

# Guidelines for completion of form W-8BEN

These guidelines are relevant to our ISAs and Dealing accounts for **individuals** only.

| Information required |          |  | Detail  |
|----------------------|----------|--|---|
| Part I               | Box 1    | Name of individual who is the beneficial owner | Enter your first and last name.   |
|                      | Box 2    | Country of citizenship                         | Enter your country of citizenship. If you are a dual citizen enter the country where you are both a citizen and a resident at the time you complete this form. Please do not abbreviate the country name. Please insert United Kingdom (in full, not U.K.) for England, Scotland, Wales and Northern Ireland. Jersey, Guernsey and the Isle of Man should be accounted for separately.      |
|                      | Box 3    | Permanent resident address                     | Enter the details of your permanent resident address. This is the address in the country where you claim to be resident for the purposes of that country's income tax. Please do not abbreviate the country name.   |
|                      | Box 4    | Mailing address if different from above        | Please enter mailing address if applicable. Otherwise please leave blank.   |
|                      | Box 5    | US taxpayer identification number              | Please complete when appropriate.   |
|                      | Box 6a/b | Foreign Tax Identifying number                 | Please leave blank.   |
|                      | Box 7    | Reference number                               | Please enter your Dealing and/or ISA account numbers.   |
|                      | Box 8    | Date of birth                                  | Please enter your date of birth in the format of MM-DD-YYYY.  |
| Part II              | Box 9    | Residency of beneficial owner                  | Complete the blank section with your country of residence. This is the country where you claim to be resident for the purposes of that country's income tax.<br><br>Please do not abbreviate the country name. Please insert United Kingdom (in full, not U.K.) for England, Scotland, Wales and Northern Ireland. Jersey, Guernsey and the Isle of Man should be accounted for separately. |
|                      | Box 10   | Special rates and conditions                   | Please leave blank.   |

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|----------------------|--------|---------------|--|
| Part III             | Box 11 | Certification | <p>Sign and date the form making sure you use the date format MM-DD-YYYY. The form can be signed with a wet signature, or an electronic signature. The electronic signature must indicate that the form was electronically signed by a person authorized to do so (for example, with a time and date stamp and statement that the form has been electronically signed, not just a typed name).</p> <p>Print the name of the signer underneath the signature.</p> <p>If signing on behalf of a minor for a JISA or under an authorised power of attorney, tick the box above the signature line certifying the capacity to sign for the beneficial owner.</p> <p>If the form is signed under a duly authorised power of attorney for the beneficial owner, please also attach a copy of the power of attorney form when emailing the W-8BEN to us.</p> <p>Scan and email the form to <a href="mailto:dealingservices@ajbell.co.uk">dealingservices@ajbell.co.uk</a></p> |

For more detailed guidance notes please visit [www.irs.gov](http://www.irs.gov) and select:

Forms & Instructions

Current Year

Use the search option to find Inst W-8BEN and Form W-8BEN

## Additional Information

A completed W-8BEN form is valid for three years. However, if any of the information you gave us changes (for example, you move house) you'll need to submit a new form within 30 days.

If you prefer, you can post your form to us at the below address:

AJ Bell  
Tax Management Team  
4 Exchange Quay  
Salford Quays  
Manchester  
M5 3EE

It normally takes us three days to process a W-8BEN, if all the information is correct. You'll receive a secure message from us when we've processed your form, or if we need further information from you.