



W-8BEN Certification

For Non-U.S. Participants

The Internal Revenue Service (IRS) form used to certify an individual's foreign tax status is the Form W-8BEN Certification of Foreign Status for Individuals.

The Form W-8BEN may be submitted electronically or via paper. All W-8 forms submitted via paper must be the signed original. No copies or faxes are permitted. The following pages are a step-by-step guide to filling out Form W-8BEN electronically.

1. The first time you sign into your stock plan account, you must first complete the account certification process and a few additional steps. Select if you are a **U.S. Person or not a U.S. Person** and complete the certification steps.

NOTE: If you are a U.S. Person, you will be prompted to fill out Form W-9.

2. Complete all fields in the form that are applicable to you.

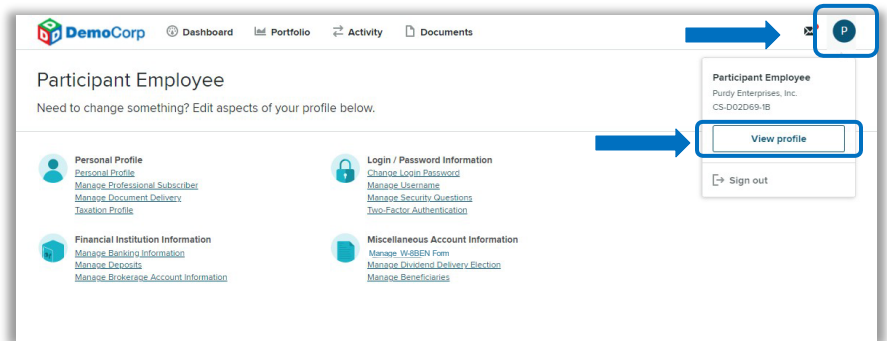
a. Agree to electronic records and signatures by **checking the box**.

b. Fill out the identification of the beneficial owner including **address, SSN/TIN, foreign tax identifying number, and date of birth**.

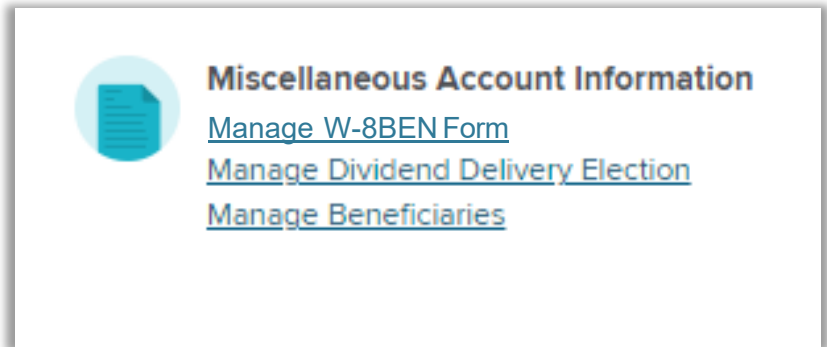
c. If you have a tax treaty benefits to claim fill out part two.

d. Agree and Certify by typing your name and checking the **“Agree to Certify”** box.

3. If you need to update or make changes to your W-8BEN, log on to your stock plan account and click on your **Profile** then **View Profile**.

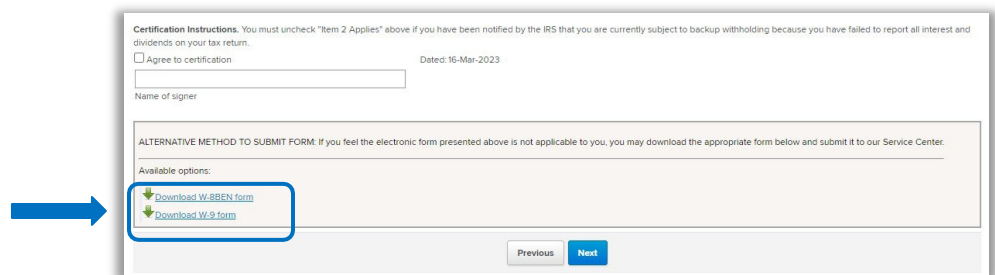


4. Click on **Manage W-8BEN Form** to make changes or updates to the form.



5. If you feel the electronic form presented to you is not applicable to you, you may download the appropriate form and submit it to our Service Center.

After you click on “**Manage W-8BEN Form**”, you can find the downloaded forms below the certification instructions at the bottom of the page.



Have Questions?

Call

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Hours:

Monday to Friday -8:00 a.m. to 8:00 p.m. EST

Toll Line:

+1 801 617 7435

Hours:

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