



## **U.S. Withholding Tax**

We would like to invite you to complete a declaration in order to benefit from any reduced U.S. Withholding Tax rate payable on dividends paid in your Share Plan. To comply with the relevant international regulations, you will need to complete an online W-8BEN declaration. The online Form is a U.S. legal tax declaration.

Please find below further information and a walkthrough guide to help you complete the form. The online declaration usually enables us to reduce the default tax rate of 30% paid on your dividends where agreed by any relevant 'double taxation treaty' between the U.S. and your country of tax residency. For example, most UK employees are UK tax residents and will only pay 15% tax.

The IRS (Internal Revenue Service) regulations for validation of the Form W-8BEN are very strict. These guidance notes have been prepared to ease completion and are for illustrative purposes only. Nothing within this document is to be construed as being tax advice from Link Group. If you require tax advice, for example if you are unsure of your tax residence and which country to declare, please seek assistance from a professional financial adviser before completion.

As this is a U.S. form, all dates throughout will be in the standard U.S. convention (mm/dd/yyyy).

Do not use the declaration to tell us of a change of address. Instead, please send us details under separate cover, advising of your old and new address and which company's shares you hold.

At certain points in the online journey, you will see the icon below, which will provide further information on that part of the form.



### **For U.S. Tax Residents only**

If you are, or have ever been, a tax resident of the U.S. you should have a U.S. Social Security number (SSN) or Individual Tax Identification Number (ITIN) – the format is usually "123-45-6789". If you have received this email it means that you have not currently provided us with a Form W-9 (Request for Taxpayer Identification Number and Certification) and might need to.

This usually means you will be required to complete an online Form W-9 (Request for Taxpayer Identification Number and Certification). This can also be completed online, and should be offered to you following your answers to the initial questions given in the process.

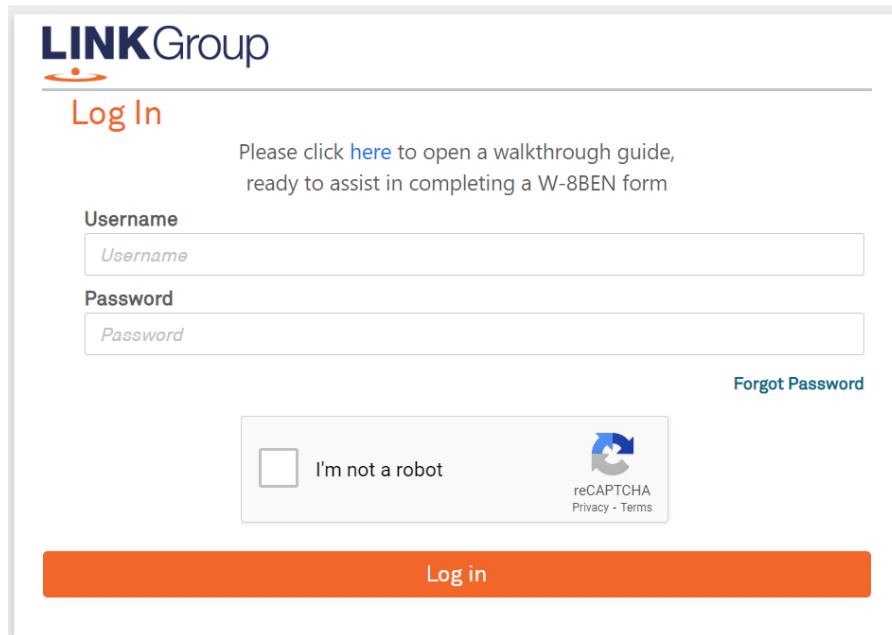
Link Group is unable to provide tax advice on which declaration to complete and recommends you seek guidance from your professional financial advisor if you require assistance.

## Step 1 – Logging in

The website at which to submit your form is:

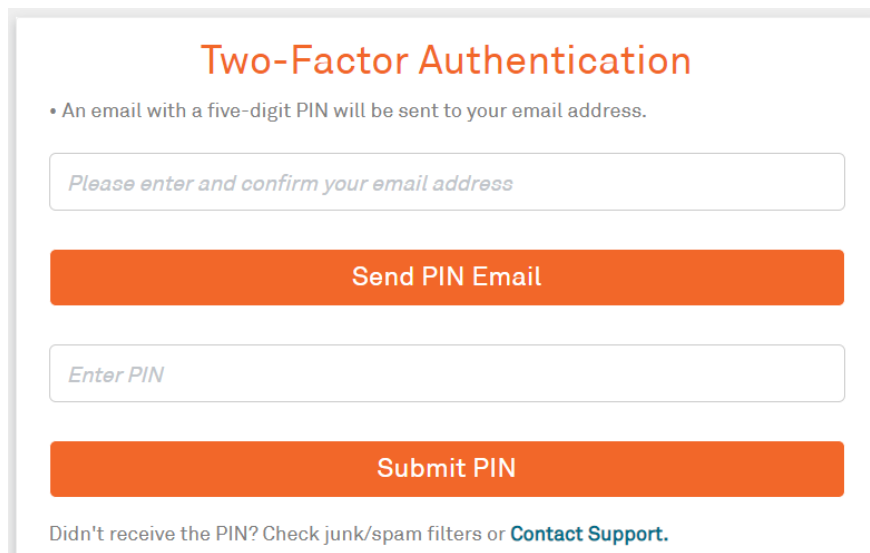
<https://taxddweb.taxsolutions.spglobal.com/Link/EW8>

Please enter your username and password where indicated and tick the box to confirm 'I'm not a robot'. If you do not know your username and password, please contact us.



The image shows the 'LINK Group' login page. At the top is the 'LINK Group' logo. Below it is the heading 'Log In'. A message says: 'Please click [here](#) to open a walkthrough guide, ready to assist in completing a W-8BEN form'. There are two input fields: 'Username' and 'Password'. To the right of the password field is a link 'Forgot Password'. Below the input fields is a reCAPTCHA box with a checkbox and the text 'I'm not a robot'. At the bottom is a large orange button labeled 'Log in'.

You will then immediately be sent an automated PIN by email. If we do not hold an email address, you will be asked to enter one in order to proceed.



The image shows the 'Two-Factor Authentication' page. The heading is 'Two-Factor Authentication'. Below it is a bullet point: '• An email with a five-digit PIN will be sent to your email address.' There is an input field with the placeholder text 'Please enter and confirm your email address'. Below this is a large orange button labeled 'Send PIN Email'. Underneath is another input field with the placeholder text 'Enter PIN'. Below that is a large orange button labeled 'Submit PIN'. At the bottom, there is a link: 'Didn't receive the PIN? Check junk/spam filters or [Contact Support](#).'

If you have not received the PIN within one minute of entering your username and password, please check your junk/spam folders. If you still cannot find an email from us with your PIN, please contact us as we may have a different email address on record for you.

**Note: please type the PIN manually, do not copy and paste as this may add a space after the PIN. The PIN is for single use only. You will be sent a new PIN each time you enter your username and password.**

Upon logging in for the first time, or if you have asked us to reset your login details, you will be asked to create your own password. In this case your 'Old Password' is the password we have most recently provided you with, not a password you may have previously set up.

Change Password

Old Password

New Password

Confirm New Password

• 12 characters

• 1 uppercase

• 1 special character

• 1 number

• 1 lowercase

• Passwords match

Continue

If you have previously completed a form, you will be presented with the following screen. If you wish to view the form, click on the PDF icon. In order to submit a new form, click on 'Update'. This will be updated and replaced each time you submit a new form.

Requested Documents

A tax form is requested for the following account(s).  
Select the account you wish to submit or update a tax form for:

Account Number	Name on Account	US Form Status	
TEST-1234	FORENAME SURNAME	Certified 	Update

## Step 2 – Your Circumstances

**Note:** the ‘account holder’ is the beneficial owner of the shares. If you are completing this form for your account, this would be you. If you are completing this form on behalf of someone else (for example you may hold a Power of Attorney), the account holder is the person in whose name the shares are held. For the rest of this guide, the account holder will be referred to as ‘you’.

You will be asked if you are an Individual or Non-Individual/Entity. As you are completing this form for shares held in your name, you should answer ‘Individual’.

If you are a citizen or resident of the United States, or otherwise have relevant links with the US tax authority (such as filing a US tax return), and indicate this below, you will be taken through to complete a Form W-9.

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

☒ Individual

☐ Non-Individual/Entity

Is the account holder a citizen or resident of the United States?

☐ Yes

☒ No

Ignore the box headed ‘Effectively Connected Income’. **Do not tick the box at the bottom of the page**, as this is not applicable to your dividends.

### Effectively Connected Income

If all of the conditions are met, then the account holder should click here to complete a Form W-8ECI.

- The account holder is not a citizen or a resident of the United States
- The income earned will be “effectively connected” with a US trade or business
- The account holder has a trade or business located in the US
- The account holder will be filing a US tax return (Form 1120F or 1040NR) with the Internal Revenue Service at the end of each year
- The account holder has obtained a US taxpayer identification number (TIN) with which to submit these returns

☒ If all the conditions are met, check here to complete a Form W-8ECI

Step 3 – Identification of the Beneficial Owner

You should now be asked to complete a W-8BEN form, or W-9 if you stated that you are a citizen or resident of the United States. If you are completing any other type of form (such as a ‘W-8BEN-E’), please click ‘Back’ at the bottom of the page to take you to the previous screen, in order to correct any errors made in Step 2.

Instructions

You are required to provide a **W-8BEN** to document your tax status for U.S. tax purposes. A copy of the W-8BEN instructions can be downloaded [here](#). If you believe this is the incorrect tax form, click ‘Back’ to select a different tax form.

Please provide the information requested below to submit an electronic copy of your tax form. If you have any questions about the electronic form submission process, please contact the requester of this form. If you have any questions about how to answer the questions below, please consult your tax adviser.

If you are completing this form on behalf of someone else and confirm this by selecting ‘No’ after entering the account holder’s name, you will be asked to enter the capacity in which you are acting. For example, ‘Power of Attorney’.

If your mailing address differs from your residential address, please click on the ‘plus’ to the right of where it says ‘Mailing Address’ to expand this field and enter your mailing address there. **Do not enter your mailing address into the ‘Residence Address’.**

Legal Name of Individual

First Name	Middle Name	Last Name
FORENAME		SURNAME

Is the person listed above the person completing this form?

Yes	No
-----	----

Country/Region of Citizenship

Country/Region of Citizenship

United Kingdom

Residence Address

Street Address - Do not use a P.O. Box or In-care-of-address	Address Line 2
CENTRAL SQUARE	29 WELLINGTON STREET
City	Postal Code
LEEDS	LS1 4DL
Country/Region	State/Province/Territory
United Kingdom	

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

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

Mailing Address (if different from the Residence Address)

TIN Stands for ‘Tax Identification Number’. If you have not lived or worked in the U.S. then it is unlikely you will have a U.S. TIN or SSN (Social Security number). **Please ensure that you tick the box stating that you do not have a U.S. TIN if you have not been assigned one.**

In the United Kingdom, the TIN will be your National Insurance Number.

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.

Tax Residence

Country/Region of Tax Residence

TIN

United Kingdom

AB123456C

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

Place of Birth

Country/Region of Birth

Date of Birth

United Kingdom

01/15/1980

## Step 4 – Claim of Tax Treaty Benefits

**If you do not complete this section, you will not benefit from a possible reduced rate of tax on your dividends, as explained below.**

For this section, you need to select your country of permanent residence for income tax treaty purposes from the drop-down list, as you may be entitled to benefit from a reduced tax rate on any dividends you might receive. Review the list carefully, as for example 'England' will show as 'United Kingdom', or 'Eire' will show as 'Ireland'.

- If your country is listed, it means there is a tax treaty with the U.S., in which case you should select 'Yes' under 'Treaty Benefits' and tick the **first** box under the country drop-down box.
- Whilst Link cannot provide tax advice, a permanent resident would normally be eligible to benefit from the reduced tax rate, unless you have been advised or are aware you are not eligible.
- If your country is not listed, a tax treaty does not exist, and you should select 'No' under 'Treaty Benefits'.

### 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

United Kingdom



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.

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

Once all of the details in Steps 3 and 4 have been completed, please click 'Continue'. If it will not let you continue, it is because there are mandatory fields that have not been completed. Please scroll back up the page and these will be indicated as below:

**\*Please answer this question.**

## Step 5 – Certification

By ticking the first box, you are agreeing to the U.S. Electronic Signatures In Global and National Commerce (E-SIGN) Act, details of which can be found by clicking on the link in blue.

If you wish, you can check that all of the details you have entered previously are correct by clicking on 'Preview Form'. Tick the box under 'Sign Form W-8BEN' to confirm this.

### Instructions

You are required to provide a W-8BEN to document your tax status for U.S. tax purposes. A copy of the W-8BEN instructions can be downloaded [here](#). If you believe this is the incorrect tax form, click "Back" to select a different tax form.

Please provide the information requested below to submit an electronic copy of your tax form. If you have any questions about the electronic form submission process, please contact the requester of this form. If you have any questions about how to answer the questions below, please consult your tax adviser.

### 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 (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:

- 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 or proceeds to which this form relates or am using this form to document myself for chapter 4 purposes;
- The person named 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 applicable 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);
- 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
- 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 signer is the name of the person who has completed the form. Once entered, please click 'Complete'

### Electronic Signature

First Name of Signer

FORENAME

Last Name of Signer

SURNAME

Once you have completed the form, you will be shown the below confirmation message. You will also be provided with a PDF, which you can print or save should you wish. You can access this form at any time by logging into your account and it will be available to you there (see Step 1).

Please ensure that the document type is either 'W-8BEN' or 'W-9'. If it is any other form, then you will need to start again as you have incorrectly answered the questions in Step 2.

### Thank you for your submission

Your tax form(s) has been successfully completed and is being processed for final review. You will be contacted shortly if additional documentation is required. A copy of your tax form(s) can be downloaded and saved for your records by selecting the PDF icon below. If you have any questions or concerns, please contact the requestor of this form.

#### Document Type

#### Status

W-8BEN

Submitted





Should you have any queries then please do not hesitate to contact us by email at [touk-wt-queries@linkgroup.co.uk](mailto:touk-wt-queries@linkgroup.co.uk) or calling us on +44 (0) 371 664 0330. Calls are charged at the standard geographic rate and will vary by provider. Calls outside the United Kingdom will be charged at the applicable international rate. We are open between 09:00 - 17:30, Monday to Friday excluding public holidays in England and Wales.