## INSTRUCTIONS FOR COMPLETING, DIGITALLY SIGNING AND RETURNING YOUR W-8BEN FORM (NON-US CITIZENS/RESIDENTS ONLY)

These instructions and attached W-8BEN form are for NON-US residents and citizens only.

If you ARE a US resident or citizen, complete the W-9 form instead, available at <a href="https://svcops.box.com/s/b93b5d09d3d53c44eaa5">https://svcops.box.com/s/b93b5d09d3d53c44eaa5</a>. Click the link, go to the file, download, then follow the instructions in the document.

You can complete and sign your W-8BEN form and return it to us quickly and easily without going to the trouble of printing, physically signing, scanning and then emailing the document back to us. The instructions below show you how to complete and sign your tax form digitally, and return it to Babbletype by email. You should be able to do all of this easily within a few minutes.

NOTE: If you are uncomfortable with electronic signatures, or have difficulty with the process described below, you may still print, sign and scan the form, then email it to us. Please ensure you are creating only ONE multi-page scanned pdf file, and not sending many separate JPEG or other image files. Also ensure the file size is small enough to email (i.e., less than about 1 megabyte). Finally, ensure you are following the file naming instructions below.

- 1. Make sure you are viewing this pdf file ONLY with a recent version of Adobe Reader and NOT with any other program. You can tell which program has opened this file on your computer by looking at the program's title bar or menu bar.
  - a. To obtain a free copy of Adobe Reader, go to <u>http://www.get.adobe.com/reader/</u> and click the "Download now" button. Approve the download in your browser if necessary and install the program.
  - b. If you have Adobe Reader but need to update it, open the program and select Check for Updates in the Help menu.
  - c. After installing or updating, open the Adobe Reader program on your computer, then open this file from inside the program.

The file is entitled, "YOUR LAST NAME, YOUR FIRST NAME, YOUR MIDDLE NAMES W8BEN form.pdf". If you downloaded the file, it will be in your Downloads folder. If you were emailed the file, copy it to your Desktop and then open it from there.

## INSTRUCTIONS CONTINUE ON NEXT PAGE

2. Go to the W-8BEN form in this document.

The instructions here are general, simplified instructions for individual non-US contractors. The line numbers below refer to the line numbers shown on the W-8BEN form.

- a. Line 1: Enter your name.
- b. Line 2: Leave this blank.
- c. Line 3: If you are completing this form as an individual, select Individual. Otherwise follow the instrucitons to choose the appropriate selection.
- d. Line 4: Enter your home address.
- e. Line 5: Enter your mailing address, if different from your home address.
- f. Line 6: If you have an ITIN, enter it here. Otherwise, leave this blank.
- g. Line 7: Leave blank.
- h. Line 8: Leave blank.
- i. Line 9a: Click the check box and enter the name of your country.
- j. Line 9b, c, d, e: Leave blank.
- k. Line 10: Leave blank.
- I. Line 11: Leave blank.
- m. At the bottom of the form next to the signature, enter the date in mm/dd/yyyy format.
- n. At the bottom right corner of the form, under "Capacity in which acting", enter Self.
- 3. Then double click on the Signature Box next to Sign Here.
  - a. If you have already created a Digital ID in the past, Adobe Reader will open a dialog box showing your Digital ID file. Enter the password for your Digital ID, click the "Lock after signing" selection, then click Sign and go to Step 4.
  - b. If you do not have a Digital ID, Adobe Reader will open a dialog box to create one now.
    - i. Select "A New Digital ID I want to create now," and then click Next.
    - ii. Select "New Digital ID file," and then click Next.
    - iii. Fill out the form presented with your name, email address and country. Do not change any of the other settings related to unicode or encryption. Then click Next.
    - iv. Enter and then confirm a password for your new Digital ID file. Write the password down somewhere so you remember what it is. You will need to use it again when filling out and signing other documents. Then click Finish.
    - v. Your new Digital ID will be presented to you. Enter the password for your Digital ID, click the "Lock after signing" selection, and then click Sign.

## INSTRUCTIONS CONTINUE ON NEXT PAGE

- 4. Adobe Reader will ask you to save your signed W-8BEN form to a new file, and will open a Save As dialog box to help you do that. Rename the file with your own name. For example, if your name is "John James Joseph Smith", then the renamed file should read, "Smith, John James Joseph W8BEN form".
  - a. In the file name area of the Save As dialog box, replace "YOUR LAST NAME" with your actual last name, "YOUR FIRST NAME" with your actual first name, and "YOUR MIDDLE NAMES" with the your actual middle name(s).
  - b. Select your Desktop as the location to save your signed W-8BEN form.
  - c. Click Save.
- 5. Open your newly signed W-8BEN form pdf file in Adobe Reader and check to ensure all information is complete and your Digital ID is visible.
- 6. In your email program, create a new email message addressed to <u>Contracts@Babbletype.com</u> (you may be able to just click this link to open a new message). This is a secure email address used only for receipt and processing of Agreements, tax forms and related legal documents.
- 7. Attach your signed W-8BEN form to the email and click Send.
- 8. File your copy of your W-8BEN form in a secure location.

## Don't forget to complete and send your Contractor's Agreement if you haven't already done so.

We can't get you onboarded and taking orders for work until we have BOTH your tax for and your signed Contractor's Agreement, which is available at <u>https://svcops.box.com/s/ee90b06a3bc6eb7d5bb2</u>. Just click the link, go to the file, download, then follow the instructions in the document.

Form (Rev.	W-8BEN February 2006)	Cert	ificate of for Uni	Foreig ted St	n Status of tates Tax W	Benefic ithholdi	ial Owi	ner	OMB No. 1545-1621
Depart Interna	ment of the Treasury I Revenue Service	► Section ► Gi	ve this form to t	he withhol	Iding agent or paye	e. ► See se er. Do not se	nd to the IR	S.	
<ul> <li>Do no</li> <li>A L</li> <li>A portion</li> <li>A foreclair</li> <li>Note:</li> </ul>	t use this form for: J.S. citizen or othe person claiming that a trade or business oreign partnership, oreign government eign private foundat ming the applicabit these entities sho they are a foreign	r U.S. person, at income is ef s in the United , a foreign sim , international ation, or govern ility of section ( build use Form person exemption	including a resid fectively connector States ple trust, or a fore organization, fore nment of a U.S. p (s) 115(2), 501(c), <i>W</i> -8BEN if they a of from backup w.	ent alien ir ed with the eign granto ign centra ossession 892, 895, are claimin thholding.	ndividual e conduct or trust (see instructi al bank of issue, fore that received effect or 1443(b) (see instr og treaty benefits or a	ons for excep ign tax-exem ively connect uctions) are providing	otions)		Instead, use Form: W-9 W-8ECI .W-8ECI or W-8IMY .W-8ECI or W-8EXP
Note:	See instructions for	or additional e	xceptions.						
Par	t I Identifi	ication of E	Beneficial Ow	ner (See	instructions.)				
1	Name of individual or organization that is the beneficial owner 2 Country of inco								oration or organization
3	Type of beneficial Grantor trust Central bank of	owner:	] Individual ] Complex trust ] Tax-exempt orga		Corporation	Disregarded Government		Partnership International	Simple trust organization
4	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 (do not abbreviate)	
5	Mailing address (if	f different from	ı above)						
	City or town, state or province. Include postal code where appropriate.							Country (do not abbreviate)	
6	J.S. taxpayer identification number, if required (see instructions)           7         Foreign tax ident           SSN or ITIN         EIN							dentifying nu	mber, if any (optional)
8	Reference number	r(s) (see instru	ctions)						
Par	t II Claim d	of Tax Trea	ty Benefits (if	applical	ble)				
9 a b c	<ul> <li>I certify that (check all that apply):</li> <li>a ☐ The beneficial owner is a resident of</li></ul>								
d	<ul> <li>The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).</li> </ul>								
e	The beneficial owner is related to the person obligated to pay the income within the meaning of section 267(b) or 707(b), and will file Form 8833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, \$500,000.								
10	Special rates and treaty identified or Explain the reasor	d conditions ( n line 9a above ns the benefici	f applicable—see e to claim a al owner meets t	he terms o	ns): The beneficial o % rate of withholding of the treaty article:	wner is claim g on (specify	ing the provi type of incor	ne):	cleof the
Par	t III Notion	al Principa	I Contracts						
11	I have provide connected wit	ed or will provi th the conduct	de a statement the of a trade or bu	nat identifie siness in th	es those notional pri he United States. I a	ncipal contra gree to upda	cts from whi te this stater	ch the incom ment as requ	ne is <b>not</b> effectively ired.
Par Under further 1 I am 2 The 3 The not su 4 For Further any w	t IV Certific penalties of perjury, r certify under penalti the beneficial owner beneficial owner is no income to which this ubject to tax under an broker transactions o rrmore, I authorize thi ithholding agent that	cation I declare that I h es of perjury that of a mauthorize ot a U.S. person form relates is ( n income tax treat r barter exchang s form to be pro can disburse or	ave examined the i it: ed to sign for the be i, (a) not effectively cc aty, or (c) the partne ges, the beneficial o voided to any withh make payments of	nformation of eneficial owr nnected with r's share of wner is an e olding agent the income	on this form and to the ner) of all the income to th the conduct of a trac a partnership's effectiv exempt foreign person a that has control, receip of which I am the bene	best of my kno o which this for le or business i rely connected as defined in th ot, or custody co eficial owner.	owledge and b m relates, n the United S income, <b>and</b> e instructions. of the income	elief it is true, States, (b) effeo of which I am	correct, and complete. I stively connected but is the beneficial owner or
Sigr	Here	ature of benefic	cogger to ial owner (or individ	MA ual authorize	ed to sign for beneficia	l owner)	Date (MM-DD-	YYYY) C	apacity in which acting

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 25047Z

Form **W-8BEN** (Rev. 2-2006)

