

### **Important information on how to fill out the W-8BEN-E correctly**

**You can download the form using the link below:**

<http://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

### **Purpose of the W-8BEN-E Form:**

Form W-8BEN-E is required when a US company pays a nonresident (a foreign entity). If we don't collect this form we are required by law to withhold 30% tax from any payment. So this form is needed to prevent any withholding tax. This form will not be sent to the Internal Revenue Service but must be retained by Newegg if, upon audit, documentation on payments made to foreign persons is requested.

### **Guide to which parts to complete:**

1. **Part I (name, country of incorporation, type of entity)** Note in Part I line 5 there are many choices of "FATCA status" to check. FATCA is a US Tax Act that changed reporting for foreign information like foreign bank account info and foreign payments (Foreign Account Tax Compliance Act). Generally the box "Active NFFE" (Non-Financial Foreign Entity) will be checked. This is for an active business that is NOT a foreign financial institution. The rest of my guide is based on this assumption (active business, and not a foreign financial institution). Lines 6-8 are address & US taxpayer ID if applicable. Lines 9 & 10 are only if applicable (foreign taxpayer ID and a reference box)
2. **Part III** Only completed if they are claiming tax treaty exemption from withholding tax. Check box 14 a and list the country in which you are a resident.
3. **Part XXV** check the box to certify that the payment recipient entity is an active business and not a foreign financial institution ('active' business is one that has income beyond interest, dividends & royalties)
4. **Part XXIX** signature