

## Checklist for Completing Internal Revenue Service (IRS) Tax Forms W-8 and W-9

The purpose of this document is to provide a checklist of some of the basic requirements of the Internal Revenue Service (IRS) for completing IRS tax forms (i.e., Forms W-8 and W-9) and reduce on-boarding delays. Please note that this document does not constitute tax advice, and clients should consult their own tax advisors to identify and complete an appropriate tax form when opening an account with J.P. Morgan. IRS tax forms and detailed instructions are available on the IRS website and it is your responsibility to review these forms and instructions and determine how your IRS tax form(s) should be completed when opening your account.

### Checklist for all forms (mandatory information):

- ☐ Make sure you completed the correct tax form. (See table.)
- ☐ Make sure an authorized signatory signed the form.
- ☐ Check that the form is dated.
- ☐ If one has been issued, provide a US TIN (Taxpayer Identification Number), AND if one has been issued, provide a foreign TIN for your country of tax residence. If you are a non-US individual completing a Form W-8BEN for an account in the US, provide both a non-U.S. TIN and a date of birth on the form. Please note that some investments in the U.S. would require you to provide a U.S. TIN on your Form W-8 when you open an account with J.P. Morgan. Consult your tax advisor whether your investment in the U.S. would require you to include a U.S. TIN on Form W-8.

### Additional checklist for Form W-8IMY:

- ☐ If your Chapter 3 classification on Form W-8IMY is a Nonqualified Intermediary, Non-Withholding Foreign Partnership, Non-Withholding Foreign Trust, (and in some circumstances, a Qualified Intermediary and/or a Qualified Derivative Dealer), provide a withholding statement with Form W-8IMY.
  - Also, in some instances, provide a withholding statement and a valid IRS tax form for each of the underlying partners or beneficial owners listed on the withholding statement. Please consult your tax advisor when these forms should be provided to J.P. Morgan.
  - Ensure that the sum of percentages on the withholding statement equals 100 percent.

### Additional checklist for all Forms W-8:

- ☐ Be sure that a Chapter 3 and a Chapter 4 status is checked on the tax form and any additional certifications that correspond to the Chapter 3 and/or Chapter 4 status also are checked and completed. Note that a W-8ECI does not have a Chapter 4 status.
- ☐ If you are completing a Form W-8BEN-E, W-8ECI or W-8EXP, check the capacity checkbox above or below the signature line.
- ☐ If your Form W-8 reflects any evidence or indicia of U.S. status—including but not limited to a U.S. mailing or a U.S. permanent residence address, U.S. country of formation, U.S. citizenship or place of birth (individuals only)—provide a copy of one of the following pieces of documentary evidence in support of non-U.S. status with the tax form:
  - Certificate of incorporation or tax residence.
  - An alternative organizational document for an entity that is not a corporation (e.g., certificate of organization for a partnership or trust) that contains a non-U.S. address.
  - A government-issued document that includes a non-U.S. permanent residence address: driver's license, national identity card or passport (for individuals).
  - For US place of birth for individuals, a copy of Certificate of Loss of Nationality.
  - Please note that, in some instance, you would be required to provide an explanation to rebut the presumption of U.S. status.

Form Type	Intended Uses for the Form
W-9	An entity or individual that is a resident in the US for tax purposes.
W-8BEN	An individual who is not a tax resident in the US and is the beneficial owner of income. Not relevant for entities.

W-8BEN-E	An entity that is not a resident within the US for tax purposes and is the beneficial owner of income.
W-8IMY	An entity acting as an Intermediary or a flow-through entity with respect to the payment and/or certain trusts.
W-8EXP	A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or a government of a US possession.
W-8ECI	An entity that receives income effectively connected with the conduct of a trade or business in the US.

## Common Reasons Your US Tax Forms Might Be Rejected

### 1. You used the wrong US tax form.

Go to [irs.gov](https://irs.gov) and download the latest version of the form and instructions.

- For an entity incorporated or formed in the U.S. use Form W-9
- For an entity incorporated or formed outside the U.S. use Form W-8

### 2. Your entity information was incomplete.

For Form W-9:

- Line 1: List the full legal name that appears on your income tax return; for a sole proprietorship, list the business owner's name, for an entity treated as disregarded for U.S. tax purposes, list the name of the sole owner of the disregarded entity.
- Line 2: If it differs from that in line 1, also list your business or disregarded entity name

For Form W-8BEN-E:

- Line 1: List the full name of the entity that is the beneficial owner
- Line 3 or 10: List the full name of any disregarded entity that is the named owner of the J.P.Morgan account. Special rules may apply on whether the name of the entity should be included on Line 3 or 10 of the form, also certain financial disregarded entities or branch may have to complete Part II. Please consult your tax advisor.

### 3. Your address was incomplete.

For Form W-9:

- Line 5: List your full street address, and
- Line 6: List your city, state and ZIP code

For Form W-8BEN-E:

- Line 6: List your permanent residence address that corresponds to your tax residence including the country. In general the country on line 6 must match the country where treaty benefits are claimed in Part III.
- Line 7: List your mailing address, including the country; if your mailing address is different from line 6 **and** you list a U.S. address, supply documents supporting your entity's non-U.S. status

### 4. Your status information was incomplete.

Complete all the sections of the form that is required based on your tax status choice. For Form W-8BEN-E, check the box on line 5 that is most appropriate for your FATCA status. You may need to complete another part of the form that corresponds to the FATCA status on line 5.

### 5. You did not sign or date the form, or provide evidence of Power of Attorney.

For Form W-8 or W-9, ensure the Certification section is signed and dated. Print the signer's name and enter the date (MM-DD-YYYY) the form was signed; if signed by a Power of Attorney, supply supporting evidence that grants signing authority.

### 6. You did not check the capacity box.

For Form W-8BEN-E, W-8ECI and W-8EXP, check the box above or below the signature in the Certification section.

### 7. You did not give withholding statement information.

For a Form W-8IMY, supply:

- Depending on the status claimed, a withholding statement listing the names of all underlying beneficial owners or partners, their tax-related data and information that allocates payments to each one, **and**
- A valid Form W-8 or Form W-9 for each underlying owner or partner.

### 8. Your tax identification number (TIN) was incomplete.

The TIN is usually a required field on Form W-8 for accounts held in the U.S., however, you do not need a TIN for accounts held by:

- Residents in jurisdictions that do not issue TINs or where the US does not have an agreement to share tax information with the US, or
- Governments, international organizations, foreign central banks of issue or residents of a US territory



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For more on IRS forms, please visit <https://www.jpmorgan.com/disclosures/tax-forms>.