

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 many 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.

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

The screenshot shows the 'Certify your tax residency' page. At the top, there's a note about IRS requirements for Morgan Stanley Smith Barney. Below that, instructions for beginning the process. The account summary for 'JOHN SMITH' is shown, including the account number (12345678), address (YISHUN RING ROAD, Singapore 170382, S0), and a 'Please certify' button. At the bottom is a large purple 'Certify' button.

2. Confirm your residency status

- a. Select tax residency status
- b. 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 'Confirm your residency status' page. It includes questions about the tax residency status of the beneficial owner (US Person or Foreign Person), whether the owner is a permanent resident, if they were born in the United States, if they currently reside in the United States, and if they are the beneficial owner of the income generated. At the bottom is a large purple 'Continue' button.

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.

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.

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**

W-8BEN Certification E-SIGN
Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting

W-8BEN Certification:

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

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 document myself for chapter 4 purposes. The account holder named on this form is not a U.S. person.

This form relates to (i) income not effectively connected with the conduct of a trade or business in the United States; (ii) interest or dividends in property that is not a partnership interest; (iii) the person's share of a partnership's effectively connected taxable income; or (iv) the partner's amount includable from the transfer of a partnership interest subject to withholding under section 1449.

The account holder named on this form is a resident of the treaty country listed herein (if any) within the meaning of the income tax treaty between the United States and that country, and for whom the account holder or bank maintaining the beneficial owner is an exempt foreign person as defined in the IRS Form W-8BEN instructions.

Under penalties of perjury I further certify that the certification, including the certification of foreign status of the beneficial owner and any claim of tax treaty benefits, indicated on this Form W-8 to which this certification is attached was effective since January 1 of the current year and will remain in effect unless otherwise indicated, and that it will remain in effect unchanged from the date until the date this new form is provided.

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.

E-SIGN Certification:

By checking the boxes above, entering your password, and clicking "Submit" you will submit your W-8BEN and confirmation that you have read, understood, and acknowledged the important information provided below.

I further understand that:

I am providing an electronic signature as part of this W-8BEN submission process which is the equivalent of a written signature.

I am consenting to E*TRADE maintaining electronic records of my tax Form W-8BEN related to my tax withholding and I may withdraw my consent to such electronic records at any time by notifying E*TRADE in writing and acknowledging such revocation of the E-Sign Act. After revoking the E-Sign Act, I will be required to complete the paper version of these Forms and related documents until I provide my consent to the E-Sign Act.

I am agreeing that special hardware and/or software requirements are needed for access to, or retention of, my electronic records other than those required to access the Internet and www.etrade.com, as well as the ability to register for my unique and secure user ID and password. I am also agreeing that I will be responsible for any costs associated with my access to printers and required materials as well as a program to access, read and reproduce such documents in "PDF" format. Should any technological change or upgrade be made that will affect my ability to access my tax Form W-8BEN, E*TRADE will notify you by e-mail and remind you of your right to withdraw your consent to such electronic records.

The Internal Revenue Service does not require my consent to any provision other than the certifications required to establish non-US person status, and if applicable, obtain a reduced rate of withholding.

E*TRADE.com password:

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

W-8BEN Certification: Your action is required

Your reference number is: 000123456789

To complete the certification process, please provide E*TRADE with a copy of the following document(s):

- Non-US passport (if unavailable, non-US Government issued ID evidencing citizenship outside US)

You can upload your documents by clicking the "Upload" button below. Please include the above reference number when submitting your documentation.

Upload

If your documents are not ready at this time, please continue to your account by clicking on the link below. When the documents are ready you can log into E*TRADE and send them using our document upload tool.

Please allow 2-3 business days for your submission to be reviewed after you have provided the required document(s). If additional information is required to complete your certification, we will notify you. If you have any questions, please visit our online Help Desk or call 1-800-E*TRADE-1 (1-800-387-2331). From outside the US, dial +1-678 624 6210.

Please feel free to keep a copy of your Substitute Form W-8BEN for your records.

View and print certification

Continue to your account

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.

EXTRADE
from Morgan Stanley

Secure Application Call 800-387-2331

English

Complete the non-resident alien questionnaire

Please respond to the questions below

Will the beneficial owner be present in the U.S. for 31 days or more this year?

Yes

No

Please identify the travel document (United States visa) used to enter the United States.

US visa type

All other visas

Do you certify that you are not a U.S. person under the substantial presence test?

Yes

No

Please enter the number of days you expect to be present in the United States.

Note: Days present in the United States do not include days for regular commuting between the United States and Canada or Mexico.

Days in the U.S. this year Days in the U.S. last year Days in the U.S. 2 years ago

Please describe the purpose of the U.S. information associated with your account(s).

Continue

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.

Non-resident alien questionnaire

Please take a moment to respond to the questions below

Will you be present in the US for 31 days or more this year?

Yes

No

Please identify the travel document (United States Visa) used to enter the United States

W-9 Certification

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?

Continue with W-9 Certification

Return to Form W-8BEN Questionnaire

Continue

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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