

CANCEL CONTINUATION MEDICAL BENEFITS PLAN OR RETIREE MEDICAL BENEFITS PLAN - FOR COUNTRY OFFICE

DESCRIPTION

This checklist outlines the steps for cancelling Continuation Medical Benefits Plan (CMBP) or Retiree Medical Benefits Plan (RMBP).

FACTORS TO BE NOTED

- 1 A Medical Benefits Plan (MBP) member may choose to cancel his/her CMBP or RMBP coverage at any time.
- 2 Once cancelled, the coverage cannot be re-elected at a future date.

TO ASSIGN ACCIDENTAL DEATH AND DISMEMBERMENT COVERAGE OWNERSHIP

- 1 Staff to send the cancellation request to hroperations@worldbank.org with a copy to your country office (CO) MBP administrator.
- 2 HR to send an email confirmation to the former staff member with a copy to the CO MBP administrator, back-up, pension unit, and payroll unit.
- 3 Cancellation will be effective on the first day of the month following the date of receipt of the request.