

Instructions to complete a W-8BEN form for an individual or joint account

VERY IMPORTANT: You *must* complete and then return this form in order to ensure that the correct withholding tax is applied.

Please note: The use of any white ink or other correction fluid will invalidate the form. Should you make a mistake whilst completing the form a fresh form will have to be completed. Replacement forms can be downloaded from the 'Forms' page on our website www.barrattandcooke.co.uk.

Enter your name in full (for joint accounts enter both names).

Please complete your full address. If you live in England, Scotland, Wales or NI you must write 'United Kingdom'. Do not enter a PO Box; care-of; or company address.

Please enter your Barratt & Cooke client number.

Complete the country of residency of the beneficial owner e.g. 'United Kingdom'.

Please sign and date the form. For joint accounts both holders should sign.

Print the names of each signatory.

Form W-8BEN (Rev. February 2014) 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. ▶ Information about Form W-8BEN and its separate instructions is at www.irs.gov/formw8ben . ▶ Give this form to the withholding agent or payer. Do not send to the IRS.		OMB No. 1545-1621	
Do NOT use this form if: <ul style="list-style-type: none"> You are NOT an individual You are a U.S. citizen or other U.S. person, including a resident alien individual You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services) You are a beneficial owner who is receiving compensation for personal services performed in the United States A person acting as an intermediary 					Instead, use Form: <ul style="list-style-type: none"> W-8BEN-E W-9 W-8ECI 8233 or W-4 W-8IMY
Part I Identification of Beneficial Owner (see instructions)					
1	Name of individual who is the beneficial owner JOHN BRIAN SMITH	2	Country of citizenship UNITED KINGDOM	2	
3	Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address. FARM COTTAGE, HALL LANE City or town, state or province. Include postal code where appropriate. HOLT, NORFOLK, NR22 4MM	4	Country UNITED KINGDOM	4	
5	U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)	6	Foreign tax identifying number (see instructions)	5/6	
7	Reference number(s) (see instructions) C076543	8	Date of birth (MM-DD-YYYY) (see instructions) 06/16/1982	8	
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 UNITED KINGDOM within the meaning of the income tax treaty between the United States and that country.				
10	Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____ Explain the reasons the beneficial owner meets the terms of the treaty article: _____				
Part III Certification 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:					
<ul style="list-style-type: none"> 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 form to document myself as an individual that is an owner or account holder of a foreign financial institution, The person named on line 1 of this form is not a U.S. person, The income to which this form relates is: <ul style="list-style-type: none"> (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an applicable income tax treaty, or (c) the partner's share of a partnership's effectively connected income, 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.					
11	Sign Here JB Smith	12	Date (MM-DD-YYYY) 01/15/2015	12	
13	Print name of signer JOHN BRIAN SMITH	14	Capacity in which acting (if form is not signed by beneficial owner)	14	
For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 25047Z Form W-8BEN (Rev. 2-2014)					

Please complete.

Enter an alternative mailing address if it is different from your residential address.

Not normally applicable to U.K. Taxpayers.

Please complete your date of birth in US date format.

There is normally no need to complete section 10.

The date must be entered in US date format (MM-DD-YYYY).

Complete the capacity in which you are acting if you are not the beneficial owner.

Additional notes:
Where accounts are designated for a child under a 'Bare trust' please complete this form in the name of the child. The parent/guardian should sign the form and enter 'parent' or 'guardian' under the 'Capacity in which acting' section.

- Part I**
- This area should only be completed if you hold a US tax payer identification number (ITIN). Documentary evidence must be provided to show why you hold this.
 - Optional: If you have a foreign tax identification number this should be provided here.
 - Your Barratt & Cooke client number begins with a 'C' followed by 6 numerical digits e.g. C076543. This can be found on any correspondence/ Contract Notes etc. you will have received from us.

Please call us on 01603 624236 if you have any questions or require assistance in completing the form.

Please return the form to:
Barratt & Cooke, 5 Opie Street, Norwich, Norfolk. NR1 3DW