

# Guide to completing N-8BEN US tax forms

### Macquarie Wrap

### How to complete your W-8BEN form

#### Background

For listed securities which derive income in the United States of America (US), the US Internal Revenue Service (IRS) requires certain documentation from the ultimate beneficial owner to ensure the appropriate level of withholding tax is deducted. For investors who are non-residents for US tax purposes, the required documentation will usually be a W-8BEN form – *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding*.

Investors who are a non-resident of the US for tax purposes are subject to a maximum withholding tax rate of 30 per cent on income they derive from US sources. Where the requisite forms are completed in full by investors, a withholding tax of 15 per cent may apply for Australian tax residents who derive income sourced in the US, in accordance with the Australia/ US Double Tax Agreement (DTA).

The sample information provided in this document is to assist you in completing the W-8BEN form and does not constitute legal, financial or tax advice. You should seek independent professional advice in respect of your specific circumstances.

### Who should complete a W-8BEN form

For investors in our investment service, a W-8BEN form must be completed by the beneficial owner(s) who are not US residents for tax purposes. Where there are multiple beneficiaries, such as a joint account, a form must be completed for each beneficiary. Further details are set out below under 'Form completion'.

For members of our Superannuation fund (the Fund), no action is required. As the Fund holds these assets in trust, the trustee of the Fund will complete the form as required.

If you are a US tax resident, you will need to complete a W-9 form – *Request for Taxpayer Identification Number and Certification* that can be accessed on the **IRS website**. Please contact us if you require information to help completing this form.

#### Form completion

A W-8BEN form will need to be completed in respect of each security an investor holds that may distribute US sourced income. These include securities that are dual – listed (ie listed on the Australian Securities Exchange and a US stock exchange).

Generally, a current W-8BEN form will remain in effect until 31 December, three years after the date of signing. For example, a form signed on 15 March 2014 will remain in effect until 31 December 2017. However, the current forms cannot be accepted after 31 August 2014, as the IRS have updated their W-8BEN form and clients will be required to submit the new form from this date.

Where a current W-8BEN form expires on or after 31 December 2014, a new W-8BEN form will need to be completed.

No alterations or correction fluid is accepted on the W-8BEN form. Any amendments will lead to the rejection of the form. Note that some changes in your personal circumstances may require the W-8BEN form to be re-completed in order to continue to claim a reduced rate of withholding tax under the DTA.

Where you are opening an account for a trust, you will need to determine the type of beneficial owner. We are not able to assist in this classification given the complexities in determining the correct trust type. Please speak to your professional tax adviser to assist with this.

For information on signing capacity, please refer to the 'Signing Capacity Matrix' on the **Wrap Tax website**.

For information on the ability of a taxpayer to claim a foreign income tax offset for tax withheld in the US, please refer to the fast fact on W-8BEN forms, on the **Wrap Tax website**.

Once completed, please submit the original signed W-8BEN form to your adviser, with the completed and signed application form and any other required documentation. Please do not send the form directly to the share registry as further information from us must also be supplied at the time this form is submitted.

Please ensure that any forms completed by you are accurate and complete as penalties may be imposed by the IRS.

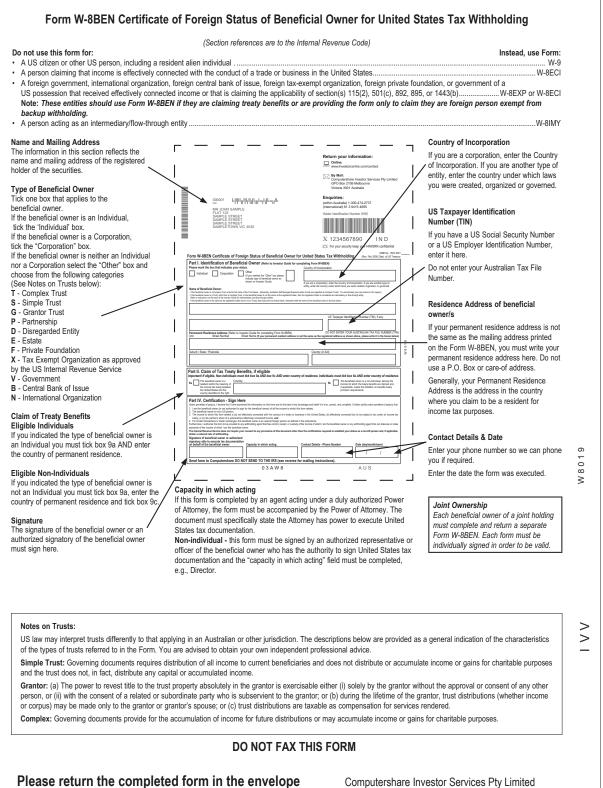
# Guidelines for completing the W-8BEN form

Form	Sections to complete	Guidelines for completion
Individual applicant		
W-8BEN Please refer to page 7 for a sample form for an individual/joint applicant.	Part I	<ul> <li>Your name must match the name on the relevant Macquarie Wrap application form.</li> <li>Select 'Individual'.</li> <li>Enter your residential address.</li> </ul>
	Part II: 9 (a)	<ul> <li>Enter the country of tax residency for the account (eg Australia).</li> <li>9(a): select 'The beneficial owner is a resident within the meaning of the income tax treaty between the United States and the country identified to the right.'</li> </ul>
	Part IV: Sign, date, capacity	'Capacity in which acting', enter Individual'.
Joint applicants		
W-8BEN The IRS requires a separate W-8BEN to be completed by each applicant to the	Part I	<ul> <li>Your name must match the name on the relevant Macquarie Wrap application form.</li> <li>Select 'Individual'.</li> <li>Enter your residential address.</li> </ul>
joint account. Please refer to page 7 for a sample form for an individual/joint applicant.	Part II: 9 (a)	<ul> <li>Enter the country of tax residency for the account (eg Australia).</li> <li>9(a): select 'The beneficial owner is a resident within the meaning of the income tax treaty between the United States and the country identified to the right.'</li> </ul>
	Part IV: Sign, date, capacity	'Capacity in which acting', enter 'Individual'.
Company accounts		
W-8BEN Each director that signs the Wrap application form needs to sign and complete a separate W-8BEN form for the company account.	Part I	<ul> <li>Enter the company name. This must match the name on the relevant Macquarie Wrap application form.</li> <li>Select 'Corporation'.</li> <li>Enter country of incorporation (eg Australia).</li> <li>Enter your residential address.</li> <li>Enter your postal address (if this differs to your residential address).</li> </ul>
Please refer to page 8 for a sample form for a corporate account.	Part II: 9 (a) and (c)	<ul> <li>Enter the country of tax residency for the account (eg Australia).</li> <li>9(a): select 'The beneficial owner is a resident within the meaning of the income tax treaty between the United States and the country identified to the right.'</li> <li>9(c): select 'The beneficial owner is a non-individual, derives the income for which the treaty benefits are claimed and, if applicable, meets the limitation on benefits treaty provision requirements.</li> </ul>
	Part IV: Sign, date, capacity	'Capacity in which acting', enter 'Director'.

Form	Sections to complete	Guidelines for completion
Trusts (complex trusts on	ly)	
W-8BEN Please refer to page 9 for a sample form for a trust account.	Part I	<ul> <li>Enter the name of the trust.</li> <li>Select 'Other'.</li> <li>Enter the appropriate type of beneficial owner (as shown on the Investor Guide).</li> <li>Enter country of incorporation (eg Australia).</li> <li>Enter your residential address.</li> </ul>
	Part II: 9 (a) and (c)	<ul> <li>Enter the country of tax residency for the account (eg Australia).</li> <li>9(a): select 'The beneficial owner is a resident within the meaning of the income tax treaty between the United States and the country identified to the right.'</li> <li>9(c): select 'The beneficial owner is a non-individual, derives the income for which the treaty benefits are claimed and, if applicable, meets the limitation on benefits treaty provision requirements.</li> </ul>
	Part IV: Sign, date, capacity	'Capacity in which acting', enter 'Trustee'.
Self-managed superannu	ation funds	
W-8BEN Each trustee that signs the Wrap application form needs to sign and complete a separate W-8BEN form	Part I	<ul> <li>Enter the name of the self-managed superannuation fund.</li> <li>Select 'Other'.</li> <li>Enter T for 'complex trust' (as shown on the Investor Guide).</li> <li>Enter country of incorporation (eg Australia).</li> <li>Enter your residential address.</li> </ul>
for the self-managed superannuation fund. Please refer to page 10 for a sample form for a self- managed superannuation fund account.	Part II: 9 (a) and (c)	<ul> <li>Enter the country of tax residency for the account (eg Australia).</li> <li>9(a): select 'The beneficial owner is a resident within the meaning of the income tax treaty between the United States and the country identified to the right.'</li> <li>9(c): select 'The beneficial owner is a non-individual, derives the income for which the treaty benefits are claimed and, if applicable, meets the limitation on benefits treaty provision requirements.</li> </ul>
	Part IV: Sign, date, capacity	'Capacity in which acting', enter 'Trustee'.
Deceased estates		
W-8BEN Each trustee that signs the Wrap application form needs to sign and complete a separate W-8BEN form for the estate.	Part I	<ul> <li>Enter the name of the trust eg <estate of="" xx="">.</estate></li> <li>Select 'Other'.</li> <li>Enter E for 'estate' (as shown on the Investor Guide).</li> <li>Enter 'country of incorporation' (eg Australia).</li> <li>Enter your residential address.</li> </ul>
Please refer to page 11 for a sample form for a deceased estate trust account.	Part II: 9 (a) and (c)	<ul> <li>Enter the country of tax residency for the account (eg Australia).</li> <li>Select 'The beneficial owner is a resident within the meaning of the income tax treaty between the United States and the country identified to the right.'</li> <li>Select 'The beneficial owner is a non-individual, derives the income for which the treaty benefits are claimed and, if applicable, meets the limitation on benefits treaty provision requirements.</li> </ul>
	Part IV: Sign, date, capacity	'Capacity in which acting', enter 'Trustee'.

# W-8BEN form

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Part I. Identification of Beneficial Owner (Refer to Investor Guide for completing Form V-BEN) Please mark the box that indicates your status.	- 14/005		OMB No. 1545-1621
Please mark the box that indicates your status.			• • • • •
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Permanent Residence Address (Refer to Investor Guide for completing Form W-8BEN)       DO NOT ENTER YOUR AUSTRALIAN TAX FILE NUMBER (TFN)         Unit       Street Number       Street Name (if your permanent resident address is not the same as the registered address as shown above, please write it in the boxes below)         Suburb / State / Postcode       Country (in full)         Part II. Claim of Tax Treaty Benefits, if eligible       Country (in full)         Important If eligible, Non-individuals must tick box 9a AND box 9c AND enter country of residence. Individuals must tick box 9a AND enter country of residence.         9a       Country       9c       The beneficial owner is a non-individual frame and on the lot share and address the limitation on benefits are calmed add, if applicable, meets the limitation on benefits ready provision requirements.         Part IV. Certification - Sign Here         Under penalties of periory. I declare that have examined the information on this form natube to share on this form netates,         Part IV. Certification - Sign Here         Under penalties of periory. I declare that 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 periory that:         1. The beneficial owner is a true approximation 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 periory that:         1. The beneficial owner is a true approximation of th		n s une same as une registereu nouen (anu is nut a musu), unen neare une sub veure same, suneminise white une name unu	
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provided, or to the address opposite:

Computershare Investor Services Pty Limiter GPO Box 2975 Melbourne VIC 3001 Australia

## Sample W-8BEN forms

### Individual/joint applicants

Client is an Australian resident for tax purposes

#### Example client scenario

Account name:Mr John SmithRegistered address:1 Orange Street, Sydney NSW 2000

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dress appearing the ister of curityholders       Wrap Code:       I       I       I       I       Facsimile 61 2 8235 8209         GPO Box 4067 Sydney NSW 2001       Securityholder Reference Number (SRN)/ Holder Identification Number (HIN) For Internal Use Only – please do not complete       Securityholder Reference Number (SRN)/ Holder Identification Number (HIN) For Internal Use Only – please do not complete         * Country:       A   U   S   T   R   A   L   I   A         I <t< th=""><th></th><th></th><th></th><th>R</th><th>eturn your inf</th><th>formation:</th></t<>				R	eturn your inf	formation:
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### Corporate account

#### Example client scenario

The company has been registered with ASIC One director: Mr John Smith

Account name:Smith Pty LtdRegistered address:1 Orange Street, Sydney NSW 2000

		Return your information:
		By Mail: Computershare Investor Services Pty Limited GPO Box 2975 Melbourne Victoria 3001 Australia
	Mark this box with an 'X' if you have made any changes to your address details	Francisian.
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	tification of Beneficial Owner (Refer to Investor Guide for completing Form V	
Please mark th	e box that indicates your status. Country of In	corporation
Individual	indicate type of beneficial owner as	RALIA
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### Trust account

Example client scenario Individual trustee: Mr John Smith Account name:Smith Family TrustRegistered address:1 Orange Street, Sydney NSW 2000

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### Self-managed superannuation fund account

Example client scenario Individual trustee: Mr John Smith Account name:Smith Family Self-managed superannuation fundRegistered address:1 Orange Street, Sydney NSW 2000

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