
Guidelines for Informing the Association about a Member's Death

Introduction

One of the key objectives of the IDB Retirees Association is to help our members stay connected. The bond we shared when we worked at the Bank helping to improve lives continues in our IDB retiree community. And at no time is community support more important than when we lose a loved one.

Here is a simple check list for you, your families and caregivers to let the Association know about a member's passing, if you so choose, so that we can share timely information with those who may wish to attend a memorial service, extend condolences, or send a remembrance.

What Information to Send

Families or caregivers should email the following information to us at retirees@iadb.org, in English, Spanish, French or Portuguese, at their earliest convenience following a member's death:

1. The name of the deceased;
2. A recent photograph of the deceased;
3. The name, home address, telephone and/or email of the person to whom condolences can be sent. This person will be considered our Family Contact. If the deceased's spouse or partner has already passed, please provide us with his or her full name together with the corresponding date of death;
4. The IDB office or offices where the deceased worked;
5. The deceased's country of residence;
6. The date, time, and location of the funeral or memorial service, if available; and
7. A link to the obituary or death announcement published in the local newspaper, if available, for us to post on our website.

The Family Contact must immediately notify the IDB Staff Retirement Plan Office (SRP) when an IDB retiree, spouse or beneficiary passes away in order to ensure any pension, medical and life insurance benefits for survivors. SRP can be reached by email at VPF/SRP@iadb.org or by phone at 202-623-3560.

What Do We Do With the Information

The Retirees Association will immediately email a Death Announcement to our members (with a copy to the Family Contact), that includes the name and photograph of the deceased, date of passing and the Family Contact's email address. We will also post the information on our website, unless instructed by the family not to do so.

Additionally, if you would like to announce the location of the funeral or memorial service, after we have sent the Death Announcement, you can do so directly on our [Facebook page](#). If you need help with Facebook, [click here](#) for more information.

If you are not yet a member of the Association, please join us by [clicking here](#). Do not forget that upon the death of a member, widows and widowers may join the Association free of charge and enjoy full benefits.

Should you have any questions, please contact us at retirees@iadb.org.