

Certifying your tax status online

 **Computershare**

| CERTAINTY

| INGENUITY

| ADVANTAGE



Introduction

In order to self certify your tax status online, you will have to fill out one of three forms. The type of form you fill out will depend on a number of factors, such as your location and the type of shares that you hold. As you answer the questions, the tax self-certification website will automatically direct you towards the right form for you. No matter which form you're filling in, steps 1-5 of the website will be the same. Please read through this guide in order and you'll be directed to the relevant section for you.

Know where you need to go?

If you have completed a form before and would like to go straight to the specific page for your form, click on the links below:

1. **Foreign Tax Self-Certification Form**

- 1.1. [Completing your form](#)
- 1.2. [Confirming your address details](#)
- 1.3. [Confirming your personal details](#)
- 1.4. [Declaration](#)
- 1.5. [Confirming your PIN](#)

2. **Form W-9**

- 2.1. [Completing the Form W-9](#)
- 2.2. [Reviewing the Form W-9](#)
- 2.3. [Submitting the Form W-9](#)
- 2.4. [Confirming your PIN](#)

3. **Form W-8BEN**

- 3.1. [Completing the Form W-8BEN](#)
- 3.2. [Reviewing the Form W-8BEN](#)
- 3.3. [Submitting the Form W-8BEN](#)
- 3.4. [Confirming your PIN](#)



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Logging in

There are two ways to log in, either through the Employee Online (our online employee share portal) website or directly at www.computershare.com/CertifyMyTax

If you are logging in through Employee Online, please [click here](#).

To log in directly, please go to www.computershare.com/CertifyMyTax where you will see the login screen below. Enter your **User Name** and **Password** and click 'Log in'. Your login details will have been sent out to you within 90 days of your Computershare account being created. This would have been sent by email if we have your email address, otherwise this would have been posted to you.



English ▾

LOG IN

User Name:

Password

Log in

[Forgotten your username or password?](#)

Contact Us

If you have an account with us and you have any queries, our helpline is available Monday to Friday 8:30am to 5:30pm GMT on:

+44 (0)117 378 5170

If you have forgotten or lost any of your login details please click the 'Forgotten your username or password' link.



Updating your details

After logging in for the first time, you will be asked to change your password.

Your password must:

- > be a minimum of eight characters
- > contain at least one lowercase letter
- > contain at least one uppercase letter
- > contain at least one number

Enter your new password in both the 'Password' and the 'Repeat the password' boxes. Enter your email address in the 'Email Address' box and then click 'Update'.



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LOG IN

UPDATE YOUR DETAILS

Before you can continue, you must change your password. Please enter your **new** password in both password boxes below.

Password:	<input type="password"/>
Repeat the password:	<input type="password"/>
Email Address:	<input type="text"/>

Update >



Terms and conditions

If this is the first time you have logged in you will now be asked to review the 'Terms and Conditions of Use' of the tax self certification website.

If you accept the terms, tick both the 'I accept the Terms and Conditions' and the 'I agree to the submission of tax information via this electronic system' boxes.

Then click 'Continue'.

You can view the Terms and Conditions at any point by clicking the link in the grey section at the bottom of the screen.



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HOME

TERMS AND CONDITIONS OF USE
Before you are able to use this site please review the Terms and Conditions of use below. If you accept these terms please indicate by ticking the two checkboxes below and clicking "Continue"

The Identity software ("Identity") is licensed to Computershare Investor Services PLC and any company incorporated in England and Wales, Scotland, Ireland or Jersey which is a wholly owned subsidiary of Computershare Limited (ABN 71 005 485 825) ("we" or "us"). This document tells you the permitted terms of use for Identity. Please read these terms of use carefully before you start to use Identity. By using it, you indicate that you accept these terms of use and that you agree to abide by them. If you do not agree to these terms of use, please refrain from using Identity.

ACCESS CONTROL
If you choose, or you are provided with, a user identification code, password or any other piece of information as part of an access control procedure, you must treat such information as confidential, and you must not disclose it to any third party. We may disable any user identification code or password, whether chosen by you or allocated by us, if in our opinion you have failed to comply with any of the provisions of these terms of use.

PROHIBITED USES
You may use Identity only for lawful purposes. You may not use Identity:

- in any way that breaches any applicable local, national or international law or regulation;
- in any way that is unlawful or fraudulent, or has any unlawful or fraudulent purpose or effect;
- to transmit, or procure the sending of, any unsolicited or unauthorised advertising or promotional material or any other form of similar solicitation (spam)
- to store, distribute or transmit any material that (i) is unlawful, harmful, threatening, defamatory, obscene, harassing or racially or ethnically offensive, (ii) facilitates illegal activity, (iii) depicts sexually explicit images, or (iv) promotes unlawful violence, discrimination based upon race, gender, colour, creed, age, sexual orientation, disability, or any other illegal activities.

I accept the Terms and Conditions
 I agree to the submission of tax information via this electronic system

Continue ➤



Welcome screen

After logging in, you will see this welcome screen. Please click 'Complete a form'. If you have already started filling out a form you can click 'Continue your form'.



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WELCOME HANNAH CARROLL

This system is a secure documentation submission service that provides the ability to submit an electronic W-8BEN, W-9 or FATCA Self-Certification form.

On selecting 'Complete a form', you will either be presented with some questions which will help determine which form you should be filling or taken directly to a form to complete.

Whilst you complete the form, the system will offer the appropriate validation and guidance to ensure a quick and simple submission. For additional assistance, simply click '?' against each question to view the relevant help.

Please click on one of the following links to download the help guides for completing a [W-8BEN](#) or [W9](#) or [FATCA Self-Certification form](#). Click here to view a list of [Treaty Countries](#) or our [FAQ's](#).

You have valid documentation on the system. You should complete a new form if your circumstances change, in which case please use the link below. This form does not expire, and you can view the form in the 'My History' page.

[Continue your form](#) ➔

[Complete a form](#) ➔

SECURITY

You last accessed this site on 3/31/2016, 4:00 PM.
If you did not log in at this time please contact the support line.



Selecting your form

If you see this screen you are filling out a 'Foreign Tax Self Certification' Form.

[Click here to complete the 'Foreign Tax Self Certification' Form](#)

If you're not seeing this form, you'll need to complete some more questions before the correct form is displayed. Read on for the next steps.



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FOREIGN TAX - SELF CERTIFICATION - PERSONAL DETAILS

Next

Name	
First name	TEST *
Last name	HOLDER *
Email	
Email Address	
Birth	
Date of birth	
Country of birth	Not Selected *
Citizenship	
Country of citizenship	Not Selected *
If You Have Multiple Citizenship, Enter The Additional Citizenship Or Citizenships Below	
Country of citizenship #2	Not Selected
Country of citizenship #3	Not Selected
Country of citizenship #4	Not Selected

Next

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Selecting your form

If you were not presented with the 'Foreign Tax Self Certification' Form you will then be taken through the form selection guide to determine which form you should be filling out.

You will need to specify that you are completing your form as an individual by selecting 'individual' from the drop-down list.



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If you are completing the form on behalf of yourself or any other individual please choose 'Individual'.
If you are completing the form on behalf of a non-individual (e.g. a corporation, a trust or financial institution etc.) please choose 'Non-Individual'. Not Selected ▾

Next >



Selecting your form

You will now be asked to answer four questions to determine which form you should be filling out. Select your answers from the drop-down list and then click 'Next'.



FORM SELECTION GUIDE

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Do Any Of The Following Apply:

- Are you a U.S. citizen or other U.S. person, including a resident alien individual?
(lawful permanent resident, e.g. "Green card holder")

Not Selected ▼

- Are you a dual citizen with one citizenship being U.S.?

Not Selected ▼

- Are you subject to taxation as a U.S. Citizen?
(e.g. dual resident, spouse filing jointly, rescinding U.S. citizenship and long term residency, others)

Not Selected ▼

- Were you born in the U.S., and have not formally renounced U.S. Citizenship?

Not Selected ▼

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Selecting your form

If you see this screen, you are being prompted to complete a Form W-9.

By selecting 'Yes' you will proceed, if you select 'No' you will be unable to complete a form at this time.

[Click here to read the user guide to complete the Form W-9.](#)

If this is not the screen you see, you will need to answer another few questions to determine which form you'll be filling out. Read on for the next steps.



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FORM SELECTION GUIDE

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We are not authorized to give tax advice. However, from the information you have provided, it would seem that you should submit Form W-9. If you have any doubts, please seek tax advice.

Do you wish to submit form W-9? Not Selected ▾

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Selecting your form

You will now be asked to answer one final question.

Select your answer from the drop-down list and then click 'Next'.



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Do any of the following apply?

- Are you receiving income that is effectively connected with the conduct of a trade or business in the U.S.?
- Are you acting as an Intermediary?
- Are you receiving proceeds from the disposition of a U.S. real property interest? 

Not Selected ▾

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Please note this question is referring to investments in the US rather than your salary being paid by a US company.

Next 

Selecting your form

If you see this screen you are filling out a Form W-8BEN.

By selecting 'Yes' you will proceed. If you select 'No' you will be unable to complete a form at this time. Click 'Next' to continue.

[Click here to view 'Completing your Form W-8BEN'](#)



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We are not authorized to give tax advice. However, from the information you have provided, it would seem that you should submit Form W-8BEN. If you have any doubts, please seek tax advice.

Do you wish to submit form W-8BEN? [?](#)

Not Selected ▾

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Completing the 'Foreign Tax Self Certification' Form

To begin completing your 'Foreign Tax Self Certification' Form, you must complete your personal details.

Once you have filled in the relevant information in each section click 'Next' to continue.

Please note all fields marked with a red asterisk* are compulsory.



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FOREIGN TAX - SELF CERTIFICATION - PERSONAL DETAILS

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Name	
First name	TEST *
Last name	HOLDER *
Email	
Email Address	
Birth	
Date of birth	
Country of birth	Not Selected *
Citizenship	
Country of citizenship	Not Selected *
If You Have Multiple Citizenship, Enter The Additional Citizenship Or Citizenships Below:	
Country of citizenship #2	Not Selected
Country of citizenship #3	Not Selected
Country of citizenship #4	Not Selected

Next



Confirming your address details

You will now need to confirm your **permanent residence address** and then click 'Next'. Please note that this should be your home address. If you complete your form with a work, C/O or PO Box address we will contact you again and ask you to complete a new form with your permanent residence address and your original form will be rejected.



FOREIGN TAX - SELF CERTIFICATION - CONTACT DETAILS

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Permanent Residence Address

Line 1 ?	TEST ADDRESS
Line 2	
Line 3	
Line 4	
Line 5	
Line 6	
Country	United Kingdom ▾

◀ Previous Next ▶



Confirming your personal details

You will now need to confirm your **Tax Residence and Tax Identifying Number**. This will be the identification number provided by your local tax authority. For example, in the UK it will be your National Insurance Number and in Spain it will be your DNI (Documento Nacional de Identidad) Number.

Enter this information in the box provided. If you are a tax resident in more than one jurisdiction, please provide details of **all** countries where you are a tax resident, providing the corresponding Tax Identifying Numbers.



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FOREIGN TAX - SELF CERTIFICATION - TAX STATUS

If any of the countries selected are United States, Jersey, Guernsey or the Isle of Man, provision of the tax identification number(s) for the given country(ies) is mandatory.

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Tax Residence

Country of tax residence

Tax identifying number in country of tax residence

If You Are Tax Resident In More Than One Country, Enter Details Of The Additional Country Or Countries Below:

Country of tax residence #2

Tax identifying number in country of tax residence #2

Country of tax residence #3

Tax identifying number in country of tax residence #3

Country of tax residence #4

Tax identifying number in country of tax residence #4

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Confirming your personal details

If appropriate, you can now submit any additional information or attachments with your form. For example, if your name has recently changed due to marriage, please attach your marriage certificate.

Once you've completed (if appropriate), click 'Next' to continue.



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FOREIGN TAX SELF CERTIFICATION ATTACHMENTS

If you changed any of the details that were pre-populated on the form, then please provide details / explanation here. You can also attach any supporting documents.

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Attach a note

Note

Attach note

Attach a file

File

Description

Attach file

Notes attached to this form:

Date	Author	Note
------	--------	------

Files attached to this form:

Date	Author	Description	Filename
------	--------	-------------	----------

Please note that there is a limit on the size of attachments of 8MB.

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Confirming your personal details

Computershare

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FOREIGN TAX - SELF CERTIFICATION - SUMMARY

This page is a summary of all the questions and answers you provided throughout the form completion process. Please review and click Next to proceed to the final declaration page.

Previous **Next**

Name
First name HANNAH
Last name TEST

Email
Email Address

Birth
Date of birth 3/10/2018
Country of birth United Kingdom

Citizenship
Country of citizenship United Kingdom

If You Have Multiple Citizenship, Enter The Additional Citizenship Or Citizenships Below:
Country of citizenship #2 Not Selected
Country of citizenship #3 Not Selected
Country of citizenship #4 Not Selected

Permanent Residence Address
Line 1 TEST ADDRESS
Line 2
Line 3
Line 4
Line 5
Line 6
Country United Kingdom

Tax Residence
Country of tax residence United Kingdom
Tax identifying number in country of tax residence 0987656788

If You Are Tax Resident In More Than One Country, Enter Details Of The Additional Country Or Countries Below:
Country of tax residence #2 Not Selected
Tax identifying number in country of tax residence #2
Country of tax residence #3 Not Selected
Tax identifying number in country of tax residence #3
Country of tax residence #4 Not Selected
Tax identifying number in country of tax residence #4

Previous **Next**

You can now review your 'Foreign Tax Self Certification' Form taking time to check all details are correct.

If you would like to amend any details, click 'Previous' to return to the previous pages.

Once any amendments have been made, return to this screen and click 'Next' to continue.

Next

Declaration

On this final page of the form, you need to **read the statements and tick the boxes accordingly.**

If you have logged in through www.computershare.com/CertifyMyTax, enter your password in the box below and click 'Submit' to continue. Please note that if you have logged in through Employee Online, the password box will not be shown.



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FOREIGN TAX - SELF CERTIFICATION - DECLARATION

◀ Previous Submit ▶

I declare that the information I have provided on this form is, to the best of my knowledge and belief, correct and complete.	<input type="checkbox"/> *
Name of Registered User signing this form	Hannah Carroll
Name of person signing the form, if different from the Registered User	<input type="text"/>
I confirm either that I am the Registered User as named above or that I am the person named in the "Name of person signing this form" box above, and that I have the authority to sign this form.	<input type="checkbox"/> *
Password	<input type="password"/> *

◀ Previous Submit ▶



Confirming your PIN

If you have logged in through the Employee Online Portal you will be directed back to the page shown below where you will be asked to confirm your PIN. This will have been sent to you either by email (if we hold an email address for you) or by post.

If you've lost or forgotten your PIN, please contact your company's dedicated helpline found in the 'Contact Us' section of the Employee Online website.



EMPLOYEE ONLINE : PIN RE-AUTHENTICATION

Please enter your Computershare PIN to submit your Tax Certification. If you would like to return to the Computershare site please close this session. Do not disclose this PIN to anyone. If you believe the security of your account has been compromised please contact the requestor immediately.

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[Submit →](#)

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Completing your 'Foreign Tax Self Certification' Form

You have now completed and submitted your 'Foreign Tax Self Certification' Form online!



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FORM SUCCESSFULLY SUBMITTED

Thank You. Your form has been successfully submitted. You may view this form at any time by accessing the [My History](#) section. You can also click [here](#) if you want to see details of the form that you have just submitted. If we have any queries with your form one of our administrators will get in contact with you. You may now log out of this site or close your browser window

Next

Completing the Form W-9

Your name should be displayed. If not, please complete the name field, and leave the 'Name of organisation' field blank. Please do not enter your employer in this box as this will invalidate your form.

The next question, 'Business Name/Disregarded Entity', should be left blank. As an individual, you do not need to complete this field.

Tick the box to confirm that the above information is correct.

Then complete the 'Entity' section by selecting 'individual/sole proprietor or single member LLC' from the drop-down list.

If at any point you wish to review the IRS guidelines for completing a Form W-9, please click on the 'IRS Instructions' button in the top menu.



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W-9 - GENERAL INFORMATION

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Name
Please enter your name as shown on your income tax return. For a Disregarded entity please make sure you enter the name of the Owner and not the Disregarded entity. See IRS Instructions (above) for additional assistance

Last name/family name [?] TEST

First name/given name [?] HANNAH

Name of organization [?]

Additional Joint Account Holder(s) (if applicable)
If you are completing this form for a joint account the Last name / First name / Name of organization fields should contain the name of the primary account holder only, and the TIN details you provide later in this form should be those of this primary account holder.

Business Name / Disregarded Entity
If you have alternative business / disregarded entity / trade / "doing business as" names these should be entered below.

Business name / disregarded entity name, if different from above [?]

Check this box to confirm that all the above details are correct.

Entity
Select federation tax classification [?] Not Selected

If "Other" has been selected: Enter the type of entity

If "Limited Liability Company" has been selected, enter the tax classification Not Selected

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Completing the Form W-9

As we already hold an address for you within the foreign tax self-certification website you will be asked to confirm your permanent residence country. Please select your country from the drop-down menu. To continue click 'Next'.



W-9 - GENERAL INFORMATION (CONTINUED)

Previous Next

Address
A Permanent Residence Address is already held for you within the system. Please enter your country of residence.
Permanent Residence Country Not Selected

Previous Next



Completing the Form W-9

If the permanent address we hold on the system for you matches the country you selected on the previous screen then your address will be pre-populated on the following screen. Please confirm that these details are correct. If your permanent address differs or is not pre-populated then please complete this information, click the box to confirm the details provided are correct and click 'Next' to continue. Please note that this should be your home address. If you complete your form with a work, C/O or PO Box address we will contact you again and ask you to complete a new form with your permanent residence address and the original form you have completed will be rejected.



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W-9 - GENERAL INFORMATION (CONTINUED)

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Address

Address (Line 1) [?] TEST ADDRESS

Address (Line 2)

Address (Line 3)

Address (City)

Address (State)

Address (ZIP Code)

Country United Kingdom

Check this box to confirm that all the above details are correct.

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 Next

Completing the Form W-9

The exemption section is to be completed only if you have previously been advised by the IRS that you are exempt from backup withholding. We would not usually expect you as an individual to be exempt from FATCA reporting so, in most cases, this section (and the Requestor's Name and Address' and 'Account Numbers') should be left blank.



W-9 - GENERAL INFORMATION (CONTINUED)

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Exemptions (Codes Apply Only To Certain Entities, Not Individuals; See Form Instructions):

Exempt from backup withholding payee code (if any) [?](#)

Exemption from FATCA reporting code (if any) [?](#)

Requestor's Name And Address (Optional)

Requestor's name and address

Account Numbers (Optional)

List account number(s) here [?](#)

[Previous](#) [Next](#)



Completing the Form W-9

On the next screen you are required to enter your Taxpayer Identification Number (TIN). Enter this into the 'Employer identification number' field. You do not need to include dashes (-) in this number. If you have entered your TIN you should ensure the drop-down box beneath reads 'TIN Supplied'. Use the tick box at the bottom of the page to confirm that the TIN entered is correct. Click 'Next' to continue.



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W-9 - PART I

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Part I - Taxpayer Identification Number (TIN)

Please enter your TIN (Social security number or Employer identification number) in the appropriate box below. The TIN provided must match the name provided in the previous screens to avoid back up withholding. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN. If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN. Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Social Security Number [?](#)

Employer identification number [?](#)

TIN applied for status [?](#)

Please check the box to confirm the TIN is correct.

[Previous](#) [Next](#)

Next 

Completing the Form W-9

On the next screen you will be asked to confirm whether you are a resident for tax purposes in any other jurisdiction. Please complete any additional information on this page and click 'Next' to continue.



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W-9 - ADDITIONAL DATA REQUIRED UNDER INTERGOVERNMENTAL AGREEMENTS

The following additional data is required to be provided, by you, to your financial institution under the Intergovernmental Agreements (IGAs) with the US tax authority (IRS).

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If You Are Tax Resident In Other Countries As Well As The US, Please Enter Details Of The Additional Country Or Countries Below:

Country of tax residence #2	Not Selected
Tax identifying number in country of tax residence #2	
Country of tax residence #3	Not Selected
Tax identifying number in country of tax residence #3	
Country of tax residence #4	Not Selected
Tax identifying number in country of tax residence #4	

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Completing the Form W-9

If appropriate, you can now submit any additional information or attachments. For example, if your name has recently changed due to marriage, please attach your marriage certificate. If you have received documentation from the IRS stating that you are exempt from backup withholding, you should also attach it here.

Once completed (if appropriate) click 'Next' to continue.



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W-9 - ATTACHMENTS

If you have additional information to be submitted with this form, please do so below.

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Attach a note

Note

Attach note

Attach a file

File

Browse...

Description

Attach file

Notes attached to this form:

Date	Author	Note

Files attached to this form:

Date	Author	Description	Filename

Please note that there is a limit on the size of attachments of 8MB.

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Reviewing the Form W-9

On the next screen you are given the option to review your form to check that all the details you have entered are correct. Please take your time to check the details before clicking 'Next' to continue. If you would like to amend any details please click 'Previous' to return to the previous pages.



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English

W-9 - PLEASE REVIEW

Please review the details on the form image.

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Please [click here](#) to view the pdf

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Reviewing the Form W-9

Once any amendments have been made on the relevant screen(s) click 'Next' until you again reach the screen below. You can then close the PDF and click 'Next' to continue.

ACCOUNT(S): (NONE)

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS. SUBSTITUTE	
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. HANNAH TEST		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
	5 Address (number, street, and apt. or suite no.) TEST ADDRESS	Requester's name and address (optional)	
	6 City, state, and ZIP code UNITED KINGDOM		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or APPLIED FOR									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and



Reviewing the Form W-9

You have reached the final page of the Form W-9.

You are required to read the first six statements and tick the boxes accordingly.

If you have ticked the box to state that you are exempt from backup withholding, please ensure that you have attached documentation from the IRS in the 'attachments' section.

Please tick the box confirming that you are the registered owner or authorised to sign this form on behalf of the registered holder.

Then enter your password in the appropriate box and click 'I Agree' to continue. Please note that if you have logged in through Employee Online, the password box will not be shown.



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W-9 - PART II - CERTIFICATION

Previous I Agree

I have reviewed the PDF.

I agree to the electronic submission of tax information under an electronic signature.

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. By ticking the boxes below I further certify under penalties of perjury that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (Please refer to Form Guidelines for definition).

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

You must check this box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item point 2 above does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. HANNAH TEST

Name of Registered User signing this form Hannah Carrol

Name of person signing the form, if different from the Registered User

I confirm either that I am the Registered User as named above or that I am the person named in the "Name of person signing this form" box above, and that I have the authority to sign this form.

Date 01/04/2016 08:50

Password


IMPORTANT: As per the Terms and Conditions of use for this site, entering your Password above constitutes a legally binding electronic "Signature of person / authorized official / beneficial owner (or individual authorized to sign for beneficial owner)", signed as the person shown as the "Registered User / Name of Person Signing This Form" field above. (i.e. This is the name which will appear on the signature line of the form.) This must be your name.

Previous I Agree

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Submitting the Form W-9

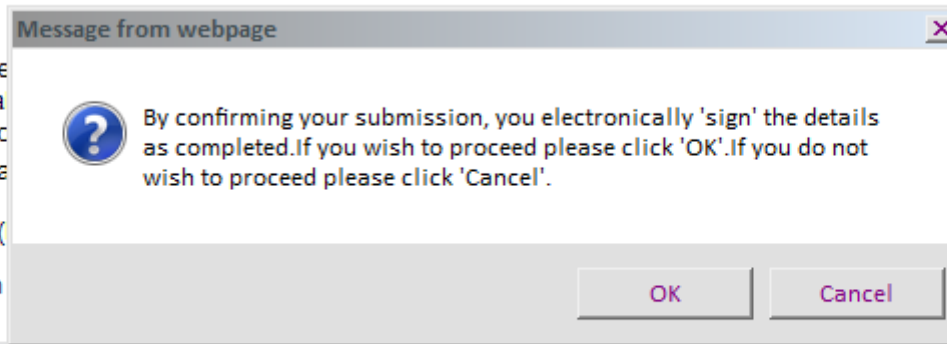
Having clicked 'I Agree' you will see this message. In order to proceed you must click 'OK'.

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 

2. I am not subject to backup withholding because (a) I am not a U.S. citizen or other U.S. person (or (b) I have not been notified by the Internal Revenue Service that I am no longer subject to backup withholding.

3. I am a U.S. citizen or other U.S. person (or U.S. resident alien).

4. The FATCA code(s) entered on this form are correct.



You must check this box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item point 2 above does not apply. For mortgage interest

Next 

Confirming your PIN

If you have logged in through the Employee Online Portal you will be directed back to this page where you will be asked to confirm your PIN. This will have been sent to you either by email (if we hold an email address for you) or by post.

If you've lost or forgotten your PIN, please contact your company's dedicated helpline found in the contact us section of the Employee Online website.



EMPLOYEE ONLINE : PIN RE-AUTHENTICATION

Please enter your Computershare PIN to submit your Tax Certification. If you would like to return to the Computershare site please close this session. Do not disclose this PIN to anyone. If you believe the security of your account has been compromised please contact the requestor immediately.

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[Submit →](#)

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You have now completed and submitted your Form W-9 online



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FORM SUCCESSFULLY SUBMITTED

Thank You. Your form has been successfully submitted. You may view this form at any time by accessing the [My History](#) section.

You can also click [here](#) if you want to see a .pdf of the form that you have just submitted.

If we have any queries with your form one of our administrators will get in contact with you.

You may now log out of this site or close your browser window.

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Completing the Form W-8BEN

Your name should be displayed. If not, please complete the name fields.

Tick the box to confirm that the above information is correct and select your Country of Citizenship from the drop-down menu.

If at any point you wish to review the IRS guidelines for completing a Form W-8BEN, please click on the 'IRS Instructions' button in the top menu.



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W-8BEN - PART I

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1. Beneficial Owner
Please enter the name of the individual who is the beneficial owner:

Last name/family name ?

First name/given name ?

Check this box to confirm that all the above details are correct.

2. Country Of Citizenship
Country of citizenship ?

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Completing the Form W-8BEN

If the information from the previous page matches the details held by us, your address should already be populated. Please note that this should be your home address. If you complete your form with a work, C/O or PO Box address we will contact you again and ask you to complete a new form with your permanent residence address and the original form you have completed will be rejected.

If this is the case you need to tick the box confirming that the details are correct. If the address details are incorrect or missing, please enter your address and then tick the box. To continue, click 'Next'.



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W-8BEN - PART I (CONTINUED)

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3. Permanent Residence Address
 Please provide your Permanent Residence Address.
NOTE: Do not use a P.O. Box or in-care-of address as this will invalidate your form.

Permanent Residence Address (Line 1) **?** TEST ADDRESS
 Permanent Residence Address (Line 2)
 Permanent Residence Address (Line 3)
 Permanent Residence Address (Line 4)
 Permanent Residence Address (Line 5)
 Permanent Residence Address (Line 6)
 Permanent Residence Country United Kingdom

Check this box to confirm that you have read the form guidelines regarding entering a permanent residence address, and that all the above details are correct.

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Completing the Form W-8BEN

If your mailing address is the same as your permanent address please tick the box confirming this. However, if your mailing address differs please enter your mailing address before ticking the box. To continue click 'Next'.



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W-8BEN - PART I (CONTINUED)

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4. Mailing Address (If Different)

If your Mailing Address differs from the Permanent Residence Address that you have entered please provide the appropriate address below.

Mailing Address (Line 1) ?

Mailing Address (Line 2)

Mailing Address (Line 3)

Mailing Address (Line 4)

Mailing Address (Line 5)

Mailing Address (Line 6)

Mailing Address Country

Not Selected

Check this box if your mailing address is the same as your permanent residence address or if all the above details are correct.

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Completing the Form W-8BEN

This page establishes how many days, if any, you were physically present in the US in the current year. Once this box is completed please click 'Next' to continue.



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W-8BEN - PART I (CONTINUED)

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Substantial Presence Test

If any, how many days were you physically present, or are expected to be physically present, in the U.S. in the current year?

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Completing the Form W-8BEN

Question 5 should only be filled out by US citizens who will have a SSN or ITIN. For more information on SNN or ITIN, click the question mark on the screen.

Non US citizens will need to complete their Foreign Tax Identifying Number in Question 6. This will be the Identification Number provided by your local Tax Authority. [Click here](#) for further information.

Question 7 should be left blank, and please provide your date of birth in question 8. To continue click 'Next'.



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W-8BEN - PART I (CONTINUED)

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5. U.S. Taxpayer Identification Number (If Required)
 SSN / ITIN ?
 Please check the box to confirm the SSN / ITIN is correct.

6. Foreign Tax Identifying Number
 If your country of residence for tax purposes has issued you a tax identifying number, enter it here:
 Foreign tax identifying number ?
 Please check the box to confirm the foreign TIN is correct.

7. Reference Numbers
 Reference number(s), include the disregarded entity name and account number here if filing as the owner of a disregarded entity ?

8. Date Of Birth
 Date of Birth ?

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Completing the Form W-8BEN

Please insert a character in box 6 and check the box next to the error which will then allow you to continue with the completion of your form. Further information may be required in order to validate the form.

A foreign TIN should be completed. (WARNING EX507x)

A purple arrow pointing to the right, containing the word "Next" in white text.

Next

Completing the Form W-8BEN

Question 9 relates to claiming treaty benefits. If your country has a tax treaty with the US, please select your country from the drop-down list. If you are unsure if your country has a treaty with the US please refer to the [Treaty Country List](#).



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W-8BEN - PART II - CLAIM OF TREATY BENEFITS (FOR CHAPTER 3 PURPOSES ONLY)

You may be eligible for a reduction in the 30% US Withholding tax if you are a resident of a country with which the United States has an income tax treaty with a reduced rate of withholding. If so, please complete the "Claim of Tax Treaty Benefits" section below.

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9. I Certify That:

The beneficial owner is a resident of the selected country within the meaning of the income tax treaty between the United States and that country.

Not Selected

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Completing the Form W-8BEN

Please only complete question 10 if you are claiming a particular rate of withholding tax on certain income. Please note this does not include dividend payments paid to you. To continue, click 'Next'.



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English

W-8BEN - PART II - CLAIM OF TREATY BENEFITS (FOR CHAPTER 3 PURPOSES ONLY) (CONTINUED)

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10. Special Rates And Conditions (If Applicable)

If the beneficial owner is claiming the provisions of an Article of the treaty identified in question 9 to claim a particular rate of withholding on certain income please provide the details required below:

Article

% rate

Specify type of income

Explain the reasons the beneficial owner meets the terms of the treaty article

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Completing the Form W-8BEN

Please complete your country of residence and your Tax Identifying Number on the following page. If you're a tax resident in more than one jurisdiction, please provide details of all countries where you are a tax resident, and provide the relevant Tax Identifying Numbers.



W-8BEN - ADDITIONAL DATA REQUIRED UNDER INTERGOVERNMENTAL AGREEMENTS

The following additional data is required to be provided, by you, to your financial institution under the Intergovernmental Agreements (IGAs) with the US tax authority (IRS).

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Tax Residence	
Country of tax residence [?]	Not Selected <input type="button" value="v"/>
Tax identifying number in country of tax residence (Foreign Tax identification number as entered on line 6) [?]	315345624565
Please check the box to confirm the foreign TIN is correct.	
<input checked="" type="checkbox"/>	
If You Are Tax Resident In More Than One Country, Enter Details Of The Additional Country Or Countries Below:	
Country of tax residence #2	Not Selected <input type="button" value="v"/>
Tax identifying number in country of tax residence #2	<input type="text"/>
Country of tax residence #3	Not Selected <input type="button" value="v"/>
Tax identifying number in country of tax residence #3	<input type="text"/>
Country of tax residence #4	Not Selected <input type="button" value="v"/>
Tax identifying number in country of tax residence #4	<input type="text"/>

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Completing the Form W-8BEN

The next screen can be used to submit any additional information or attachments with your form. For example, if your name has recently changed due to marriage, please attach your marriage certificate.

Once completed (if appropriate) click 'Next' to continue.



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W-8BEN - ATTACHMENTS

If you have additional information to be submitted with this form, please do so below.

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Attach a note

Note

[Attach note](#)

Attach a file

File [Browse...](#)

Description

[Attach file](#)

Notes attached to this form:

Date	Author	Note

Files attached to this form:

Date	Author	Description	Filename

Please note that there is a limit on the size of attachments of 8MB.

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Reviewing the Form W-8BEN



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W-8BEN - PLEASE REVIEW

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Please review the details on the form image.

Please [click here](#) to view the pdf

◀ Previous Next ▶

ACCOUNT(S): (NONE)

You can now review your form.

Please take the time to check the details on the form before clicking 'Next' at the bottom of the page.

If you would like to amend any details, please click 'Previous' to return to the previous pages. Once any amendments have been made on the relevant screen(s) click 'Next' until you again reach the screen opposite.

Once reviewed this page can be closed.

Form W-8BEN		Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)	
<small>(Rev. February 2014)</small>		<small>OMB No. 1545-1621</small>	
<small>Department of the Treasury Internal Revenue Service</small>		<small>► For use by individuals. Entities must use Form W-8BEN-E. ► Information about Form W-8BEN and its separate instructions is at www.irs.gov/formw8ben. ► Give this form to the withholding agent or payer. Do not send to the IRS.</small>	
Do NOT use this form if:		Instead, use Form:	
• You are NOT an individual		W-8BEN-E	
• You are a U.S. citizen or other U.S. person, including a resident alien individual		W-9	
• You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services)		W-8EC1	
• You are a beneficial owner who is receiving compensation for personal services performed in the United States		8233 or W-4	
• A person acting as an intermediary		W-8IMY	
Part I Identification of Beneficial Owner (see instructions)			
1 Name of individual who is the beneficial owner HANNAH TEST		2 Country of citizenship UNITED KINGDOM	
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address. TEST ADDRESS		Country UNITED KINGDOM	
City or town, state or province. Include postal code where appropriate.		Country	
4 Mailing address (if different from above)		Country	
City or town, state or province. Include postal code where appropriate.		Country	
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)		6 Foreign tax identifying number (see instructions) 315245024565	
7 Reference number(s) (see instructions)		8 Date of birth (MM-DD-YYYY) (see instructions) 04-04-1995	
Part II Claim of Tax Treaty Benefits (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 Social rates and conditions (if applicable—see instructions: The beneficial owner is claiming the provisions of Article			

Next

Reviewing the Form W-8BEN

You have reached the final page of the form. Please read the statements and tick the boxes accordingly.

It is expected that non US participants will tick all boxes. Under 'Capacity in which acting' please select 'beneficial owner/self' from the drop-down menu, and then enter your password.

Once this is completed please click 'I Agree' to continue.

Computershare

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W-8BEN - PART III

Previous I Agree

I have reviewed the PDF.

I agree to the electronic submission of tax information under an electronic signature.

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. By ticking the boxes below I further certify under penalties of perjury that:

- 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 as an individual that is an owner of a foreign financial institution.
- The person named on Line 1 of this form is not a U.S. person.
- The income to which this form relates is: (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an applicable income tax treaty, or (c) the partner's share of a partnership's effectively connected income.
- 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.
- 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 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. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

The Internal Revenue Service does not require your consent to any provisions of this document other than the certifications required to establish your status as a non-U.S. person and, if applicable, obtain a reduced rate of withholding.

Name of individual that is the beneficial owner

Name of Registered User signing this form

Name of person signing the form, if different from the Registered User

I confirm either that I am the Registered User as named above or that I am the person name in the "Name of person signing this form" box above, and that I have the authority to sign this form.

Capacity in which acting

Capacity (if "Other" has been selected)

Date

Password

Previous I Agree

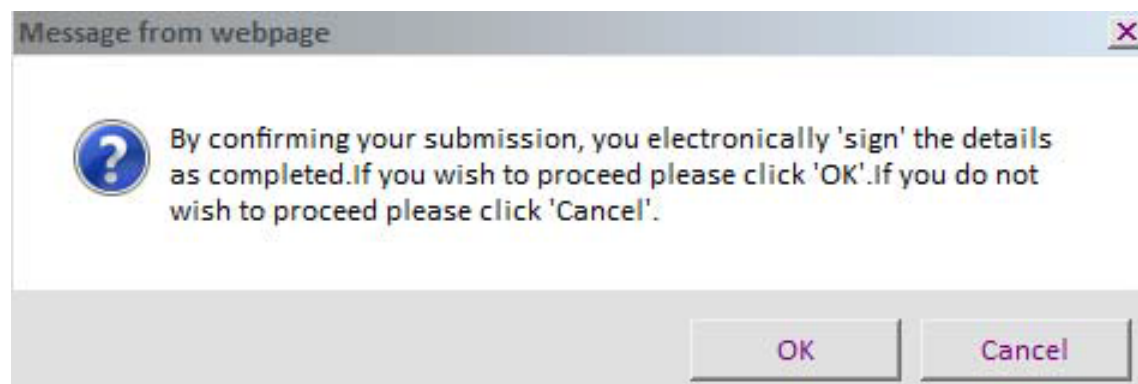
IMPORTANT: As per the Terms and Conditions of use for this site, entering your Password above constitutes a legally binding electronic "Signature of person / authorized official / beneficial owner (or individual authorized to sign for beneficial owner)", signed as the person shown as the "Registered User / Name of Person Signing This Form" field above. (i.e. This is the name which will appear on the signature line of the form.) This must be your name.

Please note that if you have logged in through Employee Online, the password box will not be shown.



Submitting the Form W-8BEN

Having clicked 'I Agree' you will see this message. In order to proceed you must click 'OK'.



Confirming your PIN

If you have logged in through the Employee Online Portal you will be directed back to this page where you will be asked to confirm your PIN. This will have been sent to you either by email address (if we hold an email address for you) or by post.

If you've lost or forgotten your PIN, please contact your company's dedicated helpline found in the contact us section of the Employee Online website.



EMPLOYEE ONLINE : PIN RE-AUTHENTICATION

Please enter your Computershare PIN to submit your Tax Certification. If you would like to return to the Computershare site please close this session. Do not disclose this PIN to anyone. If you believe the security of your account has been compromised please contact the requestor immediately.

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You have now successfully completed your Form W-8BEN



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FORM SUCCESSFULLY SUBMITTED

Thank You. Your form has been successfully submitted. You may view this form at any time by accessing the [My History](#) section.

You can also click [here](#) if you want to see details of the form that you have just submitted.

If we have any queries with your form one of our administrators will get in contact with you.

You may now log out of this site or close your browser window.



Reviewing your form

You won't be emailed a confirmation, **so you must now review your completed form** to ensure that it has been successfully submitted.

You can view your form history by clicking 'My History' at the top of the page.



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Reviewing your form

From the 'My History' page you'll be able to see whether the form you have completed has been accepted or not. If the documentation status shows as **documented** this means your form has been accepted.

If the status shows **under review** you may be contacted by Computershare's Tax Reporting team in due course for further information.

You can view the form itself by clicking the green icon underneath 'Form'.



Holding	Form Type	Documentation Status	Treaty Status	Account Number	Date Submitted	Expiry Date	Attachments Form & Notes
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Documented	Treaty Claim Not Applicable		3/31/2016, 8:07 PM	N/A	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		2/2/2016, 2:38 PM	3/30/2016	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		1/14/2016, 3:16 PM	2/1/2016	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		12/4/2015, 1:53 PM	1/13/2016	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		12/3/2015, 5:11 PM	12/3/2015	 
HANNAH TEST	Foreign Account Tax Compliance Act (FATCA) Self-Certification	Superseded	Superseded		11/30/2015, 10:48 AM	12/2/2015	 
HANNAH TEST	W-9 (Dec 2014)	Superseded	Superseded		6/10/2015, 2:26 PM	11/29/2015	 

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If you need any further help with self certification, please read our [FAQs](#). If you still need help, email taxreporting@computershare.co.uk or call +44 (0) 345 143 4002.

Please note we cannot offer tax advice regarding your personal situation. If you are seeking advice please contact an independent financial advisor.

Computershare

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