

Separation Checklist

Post-Separation Reminders

- ☐ Your **Annual Leave** will be paid out **6-8 weeks** after separation date
- ☐ If applicable, **2/3 Separation Grant** & Party allowance will be paid out **6-8 weeks** after separation date
- ☐ Submit **IMF-6** form if you were **Undecided** before separation date (IMF-6 form attached)
- ☐ Contact imfra@imf.org to request access to **Retiree Portal**
- ☐ **Notify** hrd-separations@imf.org about your **resettlement** date and submit all required supporting documents (boarding passes, luggage tags, itinerary etc.)
- ☐ Submit **Uber / Taxi / Hotel** receipts to your department's admin for reimbursement
- ☐ If applicable, submit **1/3 Separation Grant** application and all supporting documents to hrd-separations@imf.org
- ☐ Contact srpquestions@imf.org if you have any **pension** related questions
- ☐ Contact mbpqueries@imf.org if you have any **insurance** questions
- ☐ Contact hrd-separations@imf.org if you have any questions about **separation benefit**
- ☐ For **Tax** questions contact finaxpentax@imf.org