

W-8BEN-E Support Guide

Your step-by-step guide to
completing the W-8BEN-E form

What is W-8BEN-E?

The W-8BEN-E is a United States (U.S.) Department of the Treasury Internal Revenue Service (IRS) requirement that allows you, as a foreign investor, to claim concessional tax treaty benefits (including a reduced rate of withholding tax).

Form W-8BEN-E is meant for non-U.S. entities including companies, organisations and trusts.

If we do not have a valid W-8BEN-E on file, any payments (such as dividends and sale proceeds) credited to your account may be subject to a withholding tax of 30% to cover the U.S. Department of the Treasury IRS withholding tax liabilities.

Once signed, the W-8BEN-E form is valid until the last day of the third calendar year following the signature date. For example, if you were to complete a form in 2025, it will expire on the 31 December 2028.

However, if there has been a change in circumstances, such as a name change, in that instance we will require a new form submission.

For detailed instructions on completing the W-8BEN-E, visit the IRS website. Australian tax residents should also review IRS Notice 2018-20.

This guide aims to help you meet your obligations for U.S. tax withholding and reporting. However, please ensure you fully understand your responsibilities before completing the form.

You will complete your W-8BEN-E digitally, eliminating the need to print or email the form. We will receive it digitally upon your submission, and certification may take up to 3 days.

If there are any issues with the form, you will receive an email from us informing you of any updates needed. The information in this guide is general and not intended as advice.

For tax advice regarding the W8 form, contact the IRS or your Tax Adviser. AUSIEX cannot provide advice on your obligations or the U.S. tax implications of your investments.

Contents

What is W-8BEN-E? 2

W-8BEN-E Steps

Step 1 - Accessing Portal & Verification details 3

Step 2 - Authentication 4

Step 3 - Select Account Type 5

Step 4 - Form Selection 6

Step 5 - Entity Name 7

Step 6 - County of organisation/incorporation 8

Step 7 - Residential Address 9

Step 8 - Mailing Address 10

Step 9 - U.S. Taxpayer Identification Number 11

Step 10 - Tax Residence 12

Step 11 - Treaty Benefits 13

Step 12 - Entity Type 14

Step 13 - FATCA Status 15

Step 14 - Acceptance & Signature 16

Step 1

Accessing Portal & Verification details

You will receive an email requesting the W-8BEN-E form to be completed. This will be sent to the primary applicant.

Follow the steps in the email under, “What you need to do”, by copying and pasting the URL provided in your browser.

Once on the portal, complete the fields. Your International Markets ID will be provided in the email.

Click on “Proceed”. Your details will then be validated against your profile. Once the details are confirmed, you will proceed to the next step.

W-8BEN-E Steps

To access the secure portal we will need to verify your identity. Enter the details listed below.

Account detail

Your International Markets ID is displayed on the email you received. It refers to the account that the W-8BEN and/or W-8BEN-E Form is related to.

International Markets ID

11111111

Personal details

Please complete your details below detail to ensure we can verify you.

First name John	Surname Smith	Mobile number 0400 000 000	Date of birth 01/01/1901
---------------------------	-------------------------	--------------------------------------	------------------------------------

Profile verification successful

Authentication Code

Select 'Send Code' and enter this number in the Verification code field. When entered, select Verify Code & Proceed. If the code is correct, you will be directed to a secure portal to complete your W-8BEN and/or W-8BEN-Form.

We will send a 9-digit authentication code by SMS to <04****0000>

Verification code

[Send code](#)

Code expires within 30 minutes.

[Verify Code & Proceed >](#)

Step 2

Authentication

Select “Send Code” next to Verification code. A verification code will be supplied to your mobile number via a SMS.

The verification code is valid for 30minutes. If you do not verify the codes, it can be resent after the initial code is requested.

Enter the verification code and click “Verify Code & Proceed”.

You will then be signed in automatically to complete the W-8BEN form.

W-8BEN-E Steps

AUSIEX
an NRI company

Username Password Login [Forgot?](#)

[Home](#) [About Us](#) [News & Insights](#) [Products & Solutions](#) [Contact Us](#)

Complete your W-BEN and W-8BEN-E Form

Securely verify your identity to access and complete your W-8BEN and/or W-8BEN-E Form online.

To access the secure portal we will need to verify your identity. Enter the details listed below.

Account detail

Your International Markets ID is displayed on the email you received. It refers to the account that the W-8BEN and/or W-8BEN-E Form is related to.

International Markets ID

Personal details

Please complete your details below detail to ensure we can verify you.

First name	Surname	Mobile number	Date of birth
<input type="text" value="John"/>	<input type="text" value="Smith"/>	<input type="text" value="0400 000 000"/>	<input type="text" value="01/01/1901"/>

Profile verification successful

Authentication Code

Select 'Send Code' and enter this number in the Verification code field. When entered, select Verify Code & Proceed. If the code is correct, you will be directed to a secure portal to complete your W-8BEN and/or W-8BEN-E Form.

We will send a 9-digit authentication code by SMS to <04****0000>

Verification code

Code expires within 30 minutes.

Didn't get the code?

Double check the mobile number is correct or [resend the code](#).

[Verify Code & Proceed >](#)

Step 3

Select Account Type

Please select the appropriate account type that relates to the W-8 form you are completing.

Prior to returning either a W-8BEN-E form, please review the IRS instructions for Individuals or for Entities and/or seek independent advice to determine the type of form that is most appropriate for your circumstances.

For more information on the W-8BEN-E see the IRS website.

For SMSF's, Companies and Trusts please select "Non-Individual/Entity".

W-8BEN-E Steps

Is the account holder an individual or a non-individual/entity? ⓘ

- Individual
- Non-Individual/Entity

Is the account holder organized or incorporated in the United States?

- Yes
- No

Trusts organized in the United States - Select "No" if either:

- (1) a U.S. court does not have primary supervision over the administration of the trust or
- (2) one or more U.S. persons do not have authority to control all substantial decisions of the trust.

QI Branch of a USFI - Select "No" if:

You are completing this form on behalf of a non-U.S. branch of a USFI that is acting as a Qualified Intermediary.

Step 4

Form Selection

You will need to select the type of W-8 you need to complete. Your facts and circumstances inform the type of W-8 form that applies to you. AUSIEX can only facilitate the transactions of clients that are eligible to provide a W-8BEN-E form.

Prior to returning a W-8BEN-E form, please review the IRS instructions for Individuals or for Entities and/or seek independent advice to determine the type of form that is most appropriate for your circumstances.

For more information on both the W-8BEN-E visit the [IRS website](#).

W-8BEN-E Steps

Please review the information and select the applicable form.

- Form W-8BEN-E
- Form W-8IMY
- Form W-8ECI
- Form W-8EXP

W-8BEN-E

For use by non-U.S. entities, such as corporations, partnerships, estates, and trusts, to establish that they are the beneficial owners of the income and/or, if applicable, to claim tax treaty benefits and exemptions.

Use this form for:

- A beneficial owner solely claiming foreign status or treaty benefits
- A hybrid entity claiming treaty benefits on its own behalf

W-8IMY

For use by an intermediary (a financial institution or a nominee that holds securities on behalf of its customers or other third parties in the course of its trade or business), a U.S. branch of certain foreign banks or foreign insurance companies, or a withholding or nonwithholding foreign partnership, simple trust or grantor trust.

Use this form for:

- A person acting as an intermediary • A foreign partnership, a foreign simple trust, or a foreign grantor trust (except of a claim of treaty benefits)

W-8ECI

For use by non-U.S. entities who are beneficial owners claiming an exemption from withholding tax on payments of U.S. source income that is effectively connected with the conduct of a trade or business in the U.S. The entity must provide a U.S. Taxpayer Identification Number (TIN) for this form to be valid.

Use this form for:

- A branch of a foreign corporation certifying that income is effectively connected with the corporation's U.S. trade or business

W-8EXP

For use by foreign governments, international organizations, foreign central banks of issue, foreign tax-exempt organizations, foreign private foundations, and governments of U.S. possessions.

Use this form for:

- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) of the U.S. Internal Revenue Code.

Back

Continue

Step 5

Entity Name

Next, verify that the entity name displayed is correct. It must match the entity name on your existing AUSIEX Share Trading Account and application form.

For SMSFs and Trusts, ensure you provide the full name without abbreviations. If the Trust name is abbreviated, list the full name of the SMSF or Trust. Do not include the trustee's name.

The next question, "Is the account holder a disregarded entity?". This aims to identify entities that receive different tax treatment. It applies to entities treated as not separate from their single owner for income tax purposes, particularly if the entity has its own Global Intermediary Identification Number (GIIN) and receives a withholding payment, or for branches operating outside Australia. If you think these sections apply to your entity, consult your tax adviser.

W-8BEN-E Steps

Company

Legal Name

Legal Name

CITIZEN PTY LTD

Is the account holder a disregarded entity?

Yes

No

Trust

Legal Name

Legal Name

CITIZEN FAMILY TRUST

Is the account holder a disregarded entity?

Yes

No

Self-Managed Superfund

Legal Name

Legal Name

CITIZEN SUPERFUND

Is the account holder a disregarded entity?

Yes

No

Step 6

County of organisation/incorporation

Next, you will go ahead and enter your Country or Region of Organisation/Incorporation.

Country/Region of Organization/Incorporation ⓘ

Country/Region of Organization/Incorporation

Australia

Step 7

Residential Address

Your address should be pre-populated with information from your existing AUSIEX Share Trading Account. If your address is incorrect you will need to update your address by completing the Change of Personal Contact details form via the AUSIEX website.

Please be aware that you **cannot** use a P.O. box or an in-care-of address as your residential address. This section requires a physical residential address. If you enter a P.O. box or in-care-of address, your W-8 form may be rejected, and you will need to complete a new W-8 form.

If your country of tax residency is different to your residential address, please contact our International Markets desk to discuss on **1800 252 351** or email us at international@ausiex.com.au between Monday – Friday, 8:30am – 5:30pm.

W-8BEN-E Steps

Residence Address

Street Address - Do not use a P.O. Box or In-care-of-address

1 EXAMPLE STREET

Address Line 2

City

SYDNEY

Postal Code


2000

Country/Region

Australia

State/Province/Territory

NSW

Is the address provided a P.O. box or 'in-care-of' address? 

No	P.O. Box	In-Care-Of	Both
----	----------	------------	------

Step 8

Mailing Address

Your address should be pre-populated with information from your existing AUSIEX Share Trading Account. If your mailing address differs from your residential address, you can enter the details in the screen below.

If your mailing address is the same as your residential address, you can leave this page blank and click through to the next screen.

W-8BEN-E Steps

Mailing Address (if different from the Residence Address)

Street Address

Address Line 2

City

Postal Code

Country/Region

State/Province/Territory

Step 9

U.S. Taxpayer Identification Number

If you are an Australian Tax Resident, please **do not** enter your Australian Tax File Number (TFN). If appropriate, enter a U.S. Taxpayer Identification Number (TIN). If you do have a U.S. TIN, you are ineligible for an International Markets account.

W-8BEN-E Steps

U.S. Taxpayer Identification Number (U.S. TIN) ⓘ

U.S. TIN

U.S. TIN Type

 SSN ITIN

The account holder does not have a U.S. TIN.

Step 10

Tax Residence

You will need to provide details about your tax residency and foreign TIN. Please choose your country of tax residence. A TIN is 'Not Legally Required' for Australian residents.

For non-Australian tax residents please enter your foreign TIN.

W-8BEN-E Steps

Tax Residence

Country/Region of Tax Residence

Australia

Tax ID Number

The account holder does NOT have a TIN for this country and/or is not legally required to provide a TIN.

Step 11

Treaty Benefits

Next, you will need to specify your eligibility for tax treaty benefits. Your treaty country should match your country of tax residency.

If you choose not to claim tax treaty benefits, a higher withholding rate may be applied to amounts payable to you, which must be forwarded to the IRS. For more information about your eligibility for treaty benefits, please consult your tax advisor.

Please note that there is an existing tax treaty between Australia and the U.S.

You must select the treaty country, which should be the entity's country of tax residency, and confirm that the entity meets the relevant criteria.

In the drop-down menu, choose the limitation on benefits provision included in the applicable tax treaty.

Company

Treaty Benefits ⓘ

Is the account holder claiming a reduced rate of withholding under a tax treaty between the U.S. and another country?

Yes No

Treaty Country/Region

Australia

I certify that the account holder is a resident of this country within the meaning of the income tax treaty between the U.S. and that country.

I certify that the account holder derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits:

Limitation of Benefits Provision

Company that meets the ownership and base erosion test

The account holder is making a special rate claim under a specific article and paragraph of the tax treaty.

Trust & Self-Managed Superfund

Treaty Benefits ⓘ

Is the account holder claiming a reduced rate of withholding under a tax treaty between the U.S. and another country?

Yes No

Treaty Country/Region

Australia

I certify that the account holder is a resident of this country within the meaning of the income tax treaty between the U.S. and that country.

I certify that the account holder derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits:

Limitation of Benefits Provision

Other

Specify the Article and Paragraph:

Article 16 (2)(g) Ownership/Base Erosion Test

The account holder is making a special rate claim under a specific article and paragraph of the tax treaty.

Step 12

Entity Type

Next, you must choose the appropriate entity type and FATCA status for your entity. AUSIEX will only process transactions for **Corporations** and **Complex Trusts**.

If you believe your entity does not fall into either of these categories, please contact the International Markets service desk to discuss on **1800 252 351** or email us at international@ausiex.com.au between Monday – Friday, 8:30am – 5:30pm.

Entity Type Certification

Chapter 3 Status

- Corporation
- Partnership
- Estate
- Disregarded entity
- Central bank of issue
- International organization
- Foreign private foundation
- Foreign tax-exempt organization
- Grantor trust
- Complex trust
- Simple trust
- Foreign Government - Controlled Entity
- Foreign Government - Integral Part

Step 13

FATCA Status

AUSIEX only accepts the following FATCA status for Corporations & Complex Trusts:

Account Type	FATCA Status
Company	Passive NFFE or Active NFFE
Trust (Individual or Corporate Trustee)	Passive NFFE or Active NFFE
Self-Managed Superfund (Individual or Corporate Trustee)	Non-Reporting IGA FFI

Before completing the W-8BEN-E form, please visit the IRS website or seek independent tax advice to determine the most appropriate entity type and FATCA status for your circumstances.

If you believe your entity type and FATCA status differ from those listed above, contact the International Markets service desk to discuss on **1800 252 351** or email us at international@ausiex.com.au between Monday – Friday, 8:30am – 5:30pm.

W-8BEN-E Steps

Passive NFFE

FATCA Certification

FATCA Status
Passive NFFE

Passive NFFE

Certify to the following statements:

- I certify that the account holder
- Is a foreign entity that is not a financial institution (other than an investment entity organized in a possession of the United States) and is not certifying its status as a publicly traded NFFE (or affiliate), excepted territory NFFE, active NFFE, direct reporting NFFE, or sponsored direct reporting NFFE.

Certify to one of the following statements:

- I further certify that the account holder has no substantial U.S. owners (or, if applicable, no controlling U.S. persons);
- I further certify that the account holder has provided the name, address, and TIN of each substantial U.S. owner (or, if applicable controlling U.S. person) of the NFFE

Active NFFE

FATCA Certification

FATCA Status
Active NFFE

Active NFFE

- I certify that the account holder:
 - Is a foreign entity that is not a financial institution;
 - Less than 50% of its gross income for the preceding calendar year is passive income; and
 - Less than 50% of the assets held are assets that produce or are held for the production of passive income (calculated as a weighted average of the percentage of passive assets measured quarterly).

Non-reporting IGA FFI

Nonreporting IGA FFI

- I certify that the account holder meets the requirements to be considered a nonreporting financial institution pursuant to an applicable IGA between the United States and the country listed below:

IGA Country/Region
Australia

- I certify that the applicable IGA is a:
 - Model 1 IGA
 - Model 2 IGA
- I certify that the account holder is treated as the specific category of Nonreporting IGA FFI listed below under the provisions of the applicable IGA or Treasury regulations:

IGA Category
Australian Retirement Funds

Step 14

Acceptance & Signature

In the final step, you will proceed to the E-Sign Acceptance page. Here, you have the option to preview your completed W8 form in PDF. Please ensure to carefully review the form to confirm all the information you entered is accurate and complete. If you identify any errors, you can go back to make the necessary changes.

Once you are satisfied that everything is correct, read the information provided. Make the appropriate selections and enter your name in the 'Electronic Signature' boxes. Your name must match the name on your AUSIEX Share Trading Account.

Finally, select 'Complete' to submit your W-8BEN-E form.

W-8BEN-E Steps

E-SIGN Acceptance

I agree to sign the document(s) electronically under the [terms of the E-Sign Act](#) and certify I have capacity to sign for the account holder.

Sign Form W-8BEN-E([Preview Form](#))

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:

- The entity identified on line 1 of this form is the beneficial owner of all the income or proceeds to which this form relates, is using this form to certify its status for chapter 4 purposes, or is submitting this form for purposes of section 6050W or 6050Y;
- The entity identified on line 1 of this form is not a U.S. person;
- This form relates to:
 - (a) income not effectively connected with the conduct of a trade or business in the United States,
 - (b) income effectively connected with the conduct of a trade or business in the United States but is not subject to tax under an income tax treaty,
 - (c) the partner's share of a partnership's effectively connected taxable income, or
 - (d) the partner's amount realized from the transfer of a partnership interest subject to withholding under section 1446(f); and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which the entity on line 1 is the beneficial owner or any withholding agent that can disburse or make payments of the income of which the entity on line 1 is the beneficial owner.

I agree that I will submit a new form within 30 days if any certification on this form becomes incorrect.

Electronic Signature

Given Name of Signer

JOHN

Family Name of Signer

SMITH



Need help?

If you have questions, please contact your adviser.

This Support Guide contains general information for Advisers only and does not take into account any individual objectives, financial situation or needs. This information has been prepared by Australian Investment Exchange Limited ('AUSIEX') ABN 71 076 515 930, AFSL 241400, a wholly owned subsidiary of Nomura Research Institute, Ltd. ('NRI'). AUSIEX is a Market Participant of ASX Limited ('ASX') and Cboe Australia Pty Ltd ('Cboe'), a Clearing Participant of ASX Clear Pty Limited and a Settlement Participant of ASX Settlement Pty Limited.