A teal line graphic that starts at the top center, goes down and left, then down and right, then down and left, and finally down and right towards the bottom right corner.

Supplementary Guide to help digitally complete your W-8BEN



CommSec

Supplementary Guide to help digitally complete your W-8BEN

The W-8BEN form (also referred to as W-8) is a document required by the U.S tax authorities and is used to declare an individual's tax status. It's only required for non U.S residents and by completing the form you may be able to claim a reduced rate of withholding tax.

The W-8BEN form will be valid for a period starting on the date the form is signed and ending on the last day of the 3rd succeeding calendar year, unless a change of circumstances for e.g. name change requires a new form to be submitted.

The information within this guide has been provided to assist you in your obligations to provide the information necessary for U.S tax withholding and reporting requirements, however, you should ensure you understand your obligations before completing the form.

To view the Internal Revenue Service (IRS) instructions on completing these forms visit the IRS website.

Australian tax residents should also review the IRS Notice 2018-20.

You are about to complete your W-8BEN digitally, there is **no need to print or email** this form to us, we will receive it digitally once you have submitted the form at the end of this process.

It may take up to 5 days to certify the W-8 form. Please visit the **Service Centre** in 5 business days to check the status of the certification.

The information we are providing in this guide is general in nature and is not advice.

You should contact the IRS or your Tax Adviser for advice and further information. **CommSec is unable to provide you advice in relation to your obligations or U.S tax consequences of your investment/s.**

If you have any general questions contact our International trading desk on 1300 361 170 8am to 7pm on U.S trading days.

Let's get started!



Action

Step 1

You will need to log into the **Service Centre** using your CommSec Client ID and password. Once you have logged in, click on **'Settings'**.

You should refer to the **Status Centre** on the far left where you should see your W-8 form waiting for you. To launch simply click on the yellow **Respond Now** button.

If you haven't already you will need to 2 factor authenticate for security reasons.

If there isn't a W-8 in the **Status Centre**, you can create a request yourself by clicking on the **Create a request** link.

The screenshot shows the CommSec Service Centre interface for a user named Mrs Test. At the top, there is a navigation bar with 'NetBank' and 'CommSec' tabs, and a search bar. Below the navigation bar, the user's name 'Mrs Test' is displayed with a 'View or Edit details' link. The main content area is divided into several sections:

- Contact:** 04123456, Emailaddress@example.com
- Residential:** Address Line One, Sydney NSW 2000
- Postal:** Postal Address Line One, Sydney NSW 2000
- Status Centre:** Shows a '1 action' indicator. A red dot indicates an 'IN PROGRESS' status for a 'W-8 Form' (Reference: 69437) initiated on 05:13PM 14 Mar, 2022. A yellow 'Respond now' button is visible. A grey dot indicates a 'COMPLETED' status for a 'Change of login password' (Reference: 69432) initiated on 04:51PM 14 Mar, 2022.
- Service Request:** A section titled 'Find and submit requests relating to your' with a highlighted 'Create a request' button. Below are quick links for 'Change of settlement account' and 'Transfer shares'.
- Security & Passwords:** A list of security features with toggle switches: 'Login password' (On), 'SMS Security' (On), 'Security Q&A' (Off), 'Trading password' (Off), and 'Phone PIN' (Off).
- Subscriptions:** A list of subscriptions including 'Promotional Material', 'CommSec Alert Service', 'Conditional Orders', 'After Market Close', 'IPO & New Issues', 'Research Newsletters', 'CommSeciRESS', and 'Morningstar Premium.. Test'.
- Applications:** A section titled 'View existing applications or apply for a new product with CommSec.' with a 'Go to applications' link.
- Forms & Brochures:** A section titled 'Find more about our products or download and print CommSec forms.' with a 'View all forms' link.

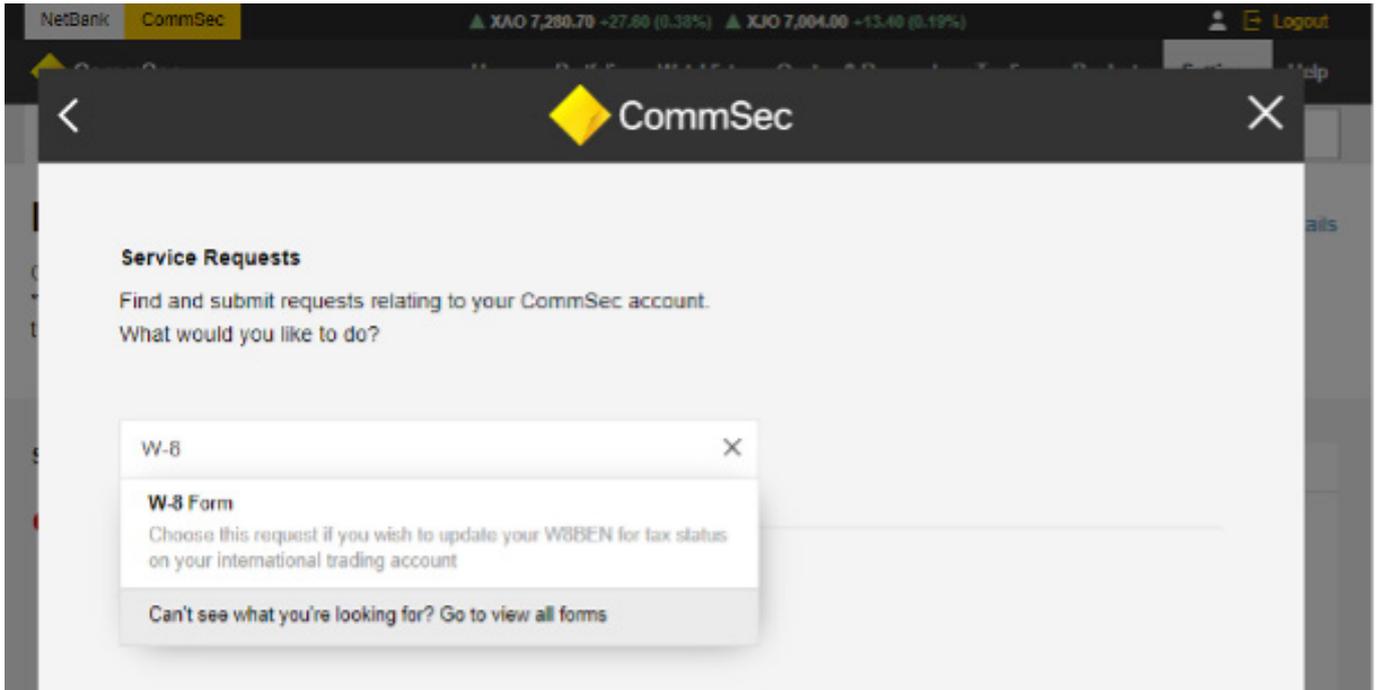


Step 2 (if applicable)

Once the drop down box is presented you will need to search for W-8, locate the right form and initiate the request.

Action

Only applicable if there isn't a W-8 on Status Centre. If you have a W-8 on Status Centre, move to Step 3.



Step 3

A new tab will be opened and you will be sent to a trusted third party to complete your W-8 form. Your session will remain open in the background so you can come back to your CommSec account.

The first screen you will see relates to account selection, please select the appropriate account name that relates to the W-8 you are completing.

Requested Documents			
A tax form is requested for the following account(s). Select the account you wish to submit or update a tax form for:			
Account Number	Name on Account	US Form Status	
0AC00000X	ADAM TEST	Pending	Update

Step 4

The next screen relates to the form selection. Please select the appropriate account type that relates to the W-8 you are completing. Your facts and circumstances inform the type of W-8 form that applies to you. CommSec can only facilitate the transactions of clients that are eligible to provide either a **W-8BEN** or **W-8BEN-E** form. Prior to returning either a **W-8BEN** or **W-8BEN-E** form to CommSec, please review the IRS instructions for [Individuals](#) or for [Entities](#) and/or seek independent advice to determine the type of form that is most appropriate for your circumstances.

For more information on both the **W-8BEN** and **W-8BEN-E** see our W8BEN [hub](#) and the IRS website.

Is the account holder an Individual or a non-individual/entity?

Individual

Non-Individual/Entity

Is the account holder a citizen or resident of the United States?

Yes

No

Effectively Connected Income

If all of the conditions are met, then the account holder should click here to complete a Form W-8ECI.

- The account holder is not a citizen or a resident of the United States.
- The income earned will be "effectively connected" with a US trade or business.
- The account holder has a trade or business located in the US.
- The account holder will be filing a US tax return (Form 1120F or 1040NR) with the Internal Revenue Service at the end of each year.
- The account holder has obtained a US taxpayer identification number (TIN) with which to submit these returns.

If all the conditions are met, check here to complete a Form W-8ECI

[Back](#) [Continue](#)

Next, you will need to indicate whether the account holder is a citizen or resident of the United States and whether you have generated income from this account connected to a U.S trade or business you conducted. Income from sources within the United States connected with the conduct of that trade or business is considered to be Effectively Connected Income (ECI). A **W-8BEN** is not appropriate for such income. Further information is available on the IRS website. If you believe your income is ECI please contact the International trading desk to discuss further on 1300 361 170 8am to 7pm on U.S trading days.

Step 5

Next, please ensure your name displayed is correct, your name will need to be the same as your name on your CommSec account. It is important that your information is up to date.

Legal Name of Individual

First Name:

Middle Name:

Last Name:

Is the person listed above the person completing this form?

Yes No



Step 6

The next screen refers to Country of Citizenship, this will be populated as Australia for you however, if this isn't correct please contact our International trading desk on 1300 361 170.

Action

Country of Citizenship

Country of Citizenship

Australia ▼

For **non-Australian citizens**, please send in a certified copy of your Passport to commsecinternationalmaintenance@cba.com.au with the subject as, W-8 Passport with your full name.

To view a list of persons allowed to certify identification documentation, go to Forms & Brochure > International > List of Identification Requirements on the [CommSec website](#).

Certifiers must include their occupation, full name, signature and date and write the statement 'I certify this is a true copy of the original document' on your photocopied original passport (see sample below).

'I certify this is a true copy of the original document'

<i>Solicitor</i>	<i>James Certifier</i>
Occupation	Full Name
<i>J. Certifier</i>	<i>20/11/2016</i>
Signature	Date



Helpful hint

Step 7

Your address should automatically populate for you. If your address is incorrect you will need to update your address with CommSec.

You can NOT use a P.O. box or an in-care-of-address as your residential address, this needs to be a physical residential address. If you select a P.O. box or in-care-of-address in this section your W-8 may be rejected and you may need to complete a new W-8.

This address should be where you claim to be a resident for income tax purposes. If your country of tax residency is different to your residential address, please contact our International trading desk to discuss on 1300 361 170.

Residence Address ?

Street Address	Address Line 2
<input type="text" value="1 EXAMPLE ST"/>	<input type="text"/>
City	Postal Code
<input type="text" value="SYDNEY"/>	<input type="text" value="2000"/>
Country	State/Province/Territory
<input style="border-bottom: 1px solid #ccc;" type="text" value="Australia"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="NSW"/>

Is the address provided a P.O. box or 'in-care-of' address? ?

No
P.O. Box
In-Care-Of
Both

Step 8

If your mailing address is different from your residential address you will need to include it in the next screen. If your mailing address is the same you can leave this page blank and click through to the next screen.

Mailing Address (if different from the Residence Address)

Street Address	Address Line 2
<input type="text"/>	<input type="text"/>
City	Postal Code
<input type="text"/>	<input type="text"/>
Country	State/Province/Territory
<input style="border-bottom: 1px solid #ccc;" type="text"/>	<input style="border-bottom: 1px solid #ccc;" type="text"/>



Step 9

Stop

Next, you will need to enter a U.S Tax Identification Number if appropriate. Do NOT under any circumstance enter your Australian Tax File Number (TFN).

U.S. Taxpayer Identification Number (U.S. TIN)

U.S. TIN

U.S. TIN Type

The account holder does not have a U.S. TIN.



Step 10

Stop

You will now be asked to provide information relating to your tax residency and foreign TIN.

Please select your country of tax residence. For Australian tax residents we have pre-entered 'Not Legally Required' for your review. For non-Australian tax residents please enter your foreign TIN.

Tax Residence

Country of Tax Residence

TIN

The account holder does NOT have a TIN for this country and/or is not legally required to provide a TIN.



**Helpful
hint**

Step 11

You need to enter your country of birth and your date of birth, please use the calendar to select your date of birth.

Please note that your date of birth will be displayed **Month/Day/Year** to meet U.S tax requirements.

Place of Birth

Country of Birth

Date of Birth

Step 12

Here, you will need to indicate your tax treaty benefits eligibility. Your treaty country should be your country of tax residency. See the W-8 [hub](#) for more information.

If you select **NO** to claiming the tax treaty benefits, **a higher rate of withholding** may be imposed on amounts payable to you. The amount withheld is required to be forwarded to the IRS. If you require further information in relation to your eligibility for treaty benefits, you should consult your tax advisor.

Please note that there is a tax treaty between Australia and the United States.

Treaty Benefits ?

Is the account holder claiming a reduced rate of withholding under a tax treaty between the U.S. and another country?

Yes No

Treaty Country

Australia ▼

I certify that the account holder is a resident of this country within the meaning of the income tax treaty between the U.S. and that country.

Step 13

Next you will be provided the affidavit section. This section is mainly applicable for existing accounts that may have been subject to withholding during this calendar year. You may be entitled to a reimbursement of the amount withheld. In order for CommSec to apply for the amount to be reimbursed, we require you to complete the affidavit section. Once the form has been certified within the **Service Centre** you will need to contact the CommSec International desk on 1300 361 170 to request the potential reimbursement.

Even if you have a newly opened account or do not have any withholding during the calendar year you will still need to complete this section to submit the form.

Affidavit Of Unchanged Status

Has the information provided on the form remained the same and unchanged throughout the period from 01/01/2022 to present?

Yes No

Under penalties of perjury, I declare that I have examined and signed this form and that the information and certifications contained therein for purposes of establishing tax status under chapter 3, chapter 4 and chapter 61 of the U.S. Internal Revenue Code remained the same and unchanged from 01/01/2022 through the present, and were true, correct, and complete for the time period.

Step 14

Next, you will reach the E-Sign and submit page.

You will now have the option to preview your completed W-8 form. Please ensure you review the PDF and all of the information you have entered is correct and complete. If you notice an error you can click back to make the relevant changes.

Once you are satisfied that all of the information is correct please read the information provided, select where appropriate and enter your name in the 'Electronic Signature' boxes provided, your name must be the same as the name on your CommSec account. Click Complete to submit your W-8 form.

E-SIGN Acceptance

- I agree to sign the document(s) electronically under the [terms of the E-Sign Act](#) and certify I have capacity to sign for the account holder.

Sign Form W-8BEN(Preview Form)

- 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 or proceeds 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;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States;
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an applicable income tax treaty;
 - (c) the partner's share of a partnership's effectively connected taxable income; or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f);
- 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.

Electronic Signature

First Name of Signer

Last Name of Signer

Back

Complete

What happens next?

Your completed form will be submitted for processing.

When your W-8 is approved, the **Status Centre** will show the status "Completed".

It may take 5 business days to process your W-8.

Status Centre

COMPLETED 03:12PM 02 Nov, 2018

W-8 Form
Reference: 25876

CommSec Initiated request



Action

If there is something incorrect or incomplete on your form, CommSec will be in contact to discuss. Please keep an eye out on your inbox for emails.

If you have any taxation questions you should contact your Tax Advisor or the IRS website.

If you have other general questions, please contact our International trading desk on 1300 361 170 (24 hours on U.S trading days).

1300 361 170

commsec.com.au



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