

W-8BEN Participant Certification

Overview

The Internal Revenue Service (IRS) form used to certify an individual's foreign tax status is the Form W-8BEN Certification of Foreign Status for Individuals. The W-8BEN certification can be completed online at etrade.com.

Who should certify?

Participants who are not US persons- for US federal income tax purposes (non-US, and non-US resident aliens) must certify their foreign status on Form W-8BEN when opening an account with E*TRADE for the first time.

How often are you required to recertify?

Foreign status recertification must occur every three years after initial certification.

How is the W-8BEN completed?

The Form W-8BEN may be submitted electronically or via paper. A Form W-8BEN submitted via paper must be the signed original. No copies or faxes are permitted.

Why is it important to recertify?

Accounts that are not recertified by December 31 of the year in which recertification is required will be subject to US back-up withholding of 24% on gross proceeds, taxable dividends, interest payments, and certain other payments until recertification is complete.

For newly created accounts, participants should certify immediately after account creation. Accounts with expiring certifications should recertify by December 31 of the year in which recertification is required¹.

What do I need to do if I am moving to the United States and need to update my tax certification?

[Click here](#) to fill out Form W-9 online or you can [click here](#) to fill out and mail a hard copy. If you are updating your status from Foreign (International) to Domestic (U.S. Resident or Citizen), you will need to provide a copy of your Social Security Card along with an original Signed Letter of Instruction explaining why your tax status is changing from International to U.S. Resident or Citizen.

What do I need to do if I am moving outside of United States and need to update my tax certification?

After you update your address to a non-US address, you will be automatically prompted to go through the W-8BEN certification process upon your next login. Alternatively, [click here](#) to fill out Form W-8BEN online or [click here](#) to fill out and mail a hard copy. Please note, you will need to provide additional documentation such as a copy of your passport, and a utility or bank statement to provide proof of address. You may be required to provide additional information.

E*TRADE and its affiliates do not provide tax advice, and you always should consult your own tax advisor regarding your personal circumstances before taking any action that may have tax consequences.

1. For any accounts that expire due to change of circumstances, recertification is due immediately.

Validate your address to help ensure a smooth (re)certification

Prior to certifying, you should confirm your profile information (including name and permanent address) on record in the My Profile section found on *etrade.com*.

Please Note: You should not use the address of a financial institution, a post office box, your employer's address, or an address used solely for mailing purposes; if you do not have a tax residence in any country, your permanent residence address is the address where you normally reside. If you do not confirm your permanent address is accurate, your W-8BEN certification could be rejected.

1. Certify or recertify status

After logging on, you will automatically be prompted to certify or recertify by December 31 of the year in which (re)certification is required.

- Choose your language
- Select the account(s) you would like to certify
- Select **Certify** to continue

The screenshot shows the E*TRADE 'Certify your tax residency' page. At the top right, there is a language dropdown menu set to 'English' (labeled 1a). Below this, the page title is 'Certify your tax residency'. A blue box highlights the 'Certify' button at the bottom of the page (labeled 1c). Above the button, there is a table of accounts (labeled 1b) with columns for 'Account', 'Address', and 'Tax certification status'. The table shows one account selected for certification.

Account	Address	Tax certification status
<input checked="" type="checkbox"/> 12345678 Individual	YISHUN RING ROAD Singapore 170362 SG	Please certify

2. Confirm your residency status

- Select tax residency status
- Confirm residency, your information, and birthplace

NOTE: If you answer **Yes** to any of these questions, you will be prompted to answer additional questions. Please see the non-resident alien questionnaire section below for additional information.

The screenshot shows the E*TRADE 'Confirm your residency status' page. The page title is 'Confirm your residency status'. Below the title, there are several yes/no questions regarding the beneficiary owner's residency status. The 'No' option is selected for all questions.

What is the tax residency status of the beneficial owner? ☒ Foreign Person

Is the beneficial owner a permanent resident (Green Card holder) of the United States? ☒ No

Was the beneficial owner born in the United States? ☒ No

Does the beneficial owner currently reside in the United States? ☒ No

Are you the beneficial owner of the income generated in this account? ☒ Yes

Continue

3. Confirm personal information

- Confirm legal name, permanent residence, and mailing address
- Confirm citizenship information
- Select **Yes** or **No** for the Foreign Taxpayer Identification Number (FTIN) related question. If you do not have a “FTIN” you will be asked to explain why.

NOTE: If you select **Yes** to indicate that your residential address is a post office box, employer business address, or an in-care-of address, a follow-up question callout will appear asking additional information about your residential address. This question will auto-populate based on the address associated with the account.

E*TRADE
from Morgan Stanley

Secure Application | Call 800-387-2338

English

Review and edit your personal information
Please review and confirm the information below. If updates are needed, you can make changes in [My Profile](#)

Personal Information

Select: TEST STOCKPLAN No

Last name: TRAINING SIX TEST ACCOUNT Suffix: Select

Date of birth: XXX/XX/XXXX Show

Citizenship status

Are you the beneficial owner's resident? States citizen?

☐ Yes

☒ No

Beneficial owner country of citizenship: United Kingdom

Residential address

Residential address 1: YISHUN RING ROAD Residential address 2:

ZIP/Postal code: 170362 City/Town: Singapore

State/Province:

Country: Singapore

Is the address above a Post Office Box, employer business address, or an in-care-of address?

☐ Yes

☒ No

Does the beneficial owner have a U.S. taxpayer identification number (SSN or ITIN)?

No

Does the beneficial owner have an identification number used to report taxes in the beneficial owner's country of residency?

☐ Yes

☒ No

Continue

4. Confirm tax treaty status

If it applies to you, confirm whether your country of residence has a tax treaty with the US.

NOTE: Qualifying for the benefits of a tax treaty may allow for reduced tax withholding.

English

Confirm your tax treaty
Please confirm the beneficial owner's residential status

Do you certify that the beneficial owner is a resident of **INDIA** within the meaning of the income tax treaty between United States and that country?

☐ Yes

☒ No

By responding "Yes" to this question, you certify under penalties of perjury that the beneficial owner qualifies for tax treaty benefits as a resident of INDIA.

The beneficial owner must be a resident of the foreign country and meet the definition of "resident" within that income tax treaty.

Continue

5. Verification and acknowledgement

- Review and acknowledge the required certification by checking the appropriate boxes
- Review and acknowledge the terms for providing an electronic signature by checking all boxes
- Complete certification and provide your electronic signature by entering your password
- Click **Submit**

6. Confirmation

- If additional information is needed from you, you will see a message saying "Your Action is Required"
- If any documents are needed from you, they will be listed on the screen. You can submit them via the online document upload tool, fax, or mail.
- Click **Continue to your account** to go back to *etrade.com*

Non-resident alien questionnaire

If you selected **Yes** for either residency question during step 1 or if you have a US address or US phone number on file, you will be required to complete the non-resident alien questionnaire. Depending on what US Visa type you hold, you may be prompted to answer additional questions, enter the number of days you are expected to be present in the United States, or describe the purpose of the US information associated with your account.

Based on the answers you provide; you may be required to answer additional questions.

A screenshot of a web form titled "Complete the non-resident alien questionnaire" from Morgan Stanley. The form is in English and includes a "Secure Application" notice and a phone number. It asks the user to respond to questions below. The first question is "Will the beneficial owner be present in the U.S. for 31 days or more this year?" with radio buttons for "Yes" (selected) and "No". The second question is "Please identify the travel document (United States visa) used to enter the United States." with a dropdown menu showing "All other visas". The third question is "Do you certify that you are not a U.S. person under the substantial presence test?" with radio buttons for "Yes" (selected) and "No". Below this, it asks for the number of days expected to be present in the U.S. with three input fields: "Days in the U.S. this year", "Days in the U.S. last year", and "Days in the U.S. 2 years ago". There is also a text area for "Please describe the purpose of the U.S. information associated with your account." and a "Continue" button at the bottom.

W-9 Certification

If any of your answers throughout the process indicate you are a US person, the callout shown here indicating you may need to complete a Form W-9 may appear. If you are a US person, this callout allows you to proceed with Form W-9 certification online.

A screenshot of a web form titled "Non-resident alien questionnaire" with a "W-9 Certification" callout. The callout is a modal window with a close button (X). It contains the text: "Based on your responses, it appears that you are a United States person for tax purposes. If this is correct, you must certify your tax status with Form W-9 and provide a copy of social security card with your submission. Do you want to continue with Form W-9 Certification?". There are two buttons: "Continue with W-9 Certification" (highlighted in blue) and "Return to Form W-8BEN Questionnaire". The background form is partially visible and shows the same questions as the first screenshot.

Have Questions?

Contact us at 800-838-0908 24 hours a day, weekdays (from outside the US, visit etrade.com/contact for your country's toll-free number).

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