

# W-8BEN FORM

## Immediate Account Action Is Required

Dear

Your total payments this year have reached or exceeded the threshold required for filing with the IRS. You must verify your taxpayer information in order to continue to receive payments and make transfers from your account. Please sign in to your **Paylution** account and complete the tax form.

The **Paylution** Team

<https://plannetmarketing.paylution.com>

If you have received this email from either Paylution (where marketing income gets paid) or Hyperwallet (where travel commissions get paid), DO NOT PANIC!

W-8BEN FORM is a form used to confirm that you are not a U.S taxpayer and that there is no requirement to withhold taxes from your earnings. Your funds will be temporarily unavailable however, once your form is approved (which takes up to 48 hours), you will be able to access your funds immediately.

Please see the steps below to complete the form correctly.

- 1) Log into your Paylution/Hyperwallet account where you will find instructions to download the W-8BEN form. Get this printed off as you will need to fill the form out and sign it.

### 2) PART 1: IDENTIFICATION OF BENEFICIAL OWNER

You are a person acting as an intermediary . . . . . W-01011

**Note:** If you are resident in a FATCA partner jurisdiction (i.e., a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

<b>Part I Identification of Beneficial Owner</b> (see instructions)	
<b>1</b> Name of individual who is the beneficial owner	<b>2</b> Country of citizenship
<b>3</b> Permanent residence address (street, apt. or suite no., or rural route). <b>Do not use a P.O. box or in-care-of address.</b>	
City or town, state or province. Include postal code where appropriate.	Country
<b>4</b> Mailing address (if different from above)	
City or town, state or province. Include postal code where appropriate.	Country
<b>5</b> U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)	<b>6</b> Foreign tax identifying number (see instructions)
<b>7</b> Reference number(s) (see instructions)	<b>8</b> Date of birth (MM-DD-YYYY) (see instructions)

- Before you fill out the W-8BEN form, log into your Payultion/Hyperwallet account, go to 'settings' and select 'profile'. This is important as you will need to copy the **EXACT** information on your profile, onto the W-8BEN form. E.g if your profile says 'LDN' under the section 'State/Province/Region' then put 'LDN' on your form, **NOT** LONDON.
- Fill out the form where the green arrows are indicated. Ensure that when you are writing your date of birth, it is written in US format
- Fill out section 4 if the mailing address is different to the address you have already written for section 3.

## PART 2: Claim of Tax Treat Benefits

<b>Part II</b>	<b>Claim of Tax Treaty Benefits</b> (for chapter 3 purposes only) (see instructions)
9	I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.
10	<b>Special rates and conditions</b> (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____ Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: _____

## Part III Certification

- Leave this section empty as you are not required to fill this.

## Part 3: Certification

<b>Part III</b>	<b>Certification</b>
Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:	
<ul style="list-style-type: none"> <li>• I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,</li> <li>• The person named on line 1 of this form is not a U.S. person,</li> <li>• The income to which this form relates is:               <ul style="list-style-type: none"> <li>(a) not effectively connected with the conduct of a trade or business in the United States,</li> <li>(b) effectively connected but is not subject to tax under an applicable income tax treaty, or</li> <li>(c) the partner's share of a partnership's effectively connected income,</li> </ul> </li> <li>• The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and</li> <li>• For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.</li> </ul> <p>Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. <b>I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.</b></p>	
<b>Sign Here</b>	<div> <div>Signature of beneficial owner (or individual authorized to sign for beneficial owner)</div> <div>Date (MM-DD-YYYY)</div> </div> <div> <div>Print name of signer</div> <div>Capacity in which acting (if form is not signed by beneficial owner)</div> </div>

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 25047Z

Form **W-8BEN** (Rev. 7-2017)

- Fill out the form where the green arrows are indicated. Ensure that when you are writing the date it is written in US format

- 3) Once completed, you can use a mobile device to take a picture of the form and attach this where indicated on Paylution/Hyperwallet. Or you can scan the document and upload it.
- 4) Please give 48 hours for your form to be reviewed and approved. Once you have received a confirmation email that your form is approved, you can access your funds immediately.
- 5) If you have received an email where your form has been rejected you can either email Paylution support team: [support@paylution.com](mailto:support@paylution.com) or use the live chat to find out which section of the form has been filled incorrectly. For Hyperwallet, you can email [taxservices@hyperwallet.com](mailto:taxservices@hyperwallet.com) for further support. You will not be able to access your funds until your form has been approved.