

Completing a W-8 Ben – Individual Non-US Clients

Ensure form is latest version

Form W-8BEN (Rev. January 2017) Department of the Treasury Internal Revenue Service	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) ▶ For use by individuals. Entities must use Form W-8BEN-E. ▶ Information about Form W-8BEN and its separate instructions is at www.irs.gov/formw8ben . ▶ Give this form to the withholding agent or payer. Do not send to the IRS.	OMB No. 1545-1621
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- Do NOT use this form if:**
- You are NOT an individual W-8BEN-E
 - You are a U.S. citizen or other U.S. person, including a resident alien individual W-9
 - You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services) W-8ECI
 - You are a beneficial owner who is receiving compensation for personal services performed in the United States 8233 or W-4
 - You are a person acting as an intermediary W-8IMY

Note: If you are resident in a FATCA partner jurisdiction (i.e., a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

Part I Identification of Beneficial Owner (see instructions)

1 Name of individual who is the beneficial owner	2 Country of citizenship
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.	
City or town, state or province. Include postal code where appropriate.	Country
4 Mailing address (if different from above)	
City or town, state or province. Include postal code where appropriate.	Country
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)	6 Foreign tax identifying number (see instructions)
7 Reference number(s) (see instructions)	8 Date of birth (MM-DD-YYYY) (see instructions)

Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)

9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

Part III Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,
- The person named on line 1 of this form is not a U.S. person,
- The income to which this form relates is:
 - (a) not effectively connected with the conduct of a trade or business in the United States,
 - (b) effectively connected but is not subject to tax under an applicable income tax treaty, or
 - (c) the partner's share of a partnership's effectively connected income,
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

Sign Here ▶

Signature of beneficial owner (or individual authorized to sign for beneficial owner)	Date (MM-DD-YYYY)
Print name of signer	Capacity in which acting (if form is not signed by beneficial owner)

For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 25047Z Form **W-8BEN** (Rev. 1-2017)

Fill out full name of beneficial owner or account owner

Full permanent residential address of beneficial owner (should match address on app form)

US Tax ID (usually social security No in format: 999-99-9999)

Tax Treaty – where client is resident in a country that has a double taxation agreement with the US they may enter this here. (See below for further info)

Sign here – to be signed by beneficial owner/account holder

Print Name of signer – mandatory field to be filled out by person signing form

Ensure full country name is inserted as appears on passport – Abbreviations are not accepted

Foreign Tax Id (non-US Tax ID, where applicable)

Date of birth in US format – (month, then date then year) to be used where no TIN input

Mailing address is optional – used where different from residential address

Date of signature to be filled out in US format (MMDDYYYY)

Capacity in which acting (if signed by a POA or person acting in a legal capacity on behalf of BO)

What is a W8-BEN form and who should complete it?

The W-8BEN form is designed to confirm a client's status as a non-US person and to ensure that they receive the most beneficial rate of withholding tax, applicable in respect of investments in US assets. In addition, Tax regulations now require the collection of certain information about each account holder's tax residency and citizenship status.

Points to consider

- Ensure that recognised country names are entered. E.g. for clients who live in England, Scotland, Wales or Northern Ireland, ensure United Kingdom is entered as the country name (particularly on line 2 and line 9 if appropriate).
- Joint accounts – each account holder must complete a separate form in their own individual name.
- The W-8 Ben is an official IRS document. All the above fields need to be filled in correctly with correct information provided.