

How to Complete Form W8-BEN

Part I:

Identification of Beneficial Owner

Line 1: Enter your name

Line 2: Enter N/A (for “not applicable”)

Line 3: Check box titled “Individual”

Line 4: Enter your permanent residence address. Do not provide a P.O. Box or “in care of address” Do not abbreviate the name of the country.

Line 5: Enter your temporary mailing address while in the U.S.

Line 6: Enter your Taxpayer Identification Number (SSN, ITIN or EIN)

Line 7: Optional

Line 8: Optional

Part II:

Claim of Tax Treaty Benefits (if applicable)

Line 9a: Enter the country where you claim to be a resident for income tax purposes. You must check the box on line 9a and print the name of the country in the space provided. Do not abbreviate the name of the country.

Line 9b: You must check to box

Line 10: You must print the treaty article number of the treaty identified on line 9a in the space provided. You should also indicate a 0 % rate of withholding in the space provided as well as the specific type of income as scholarship/fellowship.

Part III:

Notional Principal Contracts – Not Applicable

Part IV:

Certification

Sign, date and include capacity in which you are acting (fellow)