

# Form W-8BEN Certification FAQs



## Q: What is Form W-8BEN?

A: Form W-8BEN is a form that is required to be completed by a nonresident alien (NRA), who is not subject to U.S. tax reporting or backup withholding. You must give the form to the withholding agent or payer if you are an NRA who is the beneficial owner of an amount subject to withholding.

## Q: Why do I need to do this?

A: Having an up-to-date tax certification will help ensure you are taxed correctly based on your country of residency.

If we do not have a valid tax certification on file for you, you may be subject to additional tax withholding on payments of interest, dividends, and royalties, as well as on sales (including the sale of your company shares).

## Q: When do I fill out Form W-8BEN?

A: Completing the Form W-8BEN is part of the opening process for your Stock Plan Account and is required every three years after that.

## Q: How often do I have to complete Form W-8BEN?

A: Form W-8BEN must be renewed every three years and expires on December 31. Before the form expires, you must complete a new form (recertify). Fidelity will send you a reminder when it is time to review.

## Q: What happens if I do not complete Form W-8BEN?

A: Failure to complete Form W-8BEN can result in excess tax withholding. You will not be eligible for lower tax treaty rates that you may be eligible for, and you may not be able to get a refund for those withholdings in some instances. If you do not have a valid W-8BEN on file, we are required to withhold on the gross proceeds from sales of securities (including your company shares) at a rate of 24%. This is referred to as backup withholding. In addition, we must perform NRA withholding at 30% on interest and dividend payments you receive.

## Q: What is backup withholding?

A: Backup withholding is a form of tax withholding that all brokers, including Fidelity, are required to make on gross proceeds from stock sales, along with interest income, dividends, or other kinds of payments that are reported on the various types of Form 1099, if you have not completed and filed Form W-8BEN with the broker. The current rate of backup withholding is 24%. The NRA withholding rate for dividend income is 30% or a lower tax treaty rate.

## Q: How can I complete Form W-8BEN?

A: You can log in to [Fidelity NetBenefits®](#) to complete your Form W-8BEN online. This is the easiest and most convenient way to complete your Form W-8BEN certification. When you log in, please have your participant number or username available. Select the link to your Stock Plan Account and follow the prompts and instructions, which include steps for your W-8BEN certification.

If you would prefer to print and complete the form, [tab here](#). For instructions on completing Form W-8BEN, [tab here](#).

## Q: What resources are available to help me?

A: If you get stuck, this [guide](#) can help walk you through the steps to complete the process.

## Q: What are some of the key points to note when completing Form W-8BEN?

- A:
- Please provide your Foreign Tax Identification Number (FTIN) or an explanation of why you have not been issued one. Your FTIN is the tax identification number issued by your country of residency and used for your local taxes and governmental benefits. It is not issued by the United States. If you live in one of the following countries, an FTIN is not required: Australia, Japan, British Virgin, Cayman Islands, or Bermuda.
  - We will also need your date of birth.
  - Do not provide a post office address (or PO box number) unless the address is in Kuwait or Saudi Arabia.
  - Do not provide an address in care of a financial institution, employer, or another person.
  - After successfully submitting the form online, you will be immediately prompted to log in to your Stock Plan Account. If the submission was not successful, please allow 24 hours to resubmit your tax information.

## Q: Where do I send Form W-8BEN?

A: If you prefer to complete a paper Form W-8BEN, you need to send it back to Fidelity, not the U.S. Internal Revenue Service. Remember to sign and write your Fidelity participant number on the form to ensure accurate processing. Please return the form to Fidelity Stock Plan Services, PO Box 770001, Cincinnati, OH 45277-0002, USA.

For further assistance, contact a Fidelity Stock Plan Services Representative. Calling instructions can be found at [Fidelity.com/globalcall](https://www.fidelity.com/globalcall).



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