

Guide to completing a W-8BEN form

Completing the W-8BEN Form

This guide provides basic guidance in completing the [W-8BEN Form](#) for the declaration of foreign tax obligations.

Who needs to complete this form?

The W-8BEN Form should be completed by foreign individuals who are not US citizens. This applies to such individuals investing in their personal capacity (in which case only one the W-8BEN Form is required), as well as individuals investing in the name of a joint account, club or partnership (in which case each party who is a foreign individual [and not a US citizen] must complete the W-8BEN Form).

Key notes

- Please provide certified copies of ID (SA citizens)/Passport (foreign nationals) and utility bill (showing physical address) with the completed W-8BEN Form.
- Please do not use any abbreviations when completing this form.
- Please do not make any alterations when completing this form.
- Do not cross out any fields or mark as N/A.
- Please take note of the format in which dates are required (MM-DD-YYYY).
- The US government will need you to complete this process every three years.
- If any information is missing or completed incorrectly, your form will be invalid and no documents will be registered against your account.
- Forms must be re-completed whenever there is a material change in facts.
- You will only benefit from any related Double Taxation Agreement in terms of US dividend withholding tax once a valid FATCA form is received.
- All new clients will have to complete the relevant forms as part of their account activation process.
- No account will be opened without the necessary documents.

Completing the form

Part I*

Please ensure you complete the following sections accurately:

1. Full name of beneficial owner of income.
2. Country of citizenship. If you are not a South African citizen, enter your country of birth as it appears on your ID document.
3. Full permanent address. This must be the same as it reflects on the proof of address you submitted with your application. Country would therefore be your country of permanent residence.
4. Mailing address. Only complete if it differs from your residential address provided in section 3. Note that the country provided here should be the same as country provided in section 3.
8. Date of birth. Please ensure you use the following date format: MM-DD-YYYY

* Note: sections 5 and 7 do not need to be completed by foreign individuals who are not US citizens. You must complete either 6a or 6b.

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)			
6a	Foreign tax identifying number (see instructions)		6b	Check if FTIN not legally required <input type="checkbox"/>
7	Reference number(s) (see instructions)		8	Date of birth (MM-DD-YYYY) (see instructions)



Part II

9. Country of residence. This should be the same as provided in section 3.

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.

Part III

The beneficial owner (or individual authorised to sign on behalf of the beneficial owner) must (a) sign the form, (b) complete their name, and (c) fill in the date of signature, using the following date format: MM-DD-YYYY.

Sign Here	<input type="checkbox"/> I certify that I have the capacity to sign for the person identified on line 1 of this form.	
	a	c
	Signature of beneficial owner (or individual authorized to sign for beneficial owner)	Date (MM-DD-YYYY)
	b	
	Print name of signer	

For more detailed information from the IRS in this regard, click on the link at [the top of the form](#).

Form W-8BEN (Rev. October 2021) 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. ► Go to www.irs.gov/FormW8BEN for instructions and the latest information. ► Give this form to the withholding agent or payer. Do not send to the IRS.	OMB No. 1545-1621
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