviving spouse may also be eligible to receive survivor's benefits from Social Security. Refer to SSA site ([www.socialsecurity.gov](http://www.socialsecurity.gov)).

## **G. FOR G4 VISA HOLDERS**

On the death of an IDB employee or retiree holding a G4 visa, the spouse has 30 days to either leave the country or apply for a change of visa status. Spouses in this situation should consult with an immigration attorney.

## **H. US ESTATE TAX RETURN FOR NON-RESIDENTS/NON-CITIZENS**

- *Federal estate tax return:* For estate tax purposes, if the date-of-death value of a deceased person's assets located in the U.S., together with the gift-tax-specific exemption and the amount of the adjusted taxable gifts, exceeds the filing threshold of \$60,000, then the executor must file a Form 706-NA for the estate. See the IRS instructions at [irs.gov](http://irs.gov) for additional information on the gift-tax-specific exemption and the amount of adjusted taxable gifts. The due date is nine months after death.
- *Tax treaties* between the U.S. and more than 15 other countries may offer breaks in tax rates, domicile definitions, and additional deductions. A nonresident alien who resides in one of the treaty nations may benefit greatly from these treaties. For more information, see the IRS website at [irs.gov](http://irs.gov) or consult an attorney or tax advisor.

# SUMMARY OF STEPS TO TAKE AFTER AN IDB RETIREE'S DEATH

During their lifetimes, IDB retirees and employees should designate the beneficiaries of their estate—the person or persons who will receive their money or property (the estate). They should also appoint an executor, a person who will be responsible for carrying out their wishes after they die, as laid out in their will and other documents. The executor is generally a close relative, friend, accountant, attorney or financial institution that you trust. The law requires executors to act in the best interest of the estate, even if the executor is also an heir.

Here is a summary of the steps beneficiaries and executors should take after an IDB retiree or employee's death. **Please share this summary with them for their information.**

## A. IDB PENSION AND LIFE INSURANCE DEATH BENEFITS

**1.** Notify the Staff Retirement Plan's Secretariat (SRP) of the Inter-American Development Bank about the passing of the retiree or beneficiary of the Plans, either by email, regular mail or phone:

**Email:** [VPF/SRP@iadb.org](mailto:VPF/SRP@iadb.org)

**Mail:**

Staff Retirement Plans  
Inter-American Development Bank  
1300 New York Ave, N.W. Stop EO507  
Washington, D.C. 20577

**Telephone:** 202-623-3560

**2.** Once notified, SRP will update its records and send information to the surviving spouse, executor or personal representative ("Attorney in Fact") about the beneficiaries and any pension or insurance benefits to which they may be entitled.

**3.** Any pension or insurance benefits payable will be transferred at the end of the month

in which the retiree passes away to the retiree's account on record.

**4.** If the retiree is survived by a qualified spouse, the spouse will be entitled to a lifetime pension. If the retiree is not survived by a qualified spouse, a lump sum payment will be made to the designated beneficiaries on record.

**5.** SRP will send the IDB Life Insurance beneficiaries the form to complete to receive payment of their benefit. See Section 2.C. of this Handbook.

**6.** SRP must receive the following forms and other documentation in order to process the payment of benefits as described above:

a. Death certificate: original or certified copy

b. Request for Survivor's Pension or Authorization for Payment of Benefits signed by each of the beneficiaries, as applicable.

c. Authorization for Payment of Life Insurance duly completed and signed by each of the beneficiaries.

# SUMMARY OF STEPS TO TAKE AFTER AN IDB RETIREE'S DEATH

- d. Copy of government-issued identification with a photograph, such as national identity card, driver's license, or passport, from each of the beneficiaries.
  - e. Copy of a voided check for a checking account or of a bank statement for a savings account showing the beneficiary's name and account number, for verification purposes.
- 7.** Once SRP has received and accepted all the requested documents, the request for benefits will be submitted for review and audit. Once the request is approved, benefits will be deposited in each beneficiary's account.
- 8.** Other recommended steps:
- Retirees should have an up-to-date Durable Power of Attorney form and the person's current contact information.
  - Given that the last pension or benefit payment is made at the end of the month in which the retiree or beneficiary passes away, survivors should not close that bank account until the following month.
  - If the retiree is survived by a qualified spouse, upon the spouse's death the Plan's benefits expire.
  - The IDB only makes electronic payments to a bank account in the name of each beneficiary.

## B. FINANCIAL AFFAIRS

- 1.** Notify IDB Global Federal Credit Union (if the deceased had an account there). If the account holder has any "payable

upon death" beneficiaries, the account will be closed and funds paid out to the beneficiaries. If the account is jointly owned with a spouse or other individual, it will remain open and the account will belong solely to the surviving joint owner. If the account has no co-owner or payable upon death beneficiary, the account will be closed and will need to be processed through probate (court review).

- 2.** Notify any other financial institutions where the deceased had an account. This should include banks, credit unions, investment brokers and dealers, and insurance companies. Typically, each institution will require an original death certificate.

## C. OTHER FORMALITIES

- 1. Obtain death certificates:** The funeral home, hospital or medical facility will provide official death certificates. In some countries, the official document is issued by the municipality. Obtain enough original certificates to submit them to the IDB Staff Retirement Plans, IDB Global and any other banks where the deceased had an account, as well as any broker/dealer/investment companies, and life insurance companies. You will need at least eight original certificates maybe as many as 25, depending on the number of accounts, insurance and other assets.

- 2. Notify U.S. Social Security:** If the deceased person was enrolled with the U.S. Social Security Administration, notify them by calling 1-800-772-1213.

**Retirees Association of the Inter-American Development Bank**  
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**Washington, DC 20577**

**Telephone:** (202) 623-3035

**Email:** [retirees@iadb.org](mailto:retirees@iadb.org)

**Office at the IDB:** SW-0471

**Hours:** Monday–Friday, 9:00 a.m.–5:30 p.m.

