W-9 form; request for Taxpayer Identification Number and Certification

All W-9 forms must be completed in English:

### Part I Taxpayer Identification Number (TIN)

- **A** For individuals or sole proprietors: enter your social security number (SSN)
- **B** For entities (ie businesses) enter your employer identification number (EIN)

**Note:** A valid US Tax identification number will always
- include numbers (no letters or other characters)
- be made up of nine digits and never
- consist of nine of the same number
- be made up of nine sequential numbers either ascending or descending

If you have applied for a TIN or are about to, please enter Applied in either the SSN or TIN boxes. You will have 60 days to provide us with the TIN.

### Part II Certification

- **C and D** Please sign and date the form. If you are signing on behalf of an entity, please be sure you are authorised to do so.

**Note:** This form can only be signed under a Power of Attorney (POA) if the POA specifically states that the agent/attorney is able to sign on tax matters or tax forms and a copy is provided or held, alternatively if an IRS Form 2848 is provided.

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For joint accounts, each account holder must complete a separate form. The form W-9 must be completed correctly without any alterations. If you make a mistake, please start again with a new form. Do not use liquid paper or any other correctional tool.

- **Line 1** Insert the full name as shown on your income tax return form
- **Line 2** Insert your business name/disregarded entity name only if the answer is different to your answer for Line 1
- **Line 3** Only check one box in this section. If you are a limited liability company, check the LLC box and enter your tax classification as C (C Corporation), S (S Corporation) or P (Partnership)
- **Line 4** (if applicable) Write down the ‘Exempt Payee Code’ and ‘Exemption from FATCA reporting code’ in the fields indicated

**Note:** if you have any queries regarding these codes, please seek independent tax advice

- **Line 5** Enter your full street address
- **Line 6** Enter your city/town, country/jurisdiction and/or state, post code/ZIP
- **Line 7** We recommend that you do not list any account numbers as you may have to provide forms for accounts you have not included

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